



Staff Deployment

The safety, wellbeing, learning and development of children are at the heart of all staffing arrangements at Clare House Nursery. Staff are deployed effectively throughout the nursery to ensure children are well supervised, their individual needs are met and they receive high-quality interactions and learning experiences.

Staff deployment is reviewed continuously throughout the day and adjusted according to children's needs, staffing levels, the environment, planned activities and any emerging risks.

Staff Responsibilities

- Staff remain focused on the children at all times and provide active supervision.
- Children are within sight and hearing of staff and must always remain within sight or hearing, including during mealtimes and personal care routines.
- Staff should not leave their room or designated area without informing the Room Leader or another member of staff.
- Staff must tell colleagues where they are going before leaving an area and ensure appropriate supervision is maintained.
- Staff should declare immediately if they feel unable to fulfil their responsibilities safely due to illness, fatigue or any other circumstance that may affect their practice.

Daily Deployment

The Nursery Manager, Deputy Manager and Room Leaders are responsible for organising staff deployment throughout each session.

Deployment takes into account:

- The number, ages and needs of children.
- Children's individual learning, medical and SEND needs.
- Staffing qualifications and experience.
- The layout of the environment.
- Indoor and outdoor play.
- Planned activities.
- Safer Sleep supervision.
- Safer weaning supervision at Meal and snack times.
- Nappy changing and intimate care.
- Emergencies and unforeseen circumstances.

Deployment is reviewed throughout the day and amended whenever required.

Supervision of Children

Staff are positioned throughout the nursery to:

- Maintain safe supervision.
- Support children's learning and development.

- Promote sustained shared thinking and quality interactions.
- Minimise risks.
- Respond quickly in an emergency.

Staff are expected to supervise children actively rather than observing from a distance.

Floating Staff

Where appropriate, one member of staff may be deployed as a "floating practitioner".

The floating practitioner may:

- Support busy areas.
- Cover staff breaks.
- Support children's individual needs.
- Complete observations.
- Assist during toileting or nappy changing.
- Cover staff who temporarily leave the room.
- Respond to unexpected changes in staffing requirements.

Indoor and Outdoor Play

Appropriate staffing is maintained both indoors and outdoors.

The Room Leader will ensure:

- Statutory ratios are maintained at all times.
- Outdoor areas remain safely supervised.
- Staff are positioned to maintain clear visibility across the outdoor environment.
- High-risk equipment such as climbing apparatus is supervised in accordance with risk assessments.
- Staffing is adjusted if child numbers increase or activities change.

Sustained Shared Thinking

Staff should support one another by allowing uninterrupted opportunities to engage in meaningful interactions with children.

Where possible, colleagues should avoid unnecessarily interrupting staff who are engaged in:

- Focused learning experiences.
- Story sessions.
- Key group times.
- Emotional support.
- Sustained shared thinking.

Key Person Responsibilities

Key Persons spend time with their key children every day to:

- Promote secure attachments.
- Support children's emotional wellbeing.
- Observe children's learning.
- Build positive relationships.
- Support friendships and a sense of belonging.

Children with Additional Needs

Staff deployment is adapted wherever necessary to support children with:

- SEND.
- Medical conditions.
- Allergies.
- Disabilities.
- Behavioural or emotional needs.

Individual risk assessments and support plans are developed in partnership with parents and other professionals where appropriate.

Additional staffing may be deployed where identified through assessment.

First Aid

A suitably qualified Paediatric First Aider is always available on the premises and accompanies children on outings.

At Clare House Nursery we aim for all members of staff to hold a current Full Paediatric First Aid qualification as part of their induction and ongoing professional development.

The Nursery Manager considers the number of children, staffing levels and the layout of the premises to ensure a qualified first aider can respond promptly in an emergency.

Emergencies

During emergencies all staff must follow the instructions of the Nursery Manager, Deputy Manager or Room Leader immediately.

Staff may be redeployed at any time to ensure the safety and wellbeing of children.

Staffing Ratios and Qualifications

Clare House Nursery always meets or exceeds the minimum staffing requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS).

Staffing ratios represent the minimum legal requirement. Higher staffing levels may be provided following risk assessment, taking account of children's ages, individual needs, medical conditions, SEND, behaviour, activities and the environment.

Qualifications

- The Nursery Manager holds an approved Level 3 qualification or above.
- At least half of all other staff hold an approved Level 2 qualification or above.
- Staff counted as Level 3 Early Years Educators meet the qualification requirements published by the Department for Education.
- Students, apprentices and volunteers may only be included within statutory ratios where they are suitably competent, appropriately supervised and meet the requirements of the EYFS.

Minimum Adult: Child Ratios

Children under 2 years

- 1 adult: 3 children

At least one member of staff holds an approved Level 3 qualification and has suitable experience of caring for babies.

Children aged 2 years

- 1 adult: 5 children

At least one member of staff holds an approved Level 3 qualification.

Children aged 3 years and over

- 1 adult: 8 children

Where a qualified teacher, Early Years Teacher or Early Years Professional is working directly with the children, alternative statutory ratios permitted within the EYFS may apply where all legal requirements are met.

