

## 08 Staff, volunteers and students procedures

### 08.01 Staff deployment

Members of staff are deployed to meet the care and learning needs of children and to ensure their safety and well-being at all times.

To meet this aim the following ratios of adult to children are used:

- Children aged two years: 1 adult: 4 children:
  - at least one member of staff holds a full and relevant level 3 qualification
  - at least half of all other staff hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult: 8 children:
  - at least one member of staff holds a full and relevant level 3 qualification and
  - at least half of all other staff hold a full and relevant level 2 qualification.
- If a child is identified by the SENCO as requiring additional support, then this will be reviewed.
- The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
- The staff are appropriately qualified, and checks for criminal and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements are carried out.
- Two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which will be the manager, deputy or level 3 staff member.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the pre-school manager is satisfied that they are competent and responsible, suitably qualified and experienced.
- At least one paediatric first aider must be on site at all times when children are present.
- The pre-school manager/deputy deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the pre-school and the children attending.
- Staff are positioned by the manager/deputy in areas of the room and outdoors to supervise children and to support their learning.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus on activities.
- Staff inform colleagues if they have to leave the room for any reason.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises the climbing equipment that has been put out.

- The pre-school manager/deputy/senior room leader may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

### **Staff children**

- Where members of staff have their own children with them at the pre-school, the age of the child must fall within the stipulated ages of the pre-school's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the pre-school manager.
- Where it is agreed that a member of staff's child attends the pre-school, it is subject to the following:
  - the child is treated by the parent and all staff as any other child would be
  - the child will not be in the parent's key group of children
  - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the pre-school
  - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
  - time and space are made for the parent to breastfeed during the day, if that is their chosen method of feeding
  - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent is able to fulfil their role as a member of staff

If it is the pre-school manager's child, then their line manager ensures the criteria above is met.