

# Ratio and Lone Working Policy

## Policy statement

It is our intention to ensure children are safe and happy in the setting at all times. We will always abide by our adult-child ratios within the setting as a whole. However, staff are positioned inside and outside, and as the children have free-flow, there may be times where there are more children in one place than another. Staff are not only there to supervise children, but to also engage them in their learning and fulfil their needs. Therefore, staff may be working with children in one area where numbers are less at that given time, or assisting the needs of an individual on a one-to-one basis. Our intention remains that whenever possible staff are to not be alone with a child or group of children.

However, this may not always be possible, for example:

- When an adult is assisting a child in the toilet
- Washing children's hands in the bathrooms
- When a member of staff has a group of children in Jack's Class, or an individual, while waiting for more children to arrive and another adult is bringing them in; is at the front door near this room; or finishing washing the remainder of children's hands in the bathroom, before going into the little room.

Ensuring safety at this time:

The Preschool is very open and we do our best to ensure all areas can be seen at all times, preventing blind spots. All staff have Enhanced DBS checks to ensure they are safe to work with children. When staff go into the toilets they make other staff aware, by shouting out and asking if any other children want to use the toilet. Toilet doors remain open at all times, along with bathroom doors. If a child has an accident in the toilet, staff will ensure that if they need to be fully changed and this will take time, the child will be moved to the changing area - in the hall. This area has a board to provide privacy for the child, while being open enough to safeguard the child (ensuring other staff are also there). The changing table stand in the disabled toilet is not used by staff. If there is an emergency, or an incident occurs resulting in 1 adult alone in the garden, a 2nd will stand in the doorway to ensure they have a view into the garden and inside at the same time.

Signed and dated by Manager

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Signed by Deputy Manager

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