



SHERFIELD SCHOOL

EYFS Supervision Daily Routines and Care Policy

This policy applies all pupils in the school, including in the EYFS

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Introduction to Sherfield School Supervision Policy

Policy links: *Staff Handbook; Health and Safety Policy, Welfare and Safeguarding Policy, Medical Administration Policy; Admission, Attendance and Registration Policy.*

This policy advises on how staff are deployed to ensure the proper supervision of pupils both on and off site. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as early supervision duties. Duties are outlined in the staff handbook and each term the Head of Senior and Head of Prep School organises the duty rota for staff.

Staff duties are necessary to ensure the school's supervision of pupils outside the classroom is adequate, and meets statutory requirements in order to contribute to the safeguarding and welfare of pupils. The DfE gives advice on staffing ratios. These should not be exceeded and, in addition, may need to be reduced where the nature of the groups or the nature of the activity require this, for example, where the group includes pupils with special educational needs. In cases from Reception upwards (where the majority of children are 5+ within the school year) the staff : pupil ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined. Arrangements are made to ensure that pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

REGISTRATION - SCHOOL AND NURSERY

All pupils (from Reception class upwards) are registered at the start of the morning and end of afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason (see Admission, Attendance and Registration policy). The school will always contact the parent if a child fails to arrive at school without explanation.

Nursery and Pre-Reception – All pupils are registered manually at the start of the morning and the afternoon sessions. Parents are responsible for notifying the Nursery or Pre-Reception by email or by phone if their child is absent for any reason (see Admission, Attendance and Registration policy).

MEDICAL SUPPORT - SCHOOL AND NURSERY

There is a first-aid (including Paediatric first aid) qualified member of staff on duty in the Medical Room from 8.15- 5.30pm Monday to Friday who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are members of the teaching staff and non-teaching staff, who are also trained in first aid are certified to administer this in an emergency. The list is maintained by the School Nurse.

The School will always have at least one qualified paediatric first aider with the Nursery and Reception children at all times whether at school or on a school trip (**see Health and Safety Policy**). **All Nursery staff are required to complete the 12 hours Paediatric first aid training as necessary which is updated every 3 years for compliance.**

SUPERVISION DURING EDUCATIONAL VISITS (Reception Class only)

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy; this includes reference to

medical administration on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult pupil ratios is 1 adult to 2-3 pupils in Foundation Stage, 1 adult to 6 pupils in Years 1 and 2, 1 adult to 10 pupils in Years 3 and above. It may be appropriate for older pupils to have some remote supervision time; in such cases the parents must have agreed in writing to their child spending time without direct supervision.)

STAFF INDUCTION - NURSERY AND PRE-RECEPTION

All new members of the Early Years staff receive a thorough induction into the school expectations of the appropriate levels of child supervision. The Head of Room will give personal guidance to a new member of staff regarding the daily routines and care and general procedures such as risk assessments etc. Guidance is given on areas within the buildings and grounds that should be regularly checked during outdoor activities. Any issues are noted on the risk assessment or flagged up to the facilities team. All Early Years staff regularly receive the necessary safeguarding training.

GENERAL SUPERVISION - SCHOOL AND NURSERY

When a member of staff is supervising in a remote location a radio device may be advisable (available from Nursery or Reception). Pupils are not given supervisory responsibility for other pupils without adult supervision. Nursery and Pre-Reception staff use the walkie-talkies when they are away from the buildings during outdoor activities with the children. The walkie-talkies are also used for contact during a Fire drill or evacuation.

PUPILS' ARRIVAL AND DEPARTURE - NURSERY AND PRE-RECEPTION

The Nursery opens at 7.30am each morning for children attending breakfast club which they eat in the Nursery conservatory. The main school dining room is open during school term time only from 7.30am for Pre-Reception and older children attending breakfast club. During the Wrap Around period (main school closure) Pre-Reception children attending breakfast club will go to the Nursery conservatory to eat their breakfast. A member of Pre-Reception staff will assist as necessary. Breakfast club finishes at 8am and children will be collected by staff to go to their appropriate classrooms. All children attending for breakfast will be signed in.

