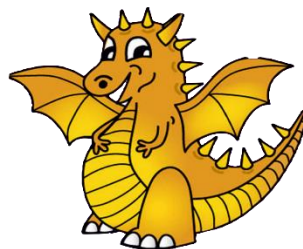




**Wessex**  
Learning Trust  
We Learn Together!

# Early Years: Staff Deployment Policy



**Date approved by Trust Board: September 2024**  
**Review Date: September 2027**

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## **Wessex Learning Trust Student Deployment Policy**

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This policy will be reviewed by the Board of Trustees every three years.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2024

A handwritten signature in black ink that reads "Paul Jacobs". The signature is written in a cursive style with a large initial 'P'.

Signature:

Name: Mr Paul Jacobs

Position: Chair of the Board

Date: 01/09/2024

## **1. Introduction**

1.1 In all our pre-schools, 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. We follow a number of procedures to ensure this.

## **2. Deploying Staff**

2.1 To ensure that there is safe and adequate staffing at the setting, the following procedures are followed:

- Two members of staff are always on the premises before children are admitted to pre-school in the morning and while there are still children on site at the end of the day; one of which should be the manager or deputy.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices or on long term placements and volunteer (aged 16 or over) may be included in the ratios if the setting manager is satisfied that they are competent and responsible. Staff under 17 should be supervised at all times.
- At least one Paediatric First Aider must be on site at all times when children are present and must accompany children on outings at all times.
- All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 20 June 2016, must also have either a full Paediatric First Aider or an emergency Paediatric First Aider certificate within 3 months of starting work in order to be included in the required staff:child ratios at Level 2 and Level 3 in the early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.
- The setting manager deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are within sight or hearing of staff.
- All staff are deployed according to the needs of the setting and the children attending. The manager must hold an approved Level 3 qualification or above and at least half of all other staff must hold at least an approved Level 2 qualification.
- The manager should have at least two years' experience of working in an early years setting or two years suitable experience. Managers appointed on or after 1<sup>st</sup> January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position. Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the Early Years Foundation Stage curriculum.
- To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English.
- Settings must have a named deputy who in their judgement is capable and qualified to take charge in the managers absence.
- In open plan provision, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.
- Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating and decide how to use staff to ensure children's needs are met. Whilst eating, children must be within sight and hearing of a member of staff.
- Staff are responsible for ensuring that equipment in their area is safe to use, is used appropriately and that the area is tidy at the end of the session.
- Staff will engage/interact and play with the children, supporting and encouraging the child's next steps. Adults will carefully plan activities/play experiences to support their learning and development.
- Staff inform colleagues if they have to leave the room for any reason.

- There are generally two members of staff outside in the garden when it is being used, one of whom supervises any climbing equipment that has been put out.
- The setting manager may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

### **3. Staff Children**

3.1 Where members of staff have their own child attending the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.

3.2 Where members of staff are likely to be working directly with their own children, this is subject to discussion with the setting manager before commencement.

3.3 Where it is agreed that a member of staff's child attends the setting, it is subject to the following:

- The child is treated by the parent and all staff as any other child would be
- The child will not be in the parent's key group of children
- The key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
- The key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
- Time and space are made for the parent to breastfeed during the day, if that is their chosen method of feeding
- The situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent is able to fulfil their role as a member of staff

3.4 If it is the setting manager's child, then their line manager ensures the criteria above is met