



Internal procedures – Staff Deployment

Members of staff are deployed to meet the care and learning needs of 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. Where there are shift systems, one of these should be the manager, deputy or supervisor.
- As section 3.29 of the EYFS states. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). 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 if the provider is satisfied that they are competent and responsible.
- The Manager / Deputy or Supervisor deploy members of staff to give adequate supervision of indoor and outdoor areas, ensuring that children are 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.
- Members of staff inform colleagues if they have to leave the room and tell colleagues where they are going.
- 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.
- Members of staff focus their attention on the children at all times.
- 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 times and friendship.

