

08 Staff, volunteers and students procedures

08.01 Staff deployment

Members of staff, including assistants, bank staff and students (where eligible to be counted in ratios) 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. Except in the cases of apprentices, only those aged 17 and over may be included in the ratios and only if the setting manager is satisfied they are suitable, (staff under 17 should be supervised at all times).
- At least one paediatric first aider must be on site at all times when children are present and at least one Paediatric First Aider must be present at children's mealtimes.
- 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. Whilst eating, children must be within sight and hearing of a member of staff.
- 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.