

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.

- Two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which should be the manager or deputy.
- 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 Lead Teacher and Committee are satisfied that they are competent and responsible.
- All members of the teaching team have a current Paediatric First Aid certificate.
- The Lead Teacher deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff and always within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- In open plan provision, staff are positioned 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 focus activities, activities or children in their key groups and continuous provision.
- Staff inform colleagues if they have to leave the room for any reason.
- There are at least two members of staff outside in the meadow when it is being used, one of whom supervises climbing equipment that has been put out.
- Teachers keep vigilant to the movement of children between the indoor and outdoor environments and move accordingly depending on the numbers of children warranting 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 setting, the age of the child must fall within the stipulated ages of the setting'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 Lead Teacher.
- Where it is agreed that a member of staff's child attends the setting, 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 setting
 - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
 - 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 his/her role as a member of staff

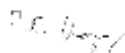
If it is the Lead Teacher's child, then their line manager ensures the criteria above is met

This policy was adopted by St Paul's Pre-school

In November 2022

Date to be reviewed November 2023

Signed on behalf of the
Management Committee



Name of signatory Marie-Claire Kaziewicz

Role of signatory (e.g. chair,
director or owner)

Chair