Other children arriving from 8am will go directly to their rooms where parents will sign them in. Half days (mornings) finish at 12.30. The core school day finishes at 3.30pm in the afternoon. All children are signed out by the parents who are collecting them.

PUPILS' ARRIVAL AND DEPARTURE - RECEPTION CLASS

Reception class children (term time) who attend for breakfast club will eat in the dining room. They will be collected from the dining room at 8am by an EYFS member of staff and will be taken to the Pre-Reception classrooms to be supervised by an EYFS member of staff until collection by the class teacher or teaching assistant at 8.30am. An attendance register of names will be completed. Children arriving at 8.30am will go directly to their classroom. The

core school day finishes at 3.30pm. Parents waiting to collect their child at 3.30pm wait outside the building and the parents come to the door when the teacher opens it. The children are then passed to their parent.

AFTER SCHOOL CLUB - NURSERY, PRE-RECEPTION AND RECEPTION CLASSES

After school club starts at 4pm for Nursery and 4.30pm for Pre-Reception and Reception children. Nursery children eat tea in their rooms and Pre-Reception in their own classrooms supervised by the staff. During the Wrap Around period (main school closure) Pre-Reception children attending After School Club will come to the Nursery conservatory for tea with a member of their own staff and be signed out from there. All Nursery children will be collected by their parents from the Nursery and signed out. Reception class children staying for after school club will join one of the Pre-Reception classrooms and eat tea at 4.30pm. Children will be supervised by a teacher/teaching assistant until they are collected by parents.

**Please also refer to main school Supervision policy for -
MISSING STUDENT PROCEDURE**

(Boarding Supervision Arrangements are covered by Boarding Policies, Routines and Documentation)

UNCOLLECTED CHILD PROCEDURE

SITE ACCESS ARRANGEMENTS (including ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF)

EYFS Missing Child Procedure and Uncollected Child Procedure

(Nursery, Pre-Reception and Reception classes)

Children's safety is maintained as the highest priority both on and off the premises. Every attempt is made to keep all children safe by carrying out the correct safeguarding procedures. The arrival/collection procedure is to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the missing child procedure is followed.

Procedures

If a child goes missing from the setting;

The practitioner in charge will ensure the ratios in the setting are maintained and then make a thorough search of the building and outside areas.

The register will be checked to make sure no other child or children have has also gone astray.

Doors and gates are checked to see if there has been a breach of security whereby a child could have wandered out.

The person in charge speaks to staff to establish what has happened.

If the child is not found the parents are contacted and the missing child reported to the police immediately.

Prep school (Reception class) - If a child goes missing from an outing where the parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

As soon as it is noticed that the child is missing, staff on the outing ask children to stand with their designated adult and carry out a head count to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.

The person in charge is informed, if he/she is not on the outing they make their way to the venue to aid the search and be the point of contact for the police as well as support staff.

The person in charge of the setting will contact the child's parent who makes their way to the setting or outing venue as agreed by the person in charge.

The staff member contacts the police using a mobile phone and reports the child as missing.

Staff will take the remaining children back to the setting.

In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police immediately if the child is not found.

The investigation in the case of a missing child

The person in charge of the setting carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The key person writes an incident report detailing:

- the date and time of the report
- which staff and children were present on the outing
- when the child was last seen
- what events took place during the outing
- the estimated time that the child went missing

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

OFSTED is informed

The Insurance Department for the setting is informed.

Managing people:

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.

The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be from the senior management. No matter how understandably the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Head will use their discretion to decide what action to take.

Uncollected Child Procedure

In the event that a child is not collected by an authorised adult at the end of the session/day, the school puts into practice the following procedures.

The child's file/message book/diary is checked for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted at home or work.

If this is unsuccessful the authorised adult's named on the Registration Form will be contacted.

The child does not leave the premises with anyone other than the named adults on the registration form.

If after all reasonable attempts to contact the parents and named adults fails, the school is required to call Hampshire Children's Services.

We will seek the advice of our Designated Senior Lead for Child Protection who is resident in the setting, who will then contact our local Children's Social Services care team.

