



## Staff Deployment Policy

### Introduction

Houghton and Wyton Pre-school recognises that the effective deployment of staff is essential to the safety, learning, and well-being of children. This policy outlines how staff are deployed throughout the day to maintain statutory ratios, ensure appropriate supervision, and support continuity of care in line with the Statutory Framework for the EYFS (2023).

### Aim

To ensure staff are deployed safely and effectively to meet children's individual needs while maintaining required staff-to-child ratios and safeguarding standards.

### Objectives

We will:

- Maintain staff-to-child ratios at all times in line with EYFS
- Ensure children are always within sight or hearing of an adult
- Position staff effectively to support supervision, transitions, and key activities
- Respond flexibly to the needs of the group each day

### Roles and Responsibilities

- **Manager/Deputy Manager:** Responsible for overseeing daily deployment and responding to staffing changes or emergencies
- **Key Persons:** Support dynamic supervision, risk assessment, and ratio monitoring in their areas
- **All Staff:** Follow deployment guidance, communicate clearly, and supervise children with awareness and responsiveness

### Implementation Procedures

#### 1. Supervision and Ratios

- Children are always within sight or hearing of staff
- Staff supervise children actively at all times, indoors and outdoors
- Statutory ratios are maintained:
  - 1:3 for children under 2
  - 1:5 for 2-year-olds
  - 1:8 for 3- and 4-year-olds with a Level 3 qualified adult
- An appropriately qualified Paediatric First Aider is present at all times
- Apprentices or students on placement are not counted in ratios unless deemed competent by the Manager

#### 2. Daily Deployment

- Staff are positioned throughout the setting to maintain consistent supervision of:
  - Indoor play areas
  - Toileting/changing areas
  - Transitions and shared spaces (e.g. foyer)
  - Garden/outdoor areas
- One staff member is always assigned to the garden when in use
- Staff must inform a colleague before leaving a room and return promptly
- The Manager or Deputy may adjust deployment based on:
  - Group size or composition
  - Weather, environment, or risk factors
  - Planned activities, outings, or changes in need



### 3. Use of Mobile Phones and Devices

- Staff may not use personal mobile phones or devices during working hours except in an emergency
- Any essential communication must occur via setting-authorized devices only
- Mobile phones are stored securely in the pre-school office

### 4. Staff Children in the Setting

- Staff who have children attending the setting:
  - Are not counted in ratio for their own child
  - Are not assigned as the key person for their own child
  - Are supported to maintain professionalism and objectivity while balancing personal and professional roles

### 5. Contingency and Emergency Cover

- In the event of staff illness or absence:
  - Deployment is reviewed and adjusted by the Manager
  - The use of part-time staff, bank staff, or flexible cover is prioritised
  - As a last resort, a small number of parents may be asked to adjust session times to maintain safe ratios
- If ratios cannot be safely maintained, the Manager may temporarily reduce capacity or close part of the provision following risk assessment

### **Monitoring and Review**

- Staff deployment is reviewed daily by the Manager and discussed in team meetings
- This policy is reviewed annually, or sooner if practice or regulations change

### **Legislation and Guidance**

- Statutory Framework for the EYFS (2023)
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Health and Safety at Work etc. Act 1974

### **Acknowledgment**

All staff are required to read and understand this policy. By doing so, they agree to support safe, flexible, and effective deployment in line with their responsibilities and the needs of the children.