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The Queen's Award for  
Voluntary Service  
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## Staff Ratio Policy



### 1. POLICY OBJECTIVE

To inform all relevant employees, persons working under non-employment relationship agreements, families and children who access the Centre of the correct policy requirements to follow to ensure that the quality of care is maintained in each section by staffing the Centre adequately, and to ensure regulations are being followed.



### 2. SCOPE

The Foresight organisation and all relevant employees and volunteers.



### 3. RISK MANAGEMENT

Risk Management is an important obligation Foresight takes very seriously and pro-actively manages.



In the delivery of child services, Foresight is very aware that there may be risks that its employees, the Community and Stakeholders accessing the Centre may be exposed to in relation to the staffing of the Centre.



The organisation has a Risk Management Policy and a number of current policies and procedures as well as a Risk Management Framework all of which are available for viewing.



In the provision of child care services all employees, persons working under non-employment relationship agreements, families and children who access the Centre are encouraged to consider applicable perceived risks and, if necessary, communicate these to the manager.



North East Lincolnshire  
Care Trust Plus

### 4. POLICY STATEMENT

To follow staff child ratios as stipulated by the regulations.

To increase staff numbers depending on the demands of individual children .

To ensure the quality of child care is maintained.



Ratio of Staff to Child:-

- **Age over 8 years (centre based)** - 2 adults per 15 children and 1 adult per 5 children there after
- **Age over 8 years (away trips)** - 3 adults per 10 children and 1 adult per 3 children there after
- Staffing levels are monitored to ensure quality provision at all times



**Parents and Carers:** Although Foresight encourages parents/carers to accompany children to activities, we do not recommend those planning or providing activities include carers in supervision calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of: appropriate recruitment checks, clarity about their role, understanding who has overall responsibility for the group, understanding relevant good practice guidance/codes of conduct.

This information is also available in other formats, languages and picture format upon request.