



EYFS – The Safeguarding and Welfare Requirements
3.28 – 3.34

Employment and Staffing

3e.1 Deployment of Staff

Policy Statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

Procedures

At Aiden Place, we have a fulltime Nursery Manager, who is super-numery. As well as the Manager, we have a named Deputy Manager, who takes charge in the absence of the Manager. The Deputy Manager is also super-numery, but may occasionally be counted in the staff to child ratios. We also have an in ratio Third-In-Charge who will step up in the absence of both Manager and Deputy. Where possible, we have the Third-in-Charge out of ratio if they are in charge so that they can deal with any issues that may arise, and deal with parent enquiries. We aim to have one of three Managers at the nursery during opening hours, but on the rare occasions that there is no Management on site, either the Curriculum Manager or one of the three Room Leaders, may take charge of the building for short periods of times, e.g. opening and locking opposite ends of the day to management or if Management are in meetings or on lunch.

The staff to child ratio is as follows:

Under 2's – 1:3

2 yrs – 1:4

3 & 4 yrs – 1: 8

These ratios are maintained at all times.

Most staff are contracted to work 37.5 hours a week (5 days at 7.5 hours) or 36 hours (4 days at 9 hours). We do have staff that work different hours due to other commitments such as college or childcare.

Bank staff are employed when necessary to cover the permanent staffs days off, sickness, annual leave or training. Should we be unable to cover ratios with permanent and bank staff, then we then call in the assistance of a reputable agency.

This arrangement of long days ensures that we are in ratio for the whole of the nursery day, regardless of whether the children do the whole day or not. On quiet occasions, staff use the time accordingly to carry out non-contact tasks as requested by their line manager.

Occasionally, the staff rota will show more staff in one room than the other at the beginning or the end of the day. In these circumstances, the staff will liaise with each other and move around as required by the needs of the children present.



To ensure that the nursery is ready at the beginning of the day, staff are required to inform management if they are going to be off on the day, at 7.30am (6.30am if on an early shift). This gives time for adequate cover to be arranged.

In the very rare occasion that the nursery is not adequately staffed early in the morning, parents will be asked to stay with their child until further cover arrives to maintain ratios.

Due to the ever changing rota of children, staff will be moved from room to room as required by ratio needs. For consistency, this tends to be bank staff so that key-workers remain within their group, although this is not always possible.