



S14c Prep and Pre-Prep Supervision Policy

Rationale

Our aim is to ensure that children in the Preps and Pre-Preps (EYFS and Key Stage One) are given the best education and care and that they are kept safe at all times. In order to achieve this we ensure that we employ and allocate appropriately qualified staff and that we adhere to recommendations for staffing and ratios at all times. Where extra staffing is deployed, we make professional judgements according to children's ages, learning and developmental needs and the type of activities that they will be involved in.

- Children in PPP will be supervised at all times by appropriately designated adults. They are never left unattended or asked to go anywhere by themselves.
- There are 3 permanent members of staff in Nursery (3-4 years). This exceeds the EYFS recommended ratio for 3-4 year olds of 1:13. We have a Nursery teacher, 1 member of staff who is level 6 qualified and 1 member of staff who is Level 3 qualified. During the day there are always at least 2 members of staff present in Nursery.
- There are 2 permanent members of staff in Prep I (4-5 years). We have a teacher and a member of staff who is Level 3 qualified. This exceeds the EYFS recommended ratio for 3-4 year olds of 1:30. There are 2 permanent members of staff in Prep II (5-6 years) and Prep III (6-7 years). In each class we have a teacher and a Teaching Assistant who is Level 3 qualified. This exceeds the recommended ratio.
- Other members of teaching staff who take Prep children for regular lessons such as PE, Music, Ballet, Art, Science are given 'Procedures for Teaching in the Preps' to read at the beginning of the year or whenever they take on the role as part of induction process. They will always have a member of staff with them who is allocated to that class and is familiar with the children's learning and developmental needs, medical and dietary requirements and class routines.
- We have a high proportion of Paediatric First Aiders on our PPP staff in order to ensure that at all times throughout the day there are a number of staff who are Paediatric First Aiders available in the Preps.
- PPP children are supervised at break-times and lunch-times by PPP staff.
- In case of staff absence we ensure that adequate supervision is in place at all times and that recommended ratios are strictly adhered to. Where possible we try to use familiar staff in order to cause the least disruption for children. In case of prolonged absence, we will use appropriately qualified staff from agencies. We work with the supply teaching agency to ensure that supply staff have undergone appropriate recruitment and safety checks as described below. They will always have a member of staff with them who is allocated to that class and is familiar with the children's learning and developmental needs, medical and dietary requirements and class routines.
- All members of staff who work with children in the PPP are recruited following safer recruitment procedures in accordance with the EYFS Suitable Person requirements.
- Prep children can only be dropped off or collected from school by persons aged 16 years and above. That person must stay with the child and ensure that they are handed over safely to school staff. In the case of an older sibling (16 years and above) collecting or dropping off a child, the parents must complete a consent form, naming the person and giving their permission for them to do so in advance. This will be kept on file for the school year and renewed annually. Nursery children must always be dropped off or collected by an adult. If the school has a concern about any person who is nominated to collect a child, they will always raise this with the parents and may refuse to hand the child over to them.