The child will remain at the setting in the care of two fully-vetted employees until the child is safely collected either by the parents or social care worker.

Under no circumstances will members of staff go to look for the parent, nor may they take the child home with them or attempt to drive the child to their home address.

A full written report of the incident will be recorded in the child's file.

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff within the procedures described above.

Site Access Arrangements

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorised persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

The site benefits from limited access via an exit gate and an entrance gate. Signs on the school boundaries indicate these. Access to boarding houses and all other buildings is controlled by lockable doors with key pad codes. A 74-acre semi-rural site cannot be isolated from the surroundings but structured pupil supervision by staff and following arrangements allow for the safe access and supervision of pupils on the school site.

Pupils

- a) Use of the site by pupils is managed via the Supervision of Pupils policies and procedures (including break times, registration at 0830 am, all lessons, clubs, activities and boarding routines).
 - b) Boarders returning to the site at the designated return times are registered by house staff on arrival, or via the day pupil registration at Reception if the return time is during the school day.
 - c) Day pupils may access the school site from 0730 Monday-Friday (breakfast club in the dining room from 0730 and from 0800 Loddon early club *) during term time. Prep Class teachers are in place from 0830 to receive and register. Senior School form tutors are in their form rooms from 0830 to receive and register. Parents of Years 1-3 may deliver children to their class/form teachers at this time. Then parents must either a) leave the school site b) register at Reception and may benefit from the parent's café c) register at Reception for any appointments with school staff.
 - d) Pupils below Year 4 are expected to be accompanied to registration by their parents.
- Pupils

* Note that Reception class pupils (term time) attending breakfast club will be collected from the dining room at 8am by an EYFS member of staff. They will be taken to the Pre-Reception classrooms and be supervised by an EYFS member of staff until collection by the class teacher or teaching assistant at 8.30am.

Please also refer to **PUPILS' ARRIVAL AND DEPARTURE - RECEPTION CLASS**

ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF

All members of staff and volunteers at Sherfield School are subject to full vetting and barring checks, even if they only have minimum contact with pupils.

All visitors to the school must sign in and out at the school reception and wear a visitor's identification badge during their time on site. All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' book.

The school employs its own maintenance staff and all other works involving outside agencies/contractors are scheduled to take place when school is not in session wherever possible. Should it be necessary to call in a contractor during term time, a member of the school maintenance team will accompany the contractor during his/her visit. For prolonged works requiring a contractor to be on site unsupervised, there is no requirement for vetting and barring checks if the contractor is not engaged in regulated activity. However, regular supervision checks should be conducted by the school under such circumstances.

Daily Care and Routines

All staff are responsible for ensuring that each child is safe, well and happy. The Head/Manager of each setting is responsible for ensuring that staff ratios are correct and that the care, safety and well-being of each child is given top priority. Managers and practitioners must also ensure that a daily routine is established that is familiar to staff, children and parents. The daily routine includes:

- breakfast (if booked)
- arrival and registration;
- hot meals at Sherfield School Nursery, Pre-Reception and Reception
- snacks, morning and afternoon;
- a light tea for children booked in for After School Club
- toilet;
- rest/sleep if required;
- home-time.

INTIMATE PERSONAL CARE

Early Years practitioners are committed to providing personal care for the children that has been recognised as an assessed need, (such as applying sunscreen, ensuring personal hygiene, washing hands and face, assisting with toileting and nappy changing, cleaning a child after a toileting accident, attending to any medical needs etc) Intimate personal care includes hands-on physical care in personal hygiene and having physical presence or observation during such activities. Practitioners ensure that they:

- maintain the dignity of the individual child.
- are sensitive to their needs and preferences.
- maximise safety and comfort.
- protect against intrusion and abuse.
- respect the child's right to give or withdraw their consent.
- encourage the child to care for themselves as much as they are able dependent on age and protect the rights of everyone involved.

