

CHILDREN/STAFFING RATIO POLICY



The minimum staffing ratio for our Early Years is 1:13 children aged 3-5 years. The minimum staffing ratio for children aged 5 + is 1:16. This ratio includes any children of staff on duty. More staff will be accounted for to meet requirements for children with SEND.

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 appropriate 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: 10/01/2026
To be Reviewed: 10/01/2028	Signed by: Jessica Finch Company Director