

## 42. Staff Deployment

### Statement of intent

Effective management and deployment of staff are critical factors in meeting the children's needs; learning and care and statutory staffing requirements.

### Aim

Polesden Lacey Playschool believes that the team is our most valuable asset and effective deployment directly impacts on the quality of education and outcomes for our children.

### Practice

At Polesden Lacey Playschool:

- We deploy our staff in the following way: 2-3 year olds - 1 adult to 5 children, 3-4 year olds - 1 adult to 8 children. All employees have a duty to ensure that these ratios are met.
- If any employee is uncomfortable with the management of ratios they must escalate this to the management team immediately.
- All members of staff will regularly headcount the number of children as they move from activity to activity and during transition times at the beginning and end of the day. Staff should be able to answer the question; 'How many children are you caring for at the moment?'
- The management team actively manage and approve staff holidays and planned absence to maximise effective staff deployment.
- When staff are unwell and take sick leave we organise cover to ensure adult:child ratios are maintained.
- Our key person system ensures each child has a nominated member of staff who has responsibility for their wellbeing, learning and development and having a relationship with their parent/guardians.
- Regular staff meetings provide opportunities for the team to discuss best practice, receive sector updates and professional development.
- Staff will undertake regular supervision to discuss their key children's observations and next steps, any concerns, opportunities for professional development and their on-going suitability to work with children.
- Staff are expected to cover positions within the Playschool that maybe outside of their assigned role. This may occur during the absence of staff through sickness, holiday, training and staff breaks.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- All staff have contracts of employment and job descriptions, setting out their roles and responsibilities and terms and conditions of employment.
- We ensure that staff understand their duty of care to supervise children at all times.
- We actively ensure that children will be within sight and hearing of staff and always within sight or hearing.
- We follow the qualification ratio as stated in the prevailing EYFS requirements.
- We support our staff by means of appraisals which are undertaken annually.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- Enhanced DBS disclosures are obtained for all staff.
- Ofsted will be advised of any significant changes to the nominated and registered persons.
- The deployment of staff in the playground and outside areas will be the same as the rest of the Playschool.

**Policy Review**

As part of Polesden Lacey Playschool monitoring of staff deployment this policy will be subject to periodic review.

**Policy adopted by:** Ellie Pragnell (Chair), Caroline O'Leary (Manager)

**Date:** September 24

**Policy Review Date:** September 25