DIVERSITY AND SUPPORT

The diversity of individuals and communities is valued and respected. No child or family is discriminated against. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN or a disability, medical needs or a temporary impairment. This could include:

- children and young people with limbs in plaster following an accident
- children and young people needing wheelchair support
- children and young people with pervasive medical conditions

KEY PERSONS AND THE SETTLING IN PROCESS

It is because the child needs to be able to develop secure attachments that a key person is allocated to each child. The key person is responsible for the child's all round development and liaison with parents. This is an important part of enabling the child to form secure attachments in the setting

It is important for parents/carers to visit the setting with the child so that they can view the Nursery/Pre-Reception classes, ask questions, share the experience and create a bridge from home to the setting. This initial show round is followed by a first observation visit (parent and child) to understand the child's needs, look at their stage of development and ensure the child is with the correct age-group. That two or three settling in sessions where the child is left in the setting with the staff and the parent/carer may wait in The Orangery.

COLLECTING YOUR CHILD

The staff/key person must be introduced to the adult responsible for collecting the child. Children will not be released to adults who have not been introduced to the staff prior to collection and have been authorised by the parent(s). All parents are required to complete a photo collection form when the child is starting in the setting, giving permission for responsible adults (mother, husband, partners, grand- parents, other relatives, close friends) with a password known to them all with contact phone numbers, to be able to collect the child if necessary.

BOOKING SESSIONS

Parents may book whole day or morning sessions. A choice of flexible hours are offered on the booking forms. A minimum of either 3 full days or 4 x morning sessions per week for 48 weeks' attendance at Sherfield School Nursery and Pre-Reception, is recommended in order that children and staff can form secure attachments.

Reception class is full-time school with the availability of Breakfast and After School Clubs.

WRAP AROUND CARE (for 48-week attendance)

Limited ad-hoc sessions may be booked for the Nursery/Pre-Reception children dependent on availability of spaces.

EYFS PLAYTIME SUPERVISION

Supervision of children by EYFS staff are according to the age group and numbers of the children present. The DfES advises that the numbers of duty staff at any one time should be determined according to the results of risk assessment which takes into account the ages and abilities of the children and the geographical features of the school. Staff are responsible for the safe and reasonable supervision of children in their care, during outdoor play, allowing the children to safely enjoy and benefit from the recreational, developmental and social opportunities which playtimes allow. This policy is designed to support these aims.

- **Be mobile**, actively observing and monitoring of the children in the garden, playground and other areas. Staff are encouraged not to talk to each other unless it is directly related to an immediate supervision issue.
- **To investigate**, reports of injuries or children in distress.

- **To manage, report and follow up any,** incidents occurring at playtime.
- **To remind children,** that the certain forms of “play” are considered to be dangerous and are not permitted, such as any form of body contact sports or games, i.e. wrestling, play fighting etc.
- **Be familiar,** with the risk assessments which should be completed by the Room Leader and staff within that room and any updates completed by the Head of Nursery or Pre-Reception Manager. This is a live document and therefore subject to modification as circumstances dictate.
- **Ensure children,** are made aware of the playtime rules at regular intervals.
- **Equipment and safety,** each day the staff should be vigilant for any damaged or faulty equipment, to be reported to the Facilities team, who can then decide appropriate repair or action as necessary. All outdoor play areas and equipment are subject to at least annual checks by the Facilities team, to ensure they are safe for the children to use.

RISK ASSESSMENTS

Each of the settings/rooms is required to conduct a daily risk assessment, the Head of Nursery also completes a termly risk assessment, liaising with the Facilities Manager. The Pre-Reception manager also completes a termly risk assessment.

The exterior doors and gates to the setting must always be secure. All persons entering and leaving the premises must sign in and out (children must also be signed in on arrival and out when collected). Parking must be in the designated areas. Smoking is not permitted anywhere on the premises. Dogs (unless Guide Dogs) are not permitted.

Entry to each of the settings/rooms must be via a door entry system – children must not be able to enter or leave an area unsupervised.

