



ST BENEDICT'S SCHOOL
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Staff Qualifications, Ratio Requirements and Pupil Supervision Policy - EYFS

Authorised by: The Board of Governors of St Benedict's School

Date: December 2025

Review Date: December 2026

Circulation: Governors/all staff/volunteers automatically
Parents on request/School Website

Status: Current

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1 Introduction

This document provides information on the statutory requirements and non-statutory guidance on staffing ratios and details our provision for the supervision of children within the Early Years Foundation Stage (EYFS).

Supervised Duties are a vital part of our duty of care of children. They ensure a safe and secure environment in which learning can develop as well as supporting positive behaviour. All learning environments either indoors or out, must be covered daily by a teacher, nursery nurse, teaching assistant or dinner staff.

2 Ratio Requirements

It is important to note that the ratio requirements set out in the EYFS statutory guidance represent the minimum numbers of staff that must be present with the children at any time. The EYFS statutory guidance document says that it may be necessary to exceed these minimum requirements in some circumstances, for example if a high proportion of the children in a group have special needs.

The ratios set out in the statutory guidance relate to staff time available to work directly with children. Sufficient suitable staff must be available to cover staff breaks, holidays, sickness and time spent with parents, in order to ensure that the ratio and qualification requirements are always met in relation to the staff working directly with the children. Additional staff may be required to undertake a range of other work, such as management tasks, prepare food, and maintain premises and equipment.

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. List of Staff with current PFA certificate will be available to parents as necessary.

See:

Appendix A (Paediatric First Aid Qualifications)

Appendix B (Qualifications for Staff Working in the EYFS Team 2025-2026)

For children aged three and over in registered early years provision, at any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status is working directly with children

- There must be at least one member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, or Early Years Teacher Status is not working directly with children:

- There must be at least one member of staff for every eight children.
- At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

- At least half of all other staff must hold an approved level 2 qualification.

For children aged three and over in independent schools where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:

- For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- For all other classes there must be at least one other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

For children aged three and over in independent schools where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status no instructor, and no suitably qualified overseas trained teacher, working directly with children:

- There must be at least one member of staff for every eight children.
- At least one member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
- At least half of all other staff must hold an approved level 2 qualification.

3 Induction of New Staff

All new members of staff required to carry out supervision duties will receive an induction into the school's expectations of appropriate systems and levels of active and engaged pupil supervision by the adults responsible.

All children operating within the EYFS will be supervised according to policies outlined in the EYFS Statutory Framework.

4 EYFS Arrivals and Departures

Children may arrive at Nursery/ School from 8.00am and are expected to go home by 6.00pm. Children are not allowed on site without permission.

Staff will follow the correct adult/child ratio whenever they are in the Nursery/School. All staff members are expected to partake in the supervision of children as specified in the Playground Supervision Rota.

5 Registration

Registration is taken twice daily in the Nursery and Pre-Prep 1. In Nursery, children are registered on SIMs at 9.00am and 1.00pm and a written record of arrival and departure times is also kept due to the varied arrival and departure times for Nursery pupils. In Pre-Prep 1, children are registered on SIMS at 8.40am and 1.00pm. This takes place immediately after the children arrive in class and after lunch break. Parents are responsible

for notifying the Nursery/Pre-Prep 1 class if their child is absent for any reason. If children are not present in Pre-Prep 1 at registration without formal notification from a parent, the School Welfare officer will contact the parent via email, then telephone by 9.15am. Where children are absent from Nursery without notification, a member of the Nursery team will contact parents by 9.15am.

(Refer to whole SBJS and SBSS Attendance Policies)

6 Lunchtime

Teachers, Teaching Assistants and Dinner Staff are responsible for the supervision of their classes, walking children to and from the dining room and during the dinner time. Children must always be within sight and hearing of a member of staff whilst eating.

7 After School Care for Nursery and Pre-Prep 1 Pupils (3.30pm until 6.00pm)

In Nursery, there are a range of options available to parents for when children may be collected. These are encompassed within the hours of 8.00am until 6.00pm.

The school day ends at 3.30pm for Pre-Prep 1 pupils. Those children not collected by an adult are able to attend a hobby (when available) or attend After School Club.

8 After School Club (ASC)

After School Club operates onsite and is supervised primarily by members of St Benedict's School staff. Age appropriate activities and snacks are provided.

Staff must only release children into the care of named parents. Consent forms are available for parents to sign, who wish to have other adults collect them.

9 Wet Break

When wet break is announced, children will be supervised within their classrooms. Special activities will be offered to the children on these occasions. Children will be encouraged to go outdoors whenever possible and suitably clothed.

10 Monitoring and review

Monitoring, which is part of assessment, is the responsibility of Mrs. Moira Edwards (Head of Pre Preps and Nursery). The Junior School Headmaster and all staff working within EYFS are responsible for implementing this policy.

Appendices

Appendix A;

Paediatric First Aid Qualifications for Staff Working in the EYFS 2025-2026
Suitable for sharing with Parents (as required by Statutory Guidance)

NAME	FIRST AID CERTIFICATE AND EXPIRY DATE
Moira Edwards	Paediatric First Aid January 2026 First Aid at work training and PFA to be completed PENDING Dec 2025
Anna Nee	Paediatric First Aid June 2026
Debbie Yallop	Paediatric First Aid June 2026
Alison Rickwood	Paediatric First Aid October 2024
Vanessa Taylor	Paediatric First Aid Jan 2026 To be renewed Jan 2026 PFA PENDING
Clare Gibson	Paediatric First Aid to be completed in Jan 2026 PENDING
Luke Wright	Paediatric First Aid to be completed in Jan 2026 PENDING

Appendix B;

Qualifications for Staff Working in the EYFS Team 2025-2026

NAME	QUALIFICATIONS
Moira Edwards	BA Honours QTS, DSL Level 3
Clare Gibson	BA Honours with QTS
Anna Nee	NVQ 3
Debbie Yallop	BA Honours (Early Years Education in Context)
Alison Rickwood	BA Honours in Early childhood and PGCE non QTS
Vanessa Taylor	PGCE QTS
Luke Wright	Primary PGCE with QTS