

POLICY - EARLY YEARS FOUNDATION STAGE SUPERVISION AND SAFETY

Policy owner	Head of Pre-Prep (Mrs R Barton)
Policy last reviewed	November 2022
Policy next review date	November 2023
Policy audience	Staff and parents

Please read in conjunction with Whole School Safeguarding and Child Protection policy, Equal Opportunities Policy, Health and Safety policy, Educational Visits policy and the EYFS Mobile Phone Policy.

The safety of the children in our care is our priority. We will be vigilant and will follow the established safety procedures at all times. A Daily Risk Assessment is carried out by Early Years staff in both the Nursery and Reception class.

The Health and Safety Co-ordinator Mr M Singh ensures that:

- They know, and implement, national safety requirements relating to the premises, the staff and the children.
- They establish a regular servicing contract for fire and safety equipment and appliances to conform with the required safety standards.
- Identified faults are made safe and verified by certification.
- All staff have regular updated safety training from relevant agencies, such as (the Local Authority or private training agencies) and receive certificates as evidence of this.
- New members of staff, including students and volunteers, receive copies of the Staff Handbook, and that this is discussed during their induction meeting.
- Safety issues are discussed regularly at staff meetings and Safety committee meetings.
- Parents and carers are kept informed of any safety issues by notices or leaflets that are displayed in a prominent place.
- They record any major incidents/accidents on RIVO.
- Visitors are not given entry to the settings unless they have 'signed-in' in the Visitors Book and are wearing Visitors badges. Permanent play features for example swings and slides are safe and kept in good repair. Annual checks are carried out by specialist companies.

Security

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- The main outdoor entrance and exit doors/gates are locked/padlocked during the school day.
- Staff take fire requirements into account when they are locking the entrance and exit doors.
- All doors are closed on arrival and departure from the premises. Gates and boundaries are kept in good repair and are checked daily by site staff.
- We ensure that parents and carers are made aware of arrival and collection procedures, including early collection procedures and the procedures that are followed if they are delayed and their child is not collected. Staggered entrances and exits are in place to limit interaction between year groups.
- We require parents to inform staff in advance, in writing if another adult will be collecting their child.
- We do not permit children under the age of 16 to collect any EYFS girl from school.
- We ensure that children are handed over personally to the adult collecting them.
- We monitor and review security procedures regularly.

Levels of supervision

- We always observe the adult: child ratio. Teaching staff (QTS/EYTS) = 1 adult to 13 pupils. Qualified Early Years trained support staff = 1 adult to 8 pupils. When out on trips, the ratio is recommended to increase to 1:4.
- We guarantee that children will always be within the hearing or sight of an adult.
- Registers are taken twice daily, morning and afternoon. 'Head counts' are taken regularly.
- We always escort and supervise children in outside areas.
- We always supervise children who are eating and drinking.
- We are always aware of children who are using a toilet or the bathroom.
- We do not leave any child who is on an outing or trip unattended at the venue.
- We offer children assistance when they are getting into or out of a vehicle.

Fire safety

- We have taken advice from the local FSO. This includes advice on the location and suitability of our fire-fighting appliances. Internal doors have fire door closers, which operate at the sound of the fire alarm.
- Fire safety procedures are reviewed regularly. Fire control equipment, including fire alarms and smoke detectors are checked and serviced by the FSO.
- A Fire Log Book, held by Mr M Singh, records our fire drills, any problems that have been encountered, how these have been resolved, and any emergencies or fires that have occurred.
- The procedures for alerting the emergency services, as well as Emergency procedures, are on display in a prominent position so that staff and visitors are able to see them. (By the doors to the garden, on the windows to be seen when outdoors)
- Fire exits and routes are clearly marked and are checked for ease of opening.

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- Fire exits and routes are free from obstructions.
- Fire drills are carried out termly.
- Staff are aware of their roles and responsibilities in the event of an emergency or fire.
- At the sound of the alarm children are escorted by the class teacher to the Big Pitch where the register is taken. The teachers report to the Head of Prep School.

Risk Assessment

- Daily Risk Assessments are carried out in the EYFS settings, both indoors and outdoors.
- Risk Assessments are available to view and are updated annually or sooner if required. Documentation is also kept in the Nursery and Reception classrooms and are available to all members of staff electronically.
- The risk assessment documentation includes information under the following relevant headings:
- The risk or hazard, the adult(s) taking responsibility for the activity, who is at risk? what is the risk? Procedures, action taken to eliminate or minimise the risk, time scales, who is responsible for taking action? Monitoring and reviewing the risk.

Finger Entrapment

Finger injuries caused by door entrapments can be quite severe. One study indicates that the pressure exerted at a door's hinge area when it closes can reach 40 tons per square inch. Finger entrapment injuries typically occur when a child has followed an adult to the door and the adult inadvertently closes the child's fingers in the door. Supervision is the most important step to prevent finger entrapment injuries. Consistent reinforcement of the policy requires staff to be aware of children at all times, especially around doors, which is a necessary component for effective supervision.

Finger entrapment injuries also occur in the garden, where children can catch fingers in the garden equipment and resources. The law requires employers to identify significant hazards and protect people and children as far as 'reasonably practical' in terms of preventing finger trapping injuries from the hinge side of doors. We have finger guarding devices fitted. Doors have viewed panels where possible so adults can see through before they open the door.

Risk assessments have been carried out and continue to be monitored to ensure following measures take place to help prevent finger entrapment:

- Regular briefings to children on the dangers of finger trapping.
- Ensuring staff are aware of the hazard of door entrapments and their role in being vigilant and reporting defects and near miss incidents.
- All doors regularly used by EYFS pupils are fitted with finger guards.

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Outings and off-site visits

- School trip procedures are referred to before a trip is organised.
- Before any outing or trip a member of staff makes a visit, whenever possible, to the venue to assess any risks or dangers that may occur there, or on the journey.
- Evolve online trip booking system is used for any trip to ensure correct procedures are followed and the trip has been authorised.
- A Risk Assessment form is completed before any trip. A specific Covid-19 risk assessment may be carried out depending on the risk levels at the time.
- The correct adult: child ratios are adhered to.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size and maturity.
- We seek parental permission in writing before any trip. No child will be taken out from the premises without parental permission. A child without permission will be cared for by other staff if suitable staffing levels are available or the parent/carer will be contacted to collect the child at the earliest opportunity.
- We check that seat belts and a seat are appropriate and available for every child and adult.
- Staff take school mobile phones on trips in case of emergencies. They also take, as necessary: First Aid equipment, medication such as Epi-pens, inhalers, spare clothing, plastic bags, water, emergency contact details of both children and adults.

Safe Play

We check all equipment, toys and resources regularly to make sure they are safe.

We check the suitability and state of repair of surfaces on which the children play.

We make safety checks before all activities begin. We remind the children about safe practice when indoors and outdoors.