



BURGESS HILL
— GIRLS —

Appendix A: Supervision of Pupils Nursery

14 a(i)

Responsible for Initiating Review of Policy	Nursery Manager & Head of Prep School
Committee to Review	NA
Last Review Date	June 2024
Review Period	Bi annually
Approved by (Committee and Date)	NA
Approved by Board of Governors	NA
Effective Date of Policy	June 2024
Next Review Date	June 2026
Related Policies	

Supervision of Pupils in the Nursery (See whole school policy including EYFS for Reception Class)**At the start of the day:**

Pupils on a long day (8am-6pm) arrive for registration and breakfast at 8am. Those on a school day arrive and register from 8.30am. Some pupils start at 7.30am or finish at 6.30pm by specific arrangement.

Registration:

In Nursery, pupils are registered on arrival and departure.

Registers and headcounts are done again subsequently at any transition time – e.g: Outdoor activities – from garden to class, P.E times etc.

Class Supervision:

The allocated Nursery Staff Team for each class are responsible for the supervision of the pupils under the guidance of the Lead Practitioner. In an emergency, staff may summon additional support from the Nursery Manager whilst they deal with the incident.

Staff work to the EYFS statutory guidelines for ratios 1:4 – age 2.5-3yrs and 1:8 for 3+.

We ensure pupils do not have access to potentially dangerous areas. The door to the kitchen area is kept closed at all times and has a high reach handle. All chemicals are stored in a locked cupboard.

Chemicals for the purpose of cleaning tables in classrooms are stored appropriately on a high shelf.

Illness and medical:

As per Supervision of Pupils (Whole School) Policy