

The Cornwall Independent School

SUPERVISION OF PUPILS IN THE EYFS POLICY

(This is to be read and applied in conjunction with the Supervision of Pupils document)

This document which applies to the whole school, including the Early Years Foundation Stage (EYFS), is available on request, from the School Office, and can be made available in large print or other accessible format if required, from the School Office.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: This policy is a live document that is sensitive to our working practices and is subject to change according to the needs of The Cornwall Independent School (TCIS). All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force and other statutory and best practice documentation cited in this document.

Monitoring, Review and Adaptation: The text of this policy is **necessary** and proportionate to meet the needs of The Cornwall Independent School, supporting those who work with our pupils, **making clearer** the responsibilities of school staff, volunteers, proprietor and the Governance Advisory Body. These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Governance Advisory Body is committed to regularly reviewing and updating our policies to ensure they remain relevant and effective in supporting our school's mission and values, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

The Policy Owner is Miss Clemency Anthony, supported by the Education and Compliance Officer.

Reviewed: September 2026

Next Review: September 2027 (or sooner, to reflect any material change in statutory or best practice requirements)



Miss Louise Adams
Headteacher

Principles:

- The welfare and safety of all pupils is of paramount importance at all times.
- Staff should avoid being in sole charge of a pupil and should not be in situations which compromise their professional integrity. One to one working with pupils should always take place in an open and visible environment. This is to safeguard both the pupils and the professional integrity of staff.
- The staff are acting in loco parentis when supervising pupils and should ensure that all arrangements, particularly those involving off-site activities, are with the full knowledge and approval of parents and with appropriate consent.

Timings:

8.30 - 8.55 a.m.	Reception Pupils may arrive in school and whole school supervision procedures apply.
8.30 - 8.55 a.m.	Reception Pupils are supervised in the classroom, then playground or Hall from Summer term.
8.55 - 9:00 a.m.	Registration and Lunch order taken.
9.00 - 9.30 a.m.	Register check by office and parental contact made if pupils are absent.
9.00 - 11.00 a.m.	Learning takes place in the Reception classrooms and may also include the EYFS outdoor learning environment.
11.00 - 11.30 a.m.	Outside break supervised by duty teacher
11.30 - 12:30 p.m.	Learning takes place in Reception classroom and may also include the EYFS outdoor learning environment.
12:30 - 1:00 p.m.	Reception pupils eat school and packed lunches in the Reception or Year 1/2 classroom until later in the summer term when they are introduced to eating in the dinner hall.
1.00 - 1.30 p.m.	Break in the EYFS/KS1 playground or Hall on wet days supervised by duty teacher.
1.30 p.m.	Registration
1.30 - 3.30 p.m.	Learning takes place in the Reception classroom and may also include the EYFS outdoor learning environment and on some days in linked lessons with Year 1/2.
3.30 p.m.	End of the day
3.30-3.45pm	If pupils are staying for Seahorses, they are supervised by their class teacher until it is time for seahorses to begin.
3.45 - 5.00 p.m.	Seahorses is available for Reception Children.

Assemblies:

EYFS/KS1/KS2	Friday 1:30 –2:00pm
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Procedures:

- At least one responsible member of EYFS staff must be in attendance when pupils are on school premises.
- EYFS Pupils should have continuous supervision by a staff member during the school day.
- Staff should not leave younger pupils unattended in a classroom under any circumstance and have established a system whereby help can be summoned if the member of staff needs to leave the classroom or teaching space.
- A staff rota is drawn up at the start of each academic year to cover staff supervision of play times and lunch times. The rota of staff designates the responsible person during outdoor playtimes and other members of staff are available within the Office.
- A qualified First Aider is always available who is specifically trained to provide first aid in the EYFS.
- Older pupils will be present in the EYFS playground on a rota basis, and they are there to act as playtime buddy's and not as a supervisory role. It is the teacher on duties responsibility to supervise and deal with any issues which occur.
- Members of staff will inform another member of staff when assisting a child in the toilet or providing any form of intimate care.
- Adequate staffing is particularly important for off-site activities, where a high degree of supervision and assistance may be needed. Staff should be especially vigilant where members of the public are present.

This is a summary of principles and good practice and is not intended to be complete guidance. Staff will use their own professional judgement to safeguard pupils at all times.