



Staffing Ratios Policy

It is recognized that a high adult to child ratio is essential to provide a good quality of care.

At Once Upon A Time Nursery we operate on ratios of:

- One adult to three children under 2 years
- One adult to four children aged 2 years
- One adult to eight children aged 3-5 years

There will always be at least two staff on duty. Suitable contingency arrangements are in place to cover emergencies and unexpected staff absences. We have sufficient members of staff to cover staff breaks, holidays, training and sickness.

The adult to child ratios relate to the actual time a member of staff is available to work directly with the children. Additional staff members will cover rooms, when necessary, e.g. if a member of staff has to leave their child care duties to attend a meeting or to prepare a meal.

Students on training placements at Once Upon A Time Nursery will not be included in the adult to child ratios.

If the children are taken on a trip or outing the ratios would then be one adult to two children.

The manager is not required to be supernumerary, however, plans will be in place to ensure all emergencies and unexpected staff absences are covered, and sufficient staff are present to allow for the completion of management and administrative tasks to be carried out outside of the ratios.

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