St Hilary's Prep School Policy

Supervision of Pupils
Including EYFS

We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

Staff: pupil ratios within the school

EYFS
Nursery & Kindergarten
In Nursery and Kindergarten, the School provides at least one member of staff for every five children aged two and at least one member of staff for every eight children aged three and four. These staffing levels also apply to children in these age groups at lunchtimes and during Nursery and Kindergarten wraparound care. Staff counted in the ratios must meet the applicable EYFS qualification requirements. The guidance according to the EYFS Statutory Framework 2026 is that:

3.49 For children aged two:
• There must be at least one member of staff for every five children
• At least one member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience based route status.
• At least half of all other staff must hold an approved level 2 qualification.

3.51 For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, or Early Years Teacher Status is not working directly with children:
• There must be at least one member of staff for every eight children.
• At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
• At least half of all other staff must hold an approved level 2 qualification.

While eating, children are always within both sight and hearing of a member of staff.

Reception
Ratios within Reception vary, accommodating staff duties and non-contact time.

The guidance according to the EYFS Statutory Framework 2026 is that:

3.52 For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:
• For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.

• For all other classes there must be at least one other member of staff for every 13 children.
• At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

However, we aim to provide ratios in class of less than 1:10. If there is no Level 6 qualified member of staff present, at least half of the staff hold a Level 3 qualification and at least half of the other staff holds at least Level 2 qualification and ratios of 1:8 are maintained. At playtimes, a teacher with QTS is on duty with at least one other TA.

Years 1-2

up to 20 pupils in class 1 teacher 1 Classroom assistant

Years 3-6

up to 20 pupils in class 1 teacher 1 Classroom assistant where staffing allows

All staff are responsible for supervising the pupils during the school day and at times beyond. They are expected to follow the guidelines of any particular duty they might undertake. Around the school – much supervision is informal between lessons and during breaks and it is an essential part of the staff's supervisory role to ensure that pupils adhere to the school rules to stay safe. No pupils are allowed to go into any room without a staff member present or to come into school during breaks without permission. When children from the Early Years are present, there is always a Paediatric First Aider on site. Certain rooms are locked when not in use, for example, the Computing Classroom, the Science Lab and the Hive.

7.30 – 8.00am	EYFS and Pre-Prep children are escorted into school by their parent/carer to the Pepperpot where they will be registered for Before School Care and Breakfast Club. Prep children are dropped off at the gate and walk into school, going straight to the Pepperpot where they will be registered. This procedure applies to children arriving at any time from 7.30 – 8.00am.
8.00 – 8.30am	The school gates are opened at 8.00am to allow for a staggered entry into school. There is a rota for where the children go to depending on the day of the week (e.g. Mindful Mondays are in the Hall; Friday Fitness is outside; other mornings the children are supervised by their Form Teachers) Any swim squad children who attend breakfast are supervised by PE staff.
8.30 – 8.45 am	The Form Teacher takes the register. Register closes at 8.45am. Pupils who arrive late go to the office first to sign in.
8.45 – 10.15	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason, however, there are times when one teacher may supervise two or three classes, during transitions between lessons. In case of emergency teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - call the Office, or send for a relevant member of SLT. - send the pupil with the 'red bat' and/or another accompanying pupil to the office. EYFS maintain ratios at all times ensuring their classes are supervised.
Break Time	All pupils are supervised by a member of staff, who undertake break duty on a rota basis. They are present in the playground at all times. Designated toilets are used during break time. EYFS ratios are maintained.
Lunch Time	All pupils are supervised by a member or members of staff, who undertake lunch duty on a rota basis. The member of staff on duty will escort pupils to cloakrooms and ensure that all pupils go outside to the playground. All pupils are then supervised in the playground until lunch break ends and pupils return to their form rooms for registration.

