



Wesley Methodist Church Hall
Fromond Road, Weeke, Winchester. SO22 6EG
Registered Charity, Registration No. 1033953

Staff deployment

Policy statement

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 the children are admitted in the morning and the end of the day; one of which should be the manager or deputy.
- Staff working as apprentices may be included in the ratios if the setting manager is satisfied that they are competent and responsible.
- All staff are deployed according to the needs of the setting and the children attending
- The setting manager ensures enough staff are deployed so that children are **usually** within sight *and* hearing of staff and **always** within sight *or* hearing of staff at all times.
- Staff are responsible for ensuring that equipment is used appropriately and is tidied away at the end of the session.
- Staff plan their focus on activities
- Staff inform their colleagues if they need 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 it
- Staff focus their attention on the children at all times
- Staff do not spend working time in social conversation with colleagues

- **This policy was adopted at a meeting of Triangle Pre-School held on:**

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-20th October 2023

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- **Date to be reviewed:** October 2024

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- **Signed on behalf of the Management committee:**

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- **Name of Signatory:**Ruth Clements.....

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- **Role of Signatory:**Chair Person.....

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