



Staffing

Staff to Children Ratios

The Scheme will maintain adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing levels will be:

For children aged 4 - 7 = 1:8

For children aged 8 - 12 = 1:10

All ages on trips = 1:6.

Staff/volunteers/students under the age of 17 years cannot count towards the ratio and will be supervised at all times.

The Manager will ensure that there is a minimum of two employees on duty at the premises when children are present. The Manager will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected absences, breaks, holidays and sickness.

Contingency plan for absence and emergencies

In emergencies, unexpected employee absence and sickness the Manager will contact other employees to provide cover, ensuring that the staff have the relevant experience and qualifications.

Employees will be contacted in the following order:

Permanent employees

Relief employees.