

## Staffing Deployment and Development

### EYFS overarching legal requirement:

“Adults looking after children must have appropriate qualifications, training, skills and knowledge”

**Every Child Matters Outcome:** Staying Safe

**EYFS Requirement:** Safeguarding and Promoting  
Children’s Welfare  
(EYFS Statutory Framework page 31 and 32)

**Principle into Practice: Positive Relationships**  
**- Key Person (card 2.4)**

This policy applies to:

1. The Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

### Policy

A policy is a description of the setting aim / commitment. Consider the following when detailing your policy.

- What are your setting’s beliefs around having qualified, experienced and knowledgeable staff?
- How will you ensure that staff are deployed effectively whilst ensuring that legal requirements are met with regard to ratios?
- What outcomes for children do you hope to achieve by ensuring that appropriately qualified, experienced staff are effectively deployed throughout the setting? I.e. what difference will it make – describe this.

## **Procedure**

A procedure is a description of the way a setting goes about a particular activity or process. In this context it is how the setting puts their aim or commitment into practice. Consider the following information when detailing your procedures,

- Staff being organised to ensure the safety of the children – explain how you do this – consider ratios and qualifications (appendix 2 Statutory Framework pg 49)
- Include the names of the manager and the deputy manager within your policy.
- What is your contingency plan for covering staff sickness and absence? (Refer to staff discipline and sickness procedures).
- Half of staff must be qualified to at least NVQ level three (pg 49 Statutory Framework, Practice Guidance pg 16, 3.16 – 3.18). How will you meet these training needs and requirements?
- How will you allow staff time out of the setting to attend training? How will you cover their absence?
- State how you will cover lunch breaks etc.
- How will your setting meet the requirement to have an EYP by 2015? Do you have a staff development plan?
- What is your procedure for students and volunteers?
- State how you will deploy staff effectively and within ratio, when children are free to move about.
- How will you ensure that a qualified first aider is on the premises at all times?
- Consider how you will deploy staff when on trips and outings

**Date created:**

**Date updated:**

**Related Policies:** Suitable Person

EYFS Statutory Framework

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers – Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non-domestic or domestic premises – Ofsted ref 080143

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**Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.**