

CHILDREN/STAFFING RATIO POLICY



The minimum staffing ratio is 1:8 children aged 3-7. This ratio includes any children of staff on duty. More staff will be required if children with physical difficulties are attending depending on their needs.

There must be a minimum of two adults on duty.

The PSP Manager is responsible for ensuring that there is enough staff for each session which is dependent on the actual numbers attending each session. This includes cancellations of spaces on a daily basis.

Staff who are unable to work their usual shift due to absence or illness must contact The PSP Manager as soon as possible so that cover can be arranged.

Occasionally children turn up who are not booked in. If staffing ratios are exceeded parents must be informed and the children must be collected. Please check with The PSP Manager or office, if possible, in case there are late bookings.

Any queries regarding when children should be attending should be passed to the PSP Manager or Deputy Manager.

This policy was adopted by: PSP	Date: 10/01/2024
To be Reviewed: 10/01/2026	Signed by: Jessica Finch Company Director