



Staff Deployment Policy

St Marks Pre-school provides a practitioner ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our practitioners are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

To meet this aim we use the following ratios of adult to children:

- Children aged two years – 1 adult : 4 children
 - at least one member of the practitioner team holds a full and relevant level 3 qualification; and
 - at least half of all other practitioners hold a full and relevant level 2 qualification.
- Children aged three years and over – 1 adult : 8 children as a minimum but we predominantly provide a higher ratio of 1 adult : 6 children
 - at least one member of the practitioner team holds a full and relevant level 3 qualification; and
 - at least half of all other practitioners hold a full and relevant level 2 qualification.
- St Marks Pre-school follows the EYFS Safeguarding and Welfare Requirements.
- The number of children for each key person takes into account the individual needs of the children and the number of days the practitioner works at the pre-school.
- The pre-school only includes those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- A minimum of two practitioners are on duty at any one time; one of whom is either the Pre-school Manager or Room Leader.
- The Pre-school Manager deploys practitioners, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight **and** hearing of a practitioner, and always within sight **or** hearing of practitioners at all times.
- All practitioners are deployed according to the needs of the setting and the children attending.
- Pre-school practitioners, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Pre-school practitioners, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.
- The pre-school assigns each child a Key Person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of the practitioner team with whom to form a relationship. The Key Person links with parents for the child's wellbeing and development in the setting. The Key Person can meet with the family for discussion and consultation on their child's progress and offer support in guiding their development at home on request.
- The pre-school holds regular team meetings to undertake curriculum planning and to discuss children's

progress, their achievements and any difficulties that may arise from time to time.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Code of Conduct Parental Involvement Safeguarding
 Staffing