The Lyceum

14d. EYFS Supervision Policy

Teaching and Learning Supervision

Teacher: Pupil Ratios	Lesson 1	Play	Snack	Lesson 2	Lunch	Play	Lesson 3	Lesson 4	Dismissal
Reception Teachers M-F	1:16	1:16	1:16	1:16	1:16	1:16	1:16	1:16	1:16
With Assistant Teacher support	1:5.5			1:5.5				1:5.5	

All EYFS children can be always seen or heard by a member of teaching staff. A minimum of two adults are always in the adjoining Reception classrooms, and these people are always Paediatric First Aid trained. Children have accessible toilets and access to drinking water in their classrooms and from the Astroturf (play space). A First Aid Kit is available in every classroom and in shared spaces around the school. Walkie Talkies are also installed in every classroom and shared spaces, should wider support be needed. Specific allergy bags are named, labelled and familiarised with the full team. These are carried by adults at all times as the children move around the school. All accidents are logged and are reviewed weekly by the Head of First Aid to mitigate repeats. The accident log is monitored on a regular basis by SLT.

EYFS regularly explore the local environment as part of their weekly routine. Reception Class learn to walk safely by visiting green spaces such as Mark St Gardens or Bunhill Fields Park. This requires a minimum of 4 adults to ensure safe crossing of roads, allowing a ratio of 1:8 adults to children. High Visibility Jackets are worn by all adults and children walk in planned pairs. All adults are Paediatric First Aid trained and a First Aid Kit is always carried.

All allergy bags are taken on walks/park visits. Staff members are also permitted to carry mobile phones in case of emergency.

Staff in EYFS

The combination of expertise and experience across the EYFS team, is what enables our pupils to receive such a well-rounded and supportive education. Our current team is comprised of:

Name	**Role**	**Qualification**
Miss Lamond	AHT/RL Class Teacher	BEd Hons Primary Education
Miss Kupiec	R Assistant Teacher	
Miss Sillitoe	R Assistant Teacher	
Miss Haynes	HLTA/Club Co-ordinator	
Mr Prince	R Assistant Teacher	

Key Person in Each Class
The key person for RL Class is Jennifer Lamond. The key person for RA Class is Mrs Arlow. This is communicated with all parents at the beginning of term via email when the class lists are shared. Jennifer Lamond is Assistant Head with overall responsibility of the EYFS Department.

Safety around the school
EYFS children are never alone when moving around the school building. During transition times when EYFS children move from their classrooms to another space such as playtime, lunchtime and after school clubs, they are always safely escorted by a minimum of one member of staff. The lead adult is always Paediatric First Trained during these times and Walkie Talkies and First Aid Kits are always accessible.

Before/After School Supervision
EYFS Children can attend breakfast club from 08:00-08:30am and may stay for after school clubs from 15:45-16:45 and late club between 16:45-17:45. During this time, there is always an adult who is Paediatric First Aid Trained on site.

Nutrition and Eating
All children are provided a morning and afternoon snack from home which is eaten at the tables in the classroom. Tables are cleaned before and after and all children clean their hands before eating. Lunch is provided by Holroyde Howe and is eaten in the dining room. Children sit at small tables and are served food to their table places. It is the responsibility of the kitchen team to provided appropriate food and specific meals for allergy children, and the Reception team support by checking the correct named plate is given to the correct child. All allergy children set at the same space each day. All staff are allergy trained during September INSET every year by Holroyd Howe. Two adult supervise eating at all times with a close eye kept on children choking. Choking is recorded on the choking log if this takes place and parents are informed.

Toileting and Hygiene
Children have access to toilets from their classrooms and are regularly encouraged to go. It is our expectation that children are independently toilet trained before the being Reception. Should a child have an accident or become unwell and need changed, we ensure dual awareness takes place amongst the staff. If an adult is alone, they will radio for a member of SLT or support staff to come and be a close by supporting adult.

Reviewed: September 2026 by JL
Next review: August 2027