



EYFS Supervision Policy

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Description: This policy outlines the Foundation Stage's commitment and responsibility to active supervision of children and staff.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

1.1 At Lingfield College Nursery we aim to always protect and support the welfare of the children in our care. The Head of Nursery is responsible for all staff, volunteers, students and cover staff ensuring appropriate inductions and training is received regarding the School's Health and Safety policies and procedures in the Nursery so all staff can maintain and implement procedures to suitably supervise all children keeping them safe from harm.

As per the EYFS Framework Sept 2025: [EYFS framework for group and school based providers .pdf](#)

- 1.2 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.
- 1.3 Supervision should provide opportunities for staff to discuss any issues – particularly concerning children's development or well-being, including child protection concerns, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.
- 1.4 Procedures are in place to ensure the suitability of all staff and appropriate induction and probation procedures, annual appraisal and ongoing supervision ensure staff performance is monitored regularly



through regular one to one supervision meetings, annual appraisal reviews, learning walks, peer observation and team meetings, where staff have opportunities to:

- 1.5 Discuss any issues – particularly concerning children’s development or well- being, including child protection concerns and concerns about staff.
- 1.6 Identify solutions to address issues as they arise.
- 1.7 Self-appraise, identifying personal issues whereupon additional support may be required.
- 1.8 Receive coaching to improve their personal effectiveness.
- 1.9 Identifying training needs and areas of improvement.
- 1.10 Regular monitoring and supervision of staff helps to establish a culture of mutual support, teamwork and continuous improvement whereupon children are kept safe and safeguarded, thus meeting the expectations of the Early Years Statutory Framework September 2025.

2.0 RATIOS

- 2.1 It is the responsibility of the Head of Nursery and in their absence the Deputy Manager to organise the appropriate number of staff to meet ratio requirement across the Nursery.
- 2.2 It is the responsibility of the Room Leader and the Deputy Room Leader in the Room Leader’s absence to maintain ratio and ensure they respond to, instruct and react to requests regarding ratio and supervision of children ensuring that all staff closely supervise children during play at all times, both indoor and outdoor, making decisions and suggestions to further support supervision.
- 2.3 It is the responsibility of the Room Leader and the Deputy Room Leader in the Room Leader’s absence to ensure Dynamic Risk Assessments are carried out to minimise risk, delegating to your team as required and managing staff deployment to meet the requirements of active supervision of children at all times.
- 2.4 It is the responsibility of the Room Leader and the Deputy Room Leader in the Room Leader’s absence to fulfil routine obligations to ensure children’s safety and wellbeing, supervising children appropriately and so children are always within hearing and sight at all times.
- 2.5 It is the responsibility of all staff to acknowledge their care responsibility and duties of all children, always keeping them safe from harm.
- 2.6 As per the EYFS Sept 2025, staffing arrangements meet the needs of all children and ensure their safety. We ensure that children are adequately supervised, especially whilst eating, and deploy staff to ensure children’s needs are met. We inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.
- 2.7 Children are within sight and hearing of staff and all staff breaks are scheduled, and appropriate staffing levels are maintained considering staff/child ratio and level of responsibility. As a school we endeavour



to maintain a heightened ratio as per Lingfield College guidelines, this exceeding EYFS statutory ratio of staff to children,

2.8 Lingfield College Nursery attempt to maintain a ratio of:

- 1:3 with an additional member of staff during busy periods (Under 2's – Cocoon)
- 1:4 for all children in Caterpillars, this including children aged 3 to 5yrs (Under 3's - Caterpillars)
- 1:6 (Under 5's – Butterflies)

2.9 EYFS statutory ratio guidance:

- 1:3 (Under 2's - Cocoon)
- 1:5 (Under 3's - Caterpillars)
- 1:8 (Under 5's –Caterpillars & Butterflies)

Refer to the EYFS September 2025 for further details of staff: child ratios across the Foundation Stage including the qualified status of staff and the necessary ratio requirements for independent school settings and Reception. [EYFS statutory framework for group and school-based providers](#)

3.0 ACTIVE SUPERVISION

Active supervision is ensuring the safety and wellbeing of the children in our care. As part of our safeguarding responsibilities, it's essential that we remain fully alert, engaged, and positioned to effectively observe and respond to children at all times, both indoors and outdoors. It's being proactive in being present, aware of potential risks, and proactive in managing behaviour, movement, and safety. Ensuring that you consistently scan and interact with the children to prevent incidences before they occur. This level of vigilance will help maintain our high safeguarding standards and keep every child safe.

To achieve active supervision, we ensure that children are always supervised adequately, whether children are in or out of the building through:

3.1 Attendance

- Ensuring attendance is completed upon entry on FAMLY, signing in the time in which children enter.
- Ensuring daily registers are also completed on iSam's for evacuation purposes, this is completed in the morning before 9am and again at lunchtime before 1pm.
- Ensuring that parents are contacted to request information for reasons for any absences if not already provided and as per the EYFS Sept 2025 providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged, reporting as necessary if concerned

3.2 Supervision

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. It is the responsibility of the Room Leader and the Deputy Room Leader in the Room Leader's absence to ensure that staff are deployed effectively promoting interaction, engagement, safety and security.
- Monitoring staff deployment across the setting regularly to ensure children's needs are met.
- We headcount during the day checking if we have all children, especially at times of transition, it is the responsibility of all staff to ensure all children are present and accounted for reporting and



escalating immediately to the Nursery Designated Safeguarding Lead or Head of Nursery if a child is missing or is left unsupervised for any period.