Cross References: Health & Safety Policy; Child Protection and Safeguarding Policy; First Aid and Medical policies; Break time Supervision Policy

Sherfield School Nursery
Caterpillars Daily Care Routine 3mths - 18/20months 1-3 staff ratio

- Welcome early starters and serve breakfast if required. Children to wear bibs whilst feeding. Children with special dietary requirements/allergies to use placemat awareness system.
- Welcome children and parents, take messages if necessary.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Snack time, morning and afternoon – wash children’s hands and serve drinks (in a beaker); encourage children to eat and drink independently.
- Nappy changing – scheduled changing times are approximately 3 times a day, once before morning snack, once before lunch and once after the afternoon snack. Also after tea/before home time for children staying later.
- The children are checked regularly in between these times and changed as necessary.
- Lunchtime – wash children’s hands using a wet paper towel. Children to wear bibs. Children with special dietary requirements/allergies to use placemat awareness system.
- Food is prepared for the individual child, e.g. pureed, chopped or mashed. Carers assist with feeding as necessary. Beakers provided for drinks.
- Children who are going home at 12.30 are collected by parents, feedback from key person or member of staff in the child’s room and given information of child’s session with daily record form.
- Sleep times – children sleep depending on their routines at home.
- Children are placed in the cot room to sleep at various times throughout the day dependent on their routine and settled by the carer. Children who sleep on beds after lunch (older children) are settled down by the carer.
- Children are checked regularly during sleep time with use of a baby monitor, timer and physical checks.
- Children are woken at appropriate times for afternoon snack. Carers assist with hand washing.
- Amount of child’s sleep time, lunch and activities plus general comments recorded on daily routine form for parent feedback at 3.30pm or during After School Club.
- Preparation for home time, nappy change/toileting etc.
- Wash children’s hands. Light tea given at 4pm. Children with special dietary requirements/allergies to use placemat awareness system.
- Caterpillars and Ladybirds children join together in baby setting for After School Club. Nappy change/toileting as necessary.
- Activities and free play available during After School club.
- Feedback to parents at end of the session.

Sherfield School Nursery
Ladybirds Daily Care Routine 18/20mths - 30mths 1 – 3 staff ratio

- Welcome early starters and breakfast served if required, children to wear aprons. Children with special dietary requirements/allergies to use placemat awareness system.
- Welcome children, parents, speak to staff member from child's room, take messages if necessary.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Registration, calling of children's names, encouraging response of 'good morning'.
- Nappy changing/toileting, children are checked regularly and changed as necessary as well as before outdoor play, going home and/or/after sleep time.
- Assist children to wash hands followed by snack time, morning and afternoon, with encouragement to use cups (feeder cups if needed) and to feed themselves.
- Assist children to wash hands followed by lunchtime.
- Lunchtime – children to wear aprons, have assistance with cutting up food and feeding. Training cups provided for drinks if needed.
- Children with special dietary requirements/allergies to use placemat awareness system.
- Children who are going home at 12.30 collected by parents, feedback from key person or member of staff in child's room and given information of child's session with daily routine form.
- Children settled down for regular sleep time.
- Children checked regularly during sleep time, use of baby monitor and physical checks.
- Children woken at appropriate times for afternoon snack. Assist with hand washing.
- Amount of child's sleep time, lunch and activities plus general comments recorded on daily routine form for parent feedback at 3.30pm or during After School Club.
- Preparation for home time, nappy change/toileting etc.
- Wash children's hands. Light tea given at 4pm. Children with special dietary requirements/allergies to use placemat awareness system.
- Caterpillars and Ladybirds children join together in baby setting for After School Club. Nappy change/toileting as necessary.
- Activities and free play available during After School club.
- Feedback to parents at end of the session.

Sherfield School Nursery
Butterflies Daily Care Routine 30 months + 1 - 6 staff ratio

