

Staff Qualifications, Ratio and Pupil Supervision (EYFS)2026-27

Policy & Procedures

Avenue House School



Approved by:

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1. Introduction

This policy outlines the statutory requirements and guidance relating to staffing qualifications, staff-to-pupil ratios and pupil supervision within the Early Years Foundation Stage (EYFS) at Avenue House School.

Appropriate supervision is a fundamental aspect of the School's duty of care and contributes to maintaining a safe, secure and supportive learning environment in which children can thrive.

All learning environments, whether indoors or outdoors, must be appropriately supervised by teachers, teaching assistants, learning support assistants, lunchtime supervisors or other designated members of staff.

The School will ensure that supervision arrangements meet statutory EYFS requirements and always reflect the needs of pupils.

2. Ratio Requirements

The ratio requirements set out in the EYFS Statutory Framework represent the minimum staffing levels that must be maintained when children are present.

The School recognises that higher staffing levels may be required where circumstances warrant additional supervision, including where pupils have additional educational, medical or safeguarding needs.

The School will ensure sufficient suitable staff are available to:

- Maintain statutory ratios.
- Cover staff breaks.
- Manage absence, illness and leave.
- Support educational visits and activities.
- Provide appropriate supervision across the EYFS environment.

At least one person holding a current Paediatric First Aid (PFA) qualification will be available whenever EYFS children are present on site and will accompany children on educational visits where required.

EYFS Staffing Ratios

Where a Qualified Teacher Status (QTS) teacher, Early Years Teacher or other suitably qualified teacher is working directly with children:

- Classes in which the majority of children reach the age of five during the academic year may operate at a ratio of:
 - 1 qualified teacher to 30 children.
- An additional suitably qualified adult must be available where necessary to support pupils' safety and welfare.

Where a qualified teacher is not working directly with children:

- The School will comply with relevant EYFS statutory ratio requirements in force at the time.

The School reserves the right to exceed minimum statutory requirements whenever pupil welfare, safeguarding or operational considerations require enhanced supervision.

3. Induction of New Staff

All staff required to supervise EYFS pupils will receive appropriate induction and training.

Induction will include:

- Safeguarding responsibilities.
- Child protection procedures.
- Staff supervision expectations.
- Health and safety procedures.
- Behaviour management expectations.
- Emergency and evacuation procedures.
- EYFS statutory requirements.

All staff working within the EYFS will operate in accordance with:

- The EYFS Statutory Framework.
- The School's Safeguarding and Child Protection Policy.
- The Staff Code of Conduct.
- Relevant health and safety procedures.

4. EYFS Arrivals and Departures

Children may arrive at School from the published start of the school day.

Pupils must not be present on site outside supervised periods unless authorised by the school.

Staff will maintain appropriate statutory staffing ratios whenever EYFS pupils are present.

Children attending After School Club must be collected no later than **5:30pm** unless alternative arrangements have been approved in exceptional circumstances.

At the end of the school day, pupils will only be released to:

- Parents or carers.
- Individuals authorised by parents or carers.
- Persons recorded within School collection arrangements.

Where staff have concerns regarding collection arrangements, pupils will remain under supervision until appropriate confirmation has been obtained.

5. Registration

Attendance registers are completed using the School Management Information System.

EYFS pupils are registered:

- At the start of the school day.
- During the afternoon session.

Parents and carers are responsible for notifying the school of any absence as soon as possible.

Where a pupil is absent without explanation, the school's attendance procedures will be followed, and parents or carers will be contacted to confirm the pupil's whereabouts and welfare.

For further information, staff should refer to the School's Attendance Policy.

6. Lunchtime Supervision

Teaching staff, teaching assistants and lunchtime supervisors are responsible for the supervision of EYFS pupils during lunch periods.

Children must remain:

- Within sight or hearing of an appropriate member of staff.
- Appropriately supervised when moving around the school site.

- Supported in accordance with their individual needs.

Suitable staffing levels and safeguarding arrangements will be maintained throughout the lunch period.

7. After School Club (ASC)

The After School Club operates on school premises following the end of the school day; normally in the Reception Classroom. Some of the EYFS children may attend clubs in other classrooms around the school too until 5pm.

The After School Provision operates until 4-5pm and then 5-5:30pm.

The After School Club provides:

- Appropriate supervision.
- Age-appropriate activities.
- Suitable refreshments where applicable.

Children will only be released to:

- Parents or carers.
- Authorised adults identified by the parent or carer.
- Individuals approved through School collection procedures.

Staff must verify collection arrangements and ensure that pupils are only released to authorised individuals.

Appropriate staff-to-pupil supervision levels will be maintained throughout the session.

8. Wet Break Arrangements

Where weather conditions prevent outdoor play, pupils will remain indoors under staff supervision.

Suitable indoor activities will be provided and supervision arrangements maintained.

The school will encourage outdoor play whenever weather conditions permit and pupils are appropriately dressed for prevailing conditions.

9. Monitoring and Review

Responsibility for implementing this policy rests with:

- The Head.
- The SLT
- All staff working within the EYFS.

The Governing Body and Senior Leadership Team will review this policy annually or sooner where:

- Legislation changes.
- EYFS requirements are updated.
- Operational arrangements change.
- A review is required following an incident or safeguarding concern.

Appendix A

Paediatric First Aid Qualifications

The school maintains an up-to-date register of staff who hold current Paediatric First Aid qualifications.

The register includes:

- Staff name.
- Qualification held.
- Date awarded.
- Expiry date.

The current register is maintained by the school and is available for inspection where appropriate.

Current List of staff with Paediatric First Aid qualification. At least one (SLT) will be present whenever EYFS children are on site.

Staff Name	Paediatric First Aid Completed	Expiry
Jessica Matos	April 2025	April 2028
Aneta Dos Santos	April 2025	April 2028
Nicole Weller	April 2025	April 2028
Nicola Jory	April 2025	April 2028
Justin Sheppard (SLT)	April 2025	April 2028
Rahat Malik (SLT)	April 2025	April 2028
Rebecca Douglas-Webster	April 2025	April 2028
Aleksandra Zeslawska	April 2025	April 2028
Haya Ahmad	April 2025	April 2028

Appendix B

EYFS Staff Qualifications

The school maintains a current record of qualifications held by staff working within the EYFS.

Records may include:

- Qualified Teacher Status (QTS).
- Early Years qualifications.
- Degree-level qualifications.
- Safeguarding training.
- Paediatric First Aid qualifications.
- Relevant Continuous Professional Development (CPD).

These records are maintained centrally and reviewed regularly to ensure compliance with statutory requirements.