Procedure for Managing Class Lists and Ratios

The Safeguarding and Welfare Requirements: Staff : child ratios

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.

The Registers give clear visual information about who and how many children are booked for each session, their ages, and the number of spaces available for each session.

The Registers are regularly updated and any permanent changes to children's booked sessions are recorded immediately.

Changes to a child's sessions

One-Off Changes:

- To book a one-off additional session the parent is required to complete an Extra Sessions form.
- The senior person in charge checks the registers to see if a space is available for the child on the day requested and also checks the diary to see if any other additional children (including those on settling in visits) are booked in for the session requested.
- If the requested session is available, the senior person in charge ticks, dates and initials in red ink at the top of the form to indicate that the session has been agreed; photocopies the Extra Sessions form; and places one copy in the child's message pocket and files one copy in the child's section of the invoicing and funding file.
- The senior person in charge then highlights in the Register on the day of the extra session, the child's name, the times they will be attending that are in addition to their normal attendance and labels the entry "extra".
- The senior person in charge writes in the Diary on the day of the extra session, the child's name, the times they will be attending that are in addition to their normal attendance and labels the entry "extra".
- When a child will not be attending for their usual booked session (e.g. away on holiday) the senior person in charge makes a note of this in the diary on the day/s the child will be away.

- No refund or alternative sessions can be offered in exchange for missed sessions. This is explained to parents in their Terms and Conditions of Registration.

Permanent Changes:

- To request a permanent change to the child's booked sessions the parent is required to complete a Permanent Changes form.
- Permanent Changes to sessions can be booked up to a maximum of half a term (6 weeks) in advance and are allocated as per Admissions Policy.
- When allocating sessions, the senior person in charge checks the registers to see if the requested session is available.
- If the requested session is available, the senior person in charge ticks, dates and initials in red ink at the top of the form to indicate that the session has been agreed; photocopies the Permanent Changes form; and places one copy in the child's message pocket and files one copy with the child's registration form.
- The senior person in charge then writes in the Register and the Diary on the day that the change will begin, the child's name and all the sessions (not just the new ones) they are booked to attend from that day.
- If a parent requests a reduction in sessions this should be made either in writing or on a Permanent Changes form.
- If the change is requested in writing the senior person in charge acknowledges the request verbally or in writing and files the letter with the child's registration form.
- If the change is requested on a Permanent Changes form the senior person in charge ticks, dates and initials in red ink at the top of the form to indicate that the change has been agreed; photocopies the Permanent Changes form; and places one copy in the child's message pocket and files one copy with the child's registration form.
- The senior person in charge then writes in the Register and Diary on the day that the change will begin, the child's name and all the sessions they will be attending from that day.

Before any changes to a child's booked sessions are agreed, the senior person in charge checks the registers and staff rota to ensure that staff ratios are adequate to accommodate the change. Where staff ratios would be inadequate, the senior person in charge makes the necessary arrangements to ensure adequate staff cover.

Maintaining Staff Ratios:

- The legally required ratios are: 1:4 for 2-3yr olds 1:8 for 3yrs and over

  1:13 for 3yrs and over - where a person holding Early Years Teacher Status is working directly with the children and is supported by a member of staff who holds a minimum of a full and relevant Level 3 qualification.

- In the absence of the proprietor, a named deputy or supervisor who holds a minimum of a full and relevant Level 3 qualification is in charge.
- At least half of all other staff on duty hold a minimum of a full and relevant Level 2 qualification.
- Staff are required to notify the proprietor or deputy of planned absences as far in advance as is reasonably possible and these need to be agreed by the proprietor or deputy.
- Staff should inform the proprietor or deputy of absence due to illness by 7:30am at the latest so that arrangements for staff cover can be put in place.
- It is the responsibility of each staff member to ensure that they have current contact numbers for the proprietor and deputy.
- It is the responsibility of each staff member to ensure that the contact details held for them by Parkfield Montessori Pre-school are up-to-date and correct.

Cover for Staff Absence:

Staff cover is sought in the following order –

- The proprietor (unless she is already in the rota)
- A colleague with the same level of qualification as the absent staff member
- A junior colleague who will work under supervision if necessary
- An on-call staff member or volunteer
- A person from an agency

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated……..(date)

Signed……