- Welcome early starters and breakfast served if required. Children with special dietary requirements/allergies to use placemat awareness system.
- Welcome children, parents, speak to key person or member of staff in child's room take messages if necessary.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Registration, calling of children's names, encouraging response of 'good morning'.
- Assistance with toilet training, children are checked regularly, assistance given and/or changed as necessary as well as before outdoor play, going home and/or sleep time if still required.
- Assist to wash hands followed by snack time, morning and afternoon,
- Children to use the toilet and wash hands before lunchtime.
- Lunchtime - children to wear aprons, if necessary, staff will assist with cutting up food.
- Children with special dietary requirements/allergies to use placemat awareness system.
- Children who are going home at 12.30 are collected by parents, feedback from key person or member of staff in child's room and information of child's session with daily routine form.
- Some younger children settled down for sleep time if still necessary.
- Children woken at appropriate time for afternoon snack. Assist with hand washing.
- Amount of child's sleep time (if applicable), lunch and activities plus general comments recorded on daily routine form for parent feedback at 3.30pm or during After School Club.
- Preparation for home time, toileting etc.
- Children to wash hands and a light tea given at 4pm. Children with special dietary requirements /allergies to use placemat awareness system.
- Activities and free play available during After School club.
- Feedback to parents at end of the session.

- Welcome early starters and breakfast served if required in the dining room (served in the Nursery during Wrap Around) Parents serve their child breakfast from the counter.
- Welcome children, parents, speak to key person or member of staff from Pre-Reception, take messages if necessary.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Registration, calling of children's names, encouraging response of 'good morning'.
- Toileting – children are asked regularly and encouraged to use the toilet. Supported by staff as necessary. Children are changed if wet/soiled.
- Children wash hands followed by snack time, morning and afternoon.
- Children to use the toilet and wash hands before lunchtime.
- Lunchtime in the dining room – staff collect the children's lunches. Children to attempt to cut up their own food. Staff to assist if necessary.
- Children with special dietary requirements/allergies to use placemat awareness system.
- Children who are going home at 12.30 collected by parents, feedback from key person or member of staff in PR.
- Preparation for home time at 3.30pm, children to collect their belongings when parents arrive. Feedback given by PR staff.
- Light tea given at 4.30pm. Children with special dietary requirements /allergies to use placemat awareness system.
- PR children are joined by Reception and Year 1 classes for After School Club. (PR children join with the Nursery for ASC during Wrap Around)
- Activities and free play available during After School club.
- Feedback given by PR staff to parents at end of the session.
- A weekly newsletter sent by email goes out to all of the PR parents with information of the activities that the children have been taking part in plus any up-coming events etc.

Reception Class Daily Care Routine 4-5yrs
Teacher 1-30 ratio Teaching Assistant 1-8 ratio

- Welcome early starters for breakfast which is served in the dining room. Parents serve their child breakfast from choices available at the counter. Children are supervised by a teacher at the table.
- Welcome children and parents, speak to Reception teacher or support teaching assistant, take messages if necessary.
- Registration, calling of children's names, encouraging response of 'good morning'. All registration details for attendance are completed on the SIMS programme.
- In the event of Fire or a Fire Drill, the registers for each class are printed off by the school receptionist and given out to each class teacher to check the children attending on that day.
- The class teacher will notify the parents by email if a child has an accident during the school day.
- Children wash hands before snack time, morning and afternoon.
- Children to use the toilet and wash hands before lunchtime.
- Lunchtime - staff collect children's lunches from the counter, staff assist with cutting up of food as necessary.
- Preparation for home time at the end of the school day, children to collect their own belongings and parents to collect children from the classroom.
- A diary is completed daily for each child pertaining to their reading. Parents also send feedback in with the diary. Any notes re medications are also written in the diary if necessary.
- The school day finishes at 3.30pm. A class teacher is responsible for sending the children home with the parent collecting them. All noted on a register.
- Children staying on for After School Club take part in activities from 3.30pm - 4.30pm. All noted on a register.
- A light tea given at 4.30pm. Children take their own choice of sandwiches. Reception children (and Year 1 children) join PR children in the PR classrooms.
- Activities and free play are available during After School club.
- Feedback to parents by the on-duty Reception teacher/Year 1 teacher/ Teaching Assistant if children are staying on for After School Club. Time collected and signatures all noted on a register.
- Weekly emails are sent out to all parents re activities and events by the class teacher.

