



WISBECH GRAMMAR SCHOOL

EYFS Pupil Supervision throughout the School Day (14c)

Scope:	EYFS Department
Release date:	January 2026
Author:	Assistant Deputy Head Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at EdComm meeting)</i>
Review date	September 2026

Linked documents

This Policy should be read in conjunction with:

- EYFS Missing Child Policy (14b)
- WGS Prep Supervision Policy (A12)
- EYFS Statutory Framework – updated September 2025

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Edition Changes

Edition Release 2026	
Location of change	Clause impacted
Page 2	Updates to KG and Reception areas
Page 3	Updates to supervision of pupils during mealtimes
Page 3	Key Supervision section added
Page 3	Best Practices section added

Policy Statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

To meet this aim we use the following guidelines:

- In the Kindergarten where the children are aged two years, there is at least one member of staff for every five children. At least two members of staff hold a full and relevant level 3 qualification.
- In the Kindergarten where the children are aged three to four years, there is at least one member of staff for every eight children. At least two members of staff hold a full and relevant level 3 qualification.
- In the Reception Class where most children will reach the age of five or older within the school year, there is at least one Qualified teacher for every 30 children.
- The number of children for each key person considers the individual needs of the children and the capacity of the individual key person to manage their cohort.
- A minimum of two senior members of staff are on duty within the premises at any one time; one of whom is either our Senior Deputy Head, Assistant Deputy Head or KS2 Lead.
- Our Prep School Senior team deploys staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Our staff, students and volunteers always focus their attention on children and do not spend time in social conversation with colleagues while they are working with children.
- Our class teachers and EYFS practitioners are the designated key persons to help the child become familiar with the setting. The class teacher plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.
- There is a specific, gated outdoor learning area for the Kindergarten children, which is closed at all times during the day.
- Reception Class have an extended area outside of the gates, which they have access to during supervised activities. During morning break and lunch times, Prep 1 pupils sometimes join the Reception children in their designated area.

- We hold regular EYFS staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and discuss solutions to any concerns that may arise. The Assistant Deputy Head leads these meetings.
- During mealtimes, EYFS pupils are closely supervised by adults who hold a full 12 hour paediatric first aid certificate. Under the 2025 EYFS framework, children must be supervised at all times while eating, remaining within the sight and hearing of staff to prevent choking. Children should sit upright, and staff must be trained in paediatric first aid. Key requirements include preventing food sharing, managing allergies, and ensuring a calm environment.

Key Supervision & Safety Requirements

- **Constant Supervision:** Children must never be left alone while eating; they must always be in sight and hearing of a staff member, preferably sitting directly in front of them.
- **Positioning:** Children must be seated securely in a highchair or appropriately sized low chair.
- **Choking Hazards:** High-risk foods (e.g., whole grapes, nuts, raw vegetables) should be avoided or modified (e.g., quartering grapes, slicing sausages lengthwise).
- **Staff Training:** A staff member with a valid paediatric first-aid certificate must be present.
- **Distraction Management:** Mealtimes should be calm; loud talking and toys at the table should be discouraged to prevent choking.
- **Allergy Management:** Prohibit food sharing to avoid allergic reactions.
- **Responsive Feeding:** Children should not be rushed and should be allowed to eat at their own pace.

Best Practices

- **Active Monitoring:** Position staff to clearly see all children's faces to spot early signs of choking.
- **Record Keeping:** If a choking incident requires intervention, details must be recorded and shared with parents.
- **Preparation:** Ensure food texture is appropriate for the child's development, as discussed with parents.