	EYFS staff rotate duties. Staff eat with the children to ensure ratios are maintained at all times and that 3.64 Whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A. 3.70 Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent, therefore, it is important for providers to be alert to when a child may be starting to choke. Where possible, providers should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions. After lunch Nursery/Kindergarten children return to Nursery/Kindergarten where they prepare to go home, or if they stay for the afternoon session they remain together in Kindergarten. Reception children return with staff on duty in the Pepperpot to class to prepare for playtime. Once they are ready, staff accompany the children outside for play
After School Collection 3.30 Prep-Prep 4.00 Prep	Children are taken to the Top Lawn to be dismissed by a member of staff to parents/carers. Any children who are uncollected at the gate due to a parent running late are escorted to the office after 5-10 minutes. Should any children still not be collected after a further 5-10 minutes, the office escort the children down to After School Care. Parents are called. Please see Uncollected Child Policy.
After School Clubs, including Homework Club	Children go straight to the club after being dismissed by their class or Form Tutor. Clubs take a register. At the end of the club children are taken to the Top Lawn to be dismissed to a parent/carer. The member of staff running the club ensures that every child has been collected. Please see Uncollected Child Policy. It is the responsibility of the staff member in charge of the club to ensure that safe and suitable activities are planned for the duration of the club. This includes safe use of space, especially during inclement weather or the darker months. Activities should only take place outside if light or in floodlit areas where pupils can be safely monitored. Activities should not take place in the woods if it very windy and pupils should be taken inside if it is lightening. staff are unsure or need guidance, they should contact a member of SLT.
After School Care 4.00 – 5.30pm	Children in EYFS are taken by staff into Kindergarten where they are supervised by qualified members of staff. Parents collect the children from the gate and are escorted there by a member of the After School Care team, or a member of SLT. There is always a Paediatric First Aider on site. Children in Years 1-2 attend After School Care in Kindergarten and are also escorted to the gate by a member of the After School Care team, or a member of SLT. Children in Years 3-6 attend After School in Kindergarten from 5.00pm onwards. A member of SLT is on call until the last child has been collected. They can also be called if After School Care becomes particularly busy. Pre-booking takes place for after school care and a record of these children is kept. A daily record is also kept in a folder, which originates from the school office recording any requests for pupils to attend after school care. This is then given to a member of the after school care team.

Pre-Prep swimming:
Children are accompanied from school to the pool by a TA. They are escorted from the School minibus to the changing rooms. They remove their shoes outside the changing room and then get changed in the group changing areas. Children are supervised at all times by the TA who accompanied them on the minibus. When additional transport is required, children are taken in a member of staff's car. Children are always accompanied by an adult and are never left to travel one adult. The same TA accompanies the children to and from poolside to the changing room. Children are always accompanied by an adult to use the toilet.

Swim Squad:
Children arrive at swimming and change in a group changing room. They are supervised by two members of St. Hilary's School staff. Once changed, children leave changing rooms independently to the front reception where a St. Hilary's member of staff meets them and they are taken back to school by a parent or by school minibus. (If permission/consent has been given)

Prep swimming:
Children are accompanied from school to the pool by a TA. They are escorted from the School minibus to the changing rooms. They remove their shoes outside the changing room and then get changed in the group changing areas. Children are supervised by the poolside teaching staff (3 members). When additional transport is required, children are taken in a member of staff's car (parent consent is asked). Children are are never left to travel with one child and one adult. Children are always accompanied by an adult to use the toilet.

Matches:
We aim to have a member of PE staff designated to each team we take to a fixture, however, this is not always possible. We will always have a minimum of 2 members of staff for 4 teams. For away fixtures we try and have two members of staff going, even if there is only one team. While at a fixture, a member of staff will accompany the children to the toilet. Children are always accompanied by a PE member of staff to the fixtures in our mini busses or our hired minibuses.

Trips
Safety of pupils is a top priority for the school. Approval is sought from the Headmaster before any educational visit is undertaken.
Staffing on all Educational Visits is vitally important. Pupil to staff ratios for school trips are not prescribed in law. However, the DFE recommend staff to pupil ratios for visits, intended as a general guide for visits to local historical sites and museums or for local walks, as follows:-

Ratio	**Pupils' Year Group**
1:6 (but can be lower depending on cohort) 1:2 1:4 1:1	EYFS 2 years of age 3-5 Children with specific behavioural needs
1:6	Years 1 - 2
1:8	Years 3 - 6
1:10	Year 3 – 6 if local

The school complies with these Staff to pupil ratios.

All educational visits comply with the guidelines and procedures outlined in the relevant Educational Visits Policy. All details must be documented prior to departure.

A Risk Assessment will be completed prior to the trip and a staff member will have visited any new proposed location. All completed planning documents and Risk Assessments are submitted to the Educational Visits Coordinator. All staff / helpers will be briefed on the findings of the risk assessment and the procedures for the trip before the visit and should know exactly what is required of them during the visit.

Adequate first aid provision will have been addressed and arrangements made for medical needs. A Paediatric First Aider will accompany every trip.

A school emergency contact is nominated. The group leader and the school emergency contact will have a copy of all the adults and pupils travelling in the group. A contingency plan will be in place for delays.

Adequate information regarding the educational visit is provided to parents and pupils. Individual written consent will be obtained where pupils are taken on a trip or visit that:-

- extends beyond the normal school day
- involves an overnight stay
- requires collection from a different venue
- is an overseas visit

Reviewed: September 2019, July 2020, August 2020, July 2021, July 2022, July 2023, November 2023, June 2024, June 2025, September 2026
Next review date: June 2027
Person responsible: SLT