



## COUNTESS GYTHA PRESCHOOL

### Staff deployment

Members of staff are deployed to meet the care and learning needs of the 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 at 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 setting manager is satisfied that they are competent and responsible.
- At least one Paediatric First Aider must be on site at all times when children are present.
- The setting manager deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are always usually within sight and hearing of staff and always within sight or hearing of staff.
- 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 plan their individual key children's next steps in their learning.
- Staff inform colleagues if they have to leave the room for any reason.
- 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.

#### 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 settings 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 setting manager.

- Where it is agreed that a member of staffs child attend 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 parents 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 the needs of the child are being met, and that the parent is able to fulfill his/her role as a member of staff

If it is the setting managers child, then their line manager ensures the criteria above is met.

Updated: November 2022

Next review date: November 2023