



Internal procedures – staff deployment

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

The supervisor will plan deployment to meet the room's needs.

Members of staff required to focus their attention on the children at all times. Staff are expected to declare any reason why this may be compromised, including the anticipated need to leave the room.

Members of staff inform colleagues if they have to leave the room and tell colleagues where they are going.

Two members of staff are on the premises before children are admitted in the morning and at the end of the day. Shift systems are organised to ensure that, one of these is the manager, deputy or a room supervisor.

A safeguarding lead must be available at all times

The Manager / Deputy or Supervisor deploy members of staff to give adequate supervision of indoor and outdoor areas, ensuring that children are kept safe and within sight and hearing of staff.

In our provision, the supervisor will ensure that members of staff are positioned in areas of the room and outdoors, in order to supervise children and to support their learning.

Members of 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.

Members of staff plan their focus on activities in conjunction with the deployment rota.

One member of staff 'floats' to support busy areas or to track or observe children. The 'float' person covers if the designated staff member has to leave an area.

During each session room leaders deploy staff to supervise or lead particular activities, one member of staff may 'float', to support more than one activity as required. The float person will cover if an activity lead needs to leave the area.

There are at least two members of staff outside in the garden at all times, however ratios must be adhered to even outside. If climbing equipment is being used then this is to be managed effectively and reviewed through risk assessment. The supervisor is responsible for ensuring that these are completed.

The senior practitioner can direct other members of staff to join those outside, if the numbers of children warrant additional staff available. Likewise, during outside play staff may be directed inside to support children who move indoors.

Members of staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.

Sufficient members of staff are available at story times to engage children and keep them settled.

Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared experiences and friendship.

In an emergency all staff are required to follow the instructions of room leaders and managers with immediate effect.

Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating.

Staffing arrangements must meet the needs of all children and ensure their safety. Where a child has a specific learning need a clear plan is put in place alongside the parents/carers and any other professional that may be supporting.

All rooms must have a qualified first aider on call at all times and when out on outings. We train all our staff with full paediatric first aid training as part of induction.

Manager will take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Ratios/Qualifications

- In settings on the early years register, the manager of the setting must hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification
- To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English.
- To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English. An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document. Approved qualifications will be published on the Early Years Qualifications List published on GOV.UK
- At least half of all other staff must hold an approved level 2 qualification.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible

For children aged under two:

- There must be at least one member of staff for every three children.
- At least one member of staff must hold an approved level 3 qualification, and be suitably experienced in working with children under two.
- At least half of all other staff must hold an approved level 2 qualification.
- At least half of all staff must have received training that specifically addresses the care of babies.
- Where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

For children aged two:

- There must be at least one member of staff for every five children.
- At least one member of staff must hold an approved level 3 qualification.

For children ages three years and over:

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