**Staff Deployment Policy**

For children to have a rich and stimulating experience, the learning environment should be well planned and well organised.

Effective staff deployment;

* Staff should ensure that most of their time is spent directly with the children.
* Staff should help extend children’s vocabulary and language.
* Staff should help children see the purpose of the activities.
* Staff should accommodate the different ways children learn by planning for the same learning objectives in different ways.
* Staff should help children consolidate their learning by revisiting the same objectives many times.
* Staff should establish an ethos in which individual achievements are valued.
* Staff should help to plan sessions to include adult and child activities, with uninterrupted time for children to work in depth.

In order to achieve;

* All administration is done separately
* Cleaning and maintenance tasks are done when children are not on the premises, other than routine bathroom checks and removal of accidents e.g. spillages

Should a member of staff be taken ill during the session, parents may be asked to wait with their child until staffing levels are acceptable, or if the session is part way through, parents may be contacted to collect their child.

The minimum staffing levels are;

* 1 adult to 4 children aged 2/3 years
* 1 adult to 8 children aged 3/5 years