



**ALLEYN COURT
PREPARATORY SCHOOL
EYFS**

Supervision

COMPILED BY Head of Pre-Prep
VERSION 7 – March 2022

DATE FOR NEXT REVIEW : March 2023



ALLEYN COURT PRE-PREPARATORY SCHOOL

SUPERVISION

POLICY STATEMENT

We provide a staffing ratio in line with the requirements of the Statutory Framework for the Early Years to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedure:

To ensure that children within the Pre-Prep and their parents are offered high quality early years care and education.

Staff : Child ratios

Children must usually be within sight and hearing of staff and always within sight or hearing

- A minimum of two staff/adults are on duty at any one time.
- Staffing arrangements meet the needs of all children and ensure their safety.
- We ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.
- We inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions.
- We use a key person (lead teacher) system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in our school. The key person is available for discussion and consultation with the parent/carer on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

In the Pre Prep we use the following ratios of adult to child:

- children aged two years of age: 1 adult : 4 children
- children aged three - five years of age: 1 adult : 8 children or 1 adult : 13 children dependent on staff qualification.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children as set out in the Statutory Framework for the Early Years 2021.

For children aged two:

- There must be at least one member of staff for every four children;
- At least one member of staff must hold a full and relevant level 3 qualification; and
- At least half of all other staff must hold a full and relevant level 2 qualification.

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the 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 member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

Student and Apprenticeship Placement

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if we are satisfied that they are competent and responsible.

Staff qualifications, training, support and skills

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We ensure that staff have sufficient understanding and use of English to ensure the well being and care of the children in our school in order that staff are competent to be able to record keep, liaise with other agencies, summon emergency help and to understand key instructions in terms of safety for administering medicines, food hygiene and food allergies or needs.
- We provide staff induction training at the start of employment to help them understand their roles and responsibilities. This induction process includes information about our Health and Safety, Safeguarding Children, Emergency Evacuation, and Equality Policies. Other policies and procedures will be introduced within the induction plan.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We use Ofsted and the DBS for guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- All of our staff have fully enhanced Disclosure and Barring Service checks.
- All staff have regularly updated training in Safeguarding, Early Years, Paediatric First Aid and Food Hygiene.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through in house or various external agencies.
- We support the work of our staff by holding regular supervision meetings and appraisals in order to identify any training needs and secure opportunities for individuals CPD.

Head of Pre-Prep March 2022