



Faringdon Pre-school

EMERGENCY PROCEDURE REGARDING STAFF:CHILDREN RATIOS IN RELATION TO CURRENT COVID-19 CRISIS

Faringdon Pre school are closely monitoring the developments of COVID-19 and following current guidelines from the Department of Education. Staff and children are expected to follow current guidance surrounding self-isolation. As a result, we recognise that this may impact staffing numbers which will in turn affect our ability to run the setting in its ordinary capacity. If this is the case, the following procedure will be followed concerning staff:children ratios.

- Taking account of our current timetable of children and staff, we would have to have the following minimum staffing numbers in order to safely run each session as it stands:

	Morning	Afternoon
Monday	4	3
Tuesday	4	3
Wednesday	4	3
Thursday	3	3
Friday	4	3

- There must be at least one member of management on site at all times. If the Setting Manager is forced to self-isolate, she will remain contactable and keep in touch via telephone and email unless unable to do so. In the case where the manager and deputy are unable to work, Pre-school will be forced to close.
- Due to the current needs of our children, the setting will not run with less than 4 members of staff in the morning and 3 members of staff in the afternoon. This must include at least one member of management who will be included in staff:children ratios.
- A reduced provision will only be considered as a last resort. If necessary, a reduced provision will be offered on the following basis:
 - 4 members of staff: 20 children. No more than 6 of these children may be 2 year olds.
 - 3 members of staff: 15 children. No more than 4 of these may be 2 year olds.
- In the case where Pre-school is forced to run a reduced provision due to minimal staffing, places will be offered to children based on their level of need. This need will be assessed on the following categories:
 - **Category 1:** Top priority will be given to children who are considered vulnerable or whose parents are considered Key Workers.
 - **Category 2:** Secondary priority will be given to 3 and 4 year olds who are transitioning to Primary School in September 2021
 - **Category 3:** Children whose parents rely on childcare to enable them to work and who are unable to work from home.



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- **Category 4:** Parent's who do not rely on Pre-school to provide childcare to enable parents to work will in the first instance be asked to volunteer to keep their children at home in these circumstances to reduce pressure on the setting. If there are not enough willing volunteers, management will take into account any other relevant factors that might give some children priority for a place over others.
- Places will be offered at the discretion of the manager and will be carefully considered by taking into account all of the above recommendations. Consultation with parents will be sought in advance to determine each family's level of need should the occasion arise therefore minimising impact and disruption where possible.
- Should Faringdon Pre-school have to run a reduced provision every effort will be made to communicate this to parents at the earliest opportunity via email, telephone, and FaceBook. Staff will also communicate this verbally at the setting. Parents should remain vigilant in checking the channels mentioned above to keep abreast of any updates that may affect their child's attendance at Pre-school.
- **Please bear in mind that if anyone attending Pre-school (staff member or child) tests positive for Covid-19 then the Pre-school will have to close and all children and staff members will need to isolate for 14 days!!!**

Faringdon Pre-school are aware that the above is subject to change and will be continually reviewed based on information from the DfE, Government, Oxfordshire County Council, Public Health and other reputable sources.

This procedure was adopted by the Committee of Faringdon Pre-school on:

Reviewed, signed and dated on behalf of the committee by: _____

Signed: Laura Murray

Date: 2nd December 2020

Reviewed, signed and dated on behalf of management by: _____

Signed: Emma Aspel

Date: 2nd December 2020