Annex 1: Procedure for Bed Sleeper Checks

- At the beginning of the session make sure each child's named basket has clean bedding.
- When the children are put down to sleep on the beds a carer must stay with them, aiding the children to sleep.
- Monitors must be switched on when all the children are asleep.
- Record on each child's daily record times they went to sleep and woke up.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Ensure regular checks are carried out on sleeping babies/children.
- Every 10 minutes' maximum check the children. Always check each child individually and carefully ensuring they are breathing, stroking their cheek if necessary.
- Make sure bedding is put into the wash at the end of the session or as necessary.

Annex 2: Procedure for Cot Room Checks

- At the beginning of the session ensure each child's named basket has clean bedding.
- Make the relevant cots up daily.
- Switch monitors on when the first child is put in the cot room to sleep.
- Ensure each child is placed in the cot on his or her back, with his or her feet touching the end of the cot.
- Keep the register/signing in/out record close by in case of fire alarm/practice or evacuation of the building and take this out with you.
- Set the timer for 10 minutes to ensure checks are carried out.
- Every 10 minutes (or more if necessary) check the children physically in the cot room and initial on the sleep check chart (on the sleep room door) always check each child individually and carefully ensuring they are breathing, stroking their cheek if necessary.
- Record on the child's daily feedback form the time they went to sleep and the time that they woke up.
- Throughout the day check the room temperature in the cot room using a room thermometer. The correct temperature should be between 16 degrees C and 20 degrees C.
- Make sure bedding is washed as necessary.

Annex 3: Procedure for Formula Milk

Bringing milk (Formula or ready-made cartons) in to the setting:

- Milk must be bought into the setting ready-made, in a bottle or in a carton with a sterilised bottle to use. Ensure all items are clearly labelled with the child's name. Staff to also put child's name tag on the neck of the bottle.
- Advise parents to transport ready made bottles in a cool bag.
- Ready-made bottles/cartons must be kept refrigerated.
- Ask parent to sign the form (attached example) when bringing in bottles or cartons from home.

When a bottle/carton is required:

- If preparing a ready made bottle, take it out of the fridge checking the name.
- Heat the bottle, if necessary, to the appropriate temperature in the bottle warmer.
- Cartons are poured in to a bottle and cross-checked and signed by 2 staff to ensure it is the correct formula for the right baby/child.
- Before the bottle is given 2 carers must check the labelled bottle and sign the cross-check form to ensure the child receives their own milk.
- Check the temperature of the milk on your wrist.
- Record how much of the milk the child left for the parents' information, on their daily record.
- Rinse the bottle and put it back in the child's cool bag.
- Occasionally some children may require medication in their bottles (such as gaviscon, movicol etc.) if this is required a medicine form should be filled out stating the dose, times the medication needs to be given along with a parents' signature.
- When putting medication into a bottle another carer must be present to witness it. Both must then sign the medicine form.

Annex 5: Example of Sleep Check Chart

7.30	9.10	10.50	12.30	14.10	15.50	17.30		
7.40	9.20	11.00	12.40	14.20	16.00	17.40		
7.50	9.30	11.10	12.50	14.30	16.10	17.50		
8.00	9.40	11.20	13.00	14.40	16.20	18.00		
8.10	9.50	11.30	13.10	14.50	16.30			
8.20	10.00	11.40	13.20	15.00	16.40			
8.30	10.10	11.50	13.30	15.10	16.50			
8.40	10.20	12.00	13.40	15.20	17.00			
8.50	10.30	12.10	13.50	15.30	17.10			
9.00	10.40	12.20	14.00	15.40	17.20			

7.30	9.10	10.50	12.30	14.10	15.50	17.30		
7.40	9.20	11.00	12.40	14.20	16.00	17.40		
7.50	9.30	11.10	12.50	14.30	16.10	17.50		
8.00	9.40	11.20	13.00	14.40	16.20	18.00		
8.10	9.50	11.30	13.10	14.50	16.30			
8.20	10.00	11.40	13.20	15.00	16.40			
8.30	10.10	11.50	13.30	15.10	16.50			
8.40	10.20	12.00	13.40	15.20	17.00			
8.50	10.30	12.10	13.50	15.30	17.10			
9.00	10.40	12.20	14.00	15.40	17.20			