

St. Christopher's School



Supervision Policy EYFS

May 2026

Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone. EYFS children will be under direct adult supervision at all times. EYFS adult to child ratios will be adhered to.

Responsibility during the school day

Registration

Reception

The responsibility to ensure that a child attends school regularly is that of the parents or carer. Each class is registered at 8:50am and 1:35pm.

Nursery

Registration takes place at the beginning of each session: 8:00am and 1:00pm. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office before 9.30am on the first day of absence and notify on the Family App.

Site Safety

Reception

The doors of the school are locked except for when parents are dropping off children between 8:25am – 8.50am and when collecting children from school at the end of the day 3:15pm

Nursery

Beginning and end of school day; parents may enter by the main door by pressing the buzzer. When collecting children at 1pm parents must use the main door. The office staff dismiss the child at the main door once the parent/carers has been identified on camera.

Children are not allowed off site during school hours unless parents/carers notify the Office.

Reception

If leaving before the end of the school day, parents/carers must notify the office and class teacher, their child will then be brought to the main door.

Nursery

If leaving after the morning session, at parents/carers must inform the class teacher before their session begins.

Visitors

All visitors to the school and nursery must sign in at the office and be given a Visitor's Badge. It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities.

In the Classroom

Each class will be fully supervised by an appropriate trained adult at all times. EYFS staff should ideally be within eyesight of the children and must at least be within hearing distance of the children.

Before School

Reception The front gate is open from 8:00, parents must remain on site until 8:25 when they can hand over their child/children to staff.

Playtime

Reception

Playtime starts at 10:10 and finishes at 10:30. Two members of staff will be in the playground at this time. It is essential that full attention is given to observing the children and that action is seen to be taken whenever there is a problem. Serious misdemeanours will be recorded on accident form.

Nursery

Nursery children are able to access the playground outside of Reception -Yr 6 break (10:10am – 10:30am and 10:40am – 11:00am) and Reception – Yr 6 Lunch (12:30pm-1:30pm).

Lunchtime

Reception

12:30pm to 1:30pm, 3 members of staff are on duty; one inside in the Nursery Classroom, two outside in the playground. Children must be under direct supervision at all times.

Nursery

11:30am to 12:30pm Children staying the whole day will have lunch in the classroom under supervision of appropriately trained staff.

After School or session

Nursery are released to their designated carer from the main school doors and Reception from the side school door. No child is permitted to leave the site with an adult other than their designated carers, unless informed by parents. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provide either a password, photo or authorising email/phone call if another parent is collecting.

Parents/carers must inform the office the night before if their Reception child is to attend after care.

Wet weather arrangements

Before school

Reception If the weather is wet, children may wait in the hall before school begins. The staff on duty are responsible for opening the doors and supervising the children.

Nursery

If the weather is wet, girls and boys may wait in the hall before school begins. Parents are responsible for supervising their children.

Breaktime

During wet breaks all children will be supervised in the hall or in the EYFS area.

Lunchtime

Children not in the hall will be supervised in the various classrooms by lunchtime assistants.

Movement around the School

At the beginning of each new term the Headteacher will remind the Reception children in Assembly about the School Rules. All staff will remain vigilant of children between lessons and at other times outside the classroom, ensuring no running and safe movement at all times. Nursery children will be reminded about school rules during circle time sessions.

Supervision of Physical Education

The same principles of care apply during physical education lessons as to other school activities.

Version control

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Policy owner (SMT)	Head Teacher
Policy owner (Proprietor)	ILG