

Ratio Policy

It is to be understood that from time to time staff are absent from work, and these absences cannot be predicted. Therefore it is important that appropriate procedures are in place. If the nursery is short staffed due to an unpredicted absence the following procedure should be adhered to:

- Check daily and weekly occupancy and calculate required staffing
- Consider joining groups together, such as 0-1s with the 1-2s, 2-3s with 3-5s etc, in doing this consideration should be given to the following:
- Space ratios for different age group children
- Ratios for rooms when joined up look at combined numbers
- Risk assessment for younger or older children playing together
- Ensure that sufficient staffing is allocated to all areas and age groups and that remaining staff hold suitable qualifications and have appropriate levels of experience
- Contact firstly "Bank staff" to arrange cover, if unsuccessful contact childcare agencies.
- While waiting for cover to arrive DO NOT EXCEED RATIOS.
- When staff have arrived then and only then can full numbers be permitted to enter the nursery.

Should cover not be available, and all avenues have been explored the following should be adhered to:

- Room closures, starting from the Nest & Hatchlings (Under 2s children) and working up through the age groups, Fledglings, Chicks and so on. These closures should continue until the nursery is within ratio.
- Notice must be given to the parent without delay.
- The parent will be compensated with either an exchange of day if not fulltime or a credit will be given.
- The parent will be given an estimated time for re-opening and must be kept informed at all times of any changes.

Should the nursery be short staffed and notice of this absence is given in good time the following should be adhered to:

- Check occupancy and staffing for the notified time
- Ensure that appropriate cover has been arranged and that notes and records are available for the cover staff member

This Policy was adopted by Egg Childcare Ltd on (date): _____

Reviewed: _____

Signed by: _____

Position: _____