

08 Staff, assistants, volunteers and students procedures

08.2 Staff Deployment

Our Aim

At Peekaboo Childcare, we make sure that children are always safe, supported and supervised. This includes assistants, bank staff, apprentices and students (where eligible to be counted in ratios).

Below is how we ensure high-quality supervision and safe staffing every day.



Staffing & Ratios

- We always have at least two members of staff on the premises before any children arrive in the morning and at the end of the day.
- Only staff aged 17 or over are counted in staff-to-child ratios.
- Apprentices aged 16 or over may be included in ratios only if the manager is satisfied they are competent and responsible.
- Staff under 17 are never left unsupervised.
- All staff are deployed according to the needs of the setting and the children attending.



First Aid Requirements

- There is always at least one Paediatric First Aider on site when children are present.
- During all mealtimes, at least one Paediatric First Aider is within sight AND sound of the children.
- Breaks, lunches and staff absences are planned to ensure this requirement is always met.
- At Peekaboo Childcare, all qualified staff are Paediatric First Aid trained.



Supervision & Room Positioning

- Staff are deployed so children are always within sight or hearing.

- While children are eating, they must be within BOTH sight and hearing, and staff aim to sit facing the children.
- Indoors or outdoors, staff position themselves so that:
 - Every area is supervised
 - Children can be supported in their learning
 - Equipment is used safely and tidied at the end of each session
- If a staff member needs to leave the room, they inform the team first.
- The manager may direct more staff outside if additional supervision is required.

Supporting Learning & Interaction

- Staff plan and prepare their focus activities.
- Staff stay attentive to the children at all times, while also being aware of the wider environment.
- Social chatting between staff is kept to a minimum — children come first.
- Staff respect each other's engagement with children and do not interrupt sustained shared thinking or focused interaction.
- Enough staff are always available during story time to keep children involved.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

When Staff Have Their Own Children at the Setting

Sometimes staff may have their own child attending Peekaboo Childcare. When this happens:

- The child must fall within the setting's registered age range.
- Whether the parent works directly with their child is discussed with the manager beforehand.
- If the child attends:
 - They are treated the same as every other child.
 - The parent will not be their key person.
 - The key person will help the child separate comfortably from their parent.
 - The key person is responsible for the child's needs throughout the day—unless the child is sick or extremely distressed.
 - Parents who breastfeed will have time and space to do so.
- The arrangement is reviewed regularly to ensure:
 - The child's needs are met
 - The parent can confidently carry out their staff role