3.3 Mealtimes

3.4 As per the EYFS Sept 2025, 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.

3.5 To ensure are safeguarded whilst eating, we ensure we implement the following procedures:

- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff.
- Monitoring mealtimes to prevent choking and allergies, ensuring that whilst children are eating, they must be within sight and hearing of a member of staff.
- Ensuring that babies and young children are seated safely in a highchair or appropriately sized low chair while eating, and at their designated eating space where distractions are minimised.
- Obtain health needs information upon enrolment where any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements is known to those preparing foods and to those serving foods to the child, so children are safeguarded against potential allergic reactions and anaphylaxis.
- Implementing strict procedures when managing allergies/food intolerances and food preferences so the child is safeguarded where the risk of a child being exposed to allergens that may impair their health is minimised. As a school, we ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis through training on induction and through the obtaining of information and the sharing of this information through individual allergy cards, health care plans and allergy/food intolerances information chart and updates during regular meetings, staff are aware of a child's allergens, symptoms and known reactions and procedures to adopt in the event of an allergen or food being given that may impair their health.
- The weaning policy and children's induction upon enrolment provides information about children's weaning stages and foods that have been introduced. This information is shared with those preparing and serving foods where charts indicate allergen, weaning stage and texture of foods.
- Foods temperatures are checked, and children are only given foods that have been appropriately prepared, this considering children's age/stage of weaning and needs.
- When preparing and serving foods staff follow hygiene practices and wear gloves and tie hair up as necessary.
- Ensuring that whilst children are eating there is a member of staff in the room with a valid full paediatric first aid certificate.



3.6 Routines

- Supervising toileting activities and adhering to recommended intimate care procedures as per the Intimate Care Policy.
- Carrying out intimate care procedures in the presence of other staff whilst maintaining child privacy.
- Minimising the likelihood where one member of staff is left unattended with children.
- Never leaving babies/children unattended during nappy changing times.
- Supervising children whilst sleeping, completing the Sleep Record and FAMLY

3.7 Supervision during Play

Staff must ensure that they adhere to active supervision and ensure that children are supervised where they are consistently monitored and engaged in a proactive and intentional way to ensure their safety, well-being and learning.

Staff are responsible to be aware of children's whereabouts and activities and intervene as necessary, quickly and effectively responding to a child's needs and offer guidance, support and encouragement where needed.

We do this through:

- Ensuring children are always supervised when using water.
- Ensuring children are always supervised when using food during play with allergies and choking hazards being considered as potential risk, this mitigated through benefit and dynamic risk assessment.
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs ensuring that staff are deployed to supervise play accordingly. Risk assessments, guidance of supervision and rules for play are in place and these are expected to be adhered to by all staff and children.
- Forest School has separate risk assessments and guidance for play is shared with all children before every Forest School session commences, this mitigating risk and keeping children safe.
- Staff support children to identify, minimise and manage risks in their play and provide opportunities for children to regularly practise these skills further embedding knowledge of how they can keep themselves safe.
- During playtime staff are expected to visually risk assess the playground removing any hazards, close all gates, and ensure children are head counted and registered as needed.



- Staff are First Aid trained and ensure First Aid equipment is accessible and recording of any incident includes appropriate escalation if required.
- Monitoring play activities, especially when food or small items are contained within.
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Educational Trips Policy)
- Supervising children carefully when using scissors or tools, including using knives in cooking activities where this is required
- Strictly following any safety guidelines and risk assessments given by other organisations or companies relating to the hire of equipment or services.

3.8 Mitigating Risk

- When considering children's safety, dynamic risk assessments, daily checks and risk assessments are completed and implemented following recommendations identified to minimise risk.
- COSHH and Health and Safety procedures apply and all staff are provided with clear policies and training.
- Policies and parent guidance ensure that children remain absent during periods of illness and those presenting with illness during Nursery hours are cared for whilst awaiting parental collection.
- Parents are notified if there is any concurrent illness or contagious diseases within the Nursery, advice following notification procedures as per HSC Public Health.
- Trained First Aiders are situated within the Nursery and respond to children's accident and incident accordingly, notifying parents and reporting as required.
- During periods of illness and /or accident, other children are supervised to minimise the risk of children being exposed to illness, further accident or sight of injury of their peers.
- Regular cleaning and maintenance of facilities prevents transmission of disease and ensures that premises remain hygienic and sanitary.
- Procedures are in place to ensure staff members know how to respond and keep children safe during emergency evacuation and critical incident.
- Ensuring that gates, locks and doors are closed and that all functions enable continued security.
- Children are only released into the care of individuals of whom the parent has explicitly notified the provider about ensuring that parents provide prior notification providing authorisation for collection. Further checks of which are carried out by a member of staff thus substantiating appropriate authorisation for collection, these being a full name and photograph similarity check, password collection and the checking of the authorisation for collection provided by the parent.
- Children do not leave the premises unsupervised, and neither are they left unsupervised. In the event of a child being left unsupervised and that is not deemed to be within sight or hearing of a member of staff, appropriate steps are taken to ensure the safety of the child, and parents and Ofsted are notified following our reporting responsibility as per Ofsted's Enforcement Policy.
- We take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors. CCTV cameras are installed to identify any failings in supervision and minimise the likelihood of unauthorised persons entering the Nursery.



4.0 ASSOCIATED POLICIES

- First Aid Policy (LP-PW-014)
- Medical Conditions Prep Policy (LP-PP-021)
- Fire Emergency Plan (SP-MW-050)
- Critical Incident Policy (LP-MS-011)
- Behaviour Management Prep Policy (LP-PP-005)
- Safeguarding and Child Protection Policy (LP-PW-034)
- Safer Staff Recruitment (LP-RW-007)
- Weaning Policy (LP-PP-048)
- Sleep Policy (LP-PP-047)
- Intimate Care and Nappy Changing Policy (LP-PP-019)
- Foundation Stage Policy (LP-CP-015)

Last reviewed July 2025

Next review due July 2026