

1. **Introduction.** Every member of staff at St Faith's will act in the best interests of pupils at all times. It is recognised that we act in 'loco parentis' ('in the place of the parent') and, therefore, should do our utmost to ensure the welfare of the pupils during the school day. The EYFS children spend the majority of the school day with their class teacher, who takes full responsibility for their welfare and planned activities throughout the day. At times during the week other staff will also be involved in leading some activities and assemblies, including lessons for Music, PE, Games and Spanish.
2. **Ratios.** Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the 'Statutory framework for the early years foundation stage'. There is a member of staff with appropriate paediatric first aid training available to pupils in the EYFS at all times.
3. **Registration.** Registration takes place twice a day; at the start of the morning and at the start of afternoon lessons. Registration takes place electronically with the information being securely stored on the school's server. Should a child be missing at any time we will follow the procedure in our 'Missing Child Policy'.
4. **Arrival.** There is structured supervision for all EYFS children throughout the school day. On arrival at school, from 0800, children make their way directly to their classrooms, where they are welcomed by the class teacher and or teaching assistant. Registration closes at 08:25 am and the gate is locked.
5. **Departure.** EYFS staff will only release a child at the end of the school day into the care of a parent or other individual whose name has been notified to the school in writing in advance. The children are taken on to the playground and only released once the parent or carer has acknowledged sight of the child. If a child is not collected by 15:20, they are taken to the Late Stay facility and supervised by staff there, whilst every effort is made to contact the parents.
6. **Break time.** During morning and lunch playtimes the Foundation classes play in their own dedicated area to the rear of Southfield. In the summer term, to support the transition to Year 1, Foundation children begin to use the front playground and mix with the older children. Appropriate staffing ratios are maintained.
7. **Lunchtime.** At lunchtime the Foundation children eat in the dining room. EYFS staff sit with, and supervise, the children throughout lunch. Children are always in sight and hearing of a member of staff whilst eating.
8. **Late Stay.** Our after school care is available from 15:20 to 17:30. Parents book children's attendance via the Activities/Late Stay widget on My School Portal and a list of those attending is checked by the class teacher daily. The Late Stay is managed by a Pre Prep Teaching Assistant, who has paediatric first aid training. She is assisted by 4 further teaching assistants. If a child is not collected when Late Stay ends at 17:30 every effort will be made to contact the parents. If a child is not collected by 17:45 they will be cared for by the Headmaster or members of the SMT, on the school premises.
9. **Educational visits.** The supervision of pupils during educational visits and trips out of schools is always in accordance with prescribed staff/pupil ratios. Risk assessments are completed for all such visits and trips. For further information, see our 'Educational Visits Policy'.

10. **Children with disabilities.** There is no difference in the legal requirements for EYFS pupils with a disability, but staff should be aware that the duty of care may be increased and supervision ratios should be adjusted accordingly. Throughout the EYFS, if a child's progress in any prime area gives cause for concern, staff will discuss this with the child's parents and/or carers and agree how to support the child. Practitioners must consider whether a child may have a special educational need or disability which requires specialist support. 16 They should link with, and help families to access, relevant services from other agencies as appropriate.