

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



Halesfield Day Nursery 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 numbers 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 and Lunch	Afternoon
Monday	9	9
Tuesday	9	9
Wednesday	9	9
Thursday	10	10
Friday	9	9

- To help even out the staff we may need to consolidate the nursery day from our usual hours of 7.30am-6pm down to 8am to 4pm. This helps us with staffing as we won't have to spread staff hours out across a long day, meaning all the staff available to work can work the shorter day temporarily.
- There must be at least one member of the management team (including supervisors) on site at all times. If the Nursery Manager or deputy are forced to self-isolate, they will remain contactable and keep in touch via telephone and email unless unable to do so. In the case where both the manager and the deputy are unable to work, the nursery will be forced to close.
- 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.
 - 2 members of staff: 10 children. No more than 2 of these may be 2 year olds.

- In the case where Halesfield 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.
 - **Category 4:** Parent's who do not rely on nursery 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 or deputy 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 Halesfield have to run a reduced provision every effort will be made to communicate this to parents at the earliest opportunity via email, telephone, and social media channel. 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 nursery.
- If we are unable to offer you a session because we are closed or do not have the capacity, then we will not charge for the session missed. Refunds will be sorted on the next invoice run.

We are aware that the above is subject to change and will be continually reviewed based on information from the DfE, Government, Telford and Wrekin Council, Public Health and other reputable sources.

This procedure was adopted by the Committee of Halesfield Dy Nursery on: 8 November 2020