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

Hedge End Village Hall Preschool 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:

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|  | **Morning and Lunch** | **Afternoon** |
| **Monday** | 3 | 3 |
| **Tuesday** | 3 | 3 |
| **Wednesday** | 3 | 3 |
| **Thursday** | 3 | 3 |
| **Friday** | 3 | 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 manager are unable to work, Hedge End Village Hall Preschool will be forced to close.
* Due to the current needs of our children, the setting will not run with less than 3 members of staff in the morning and 3 members of staff in the afternoon. This must include at least one member of management who can be included in staff: children ratios.
* In the case where Hedge End Village Hall Preschool 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 old’s 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.
* 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 minimizing impact and disruption where possible.
* Should Hege End Village Hall Preschool have to run a reduced provision every effort will be made to communicate this to parents at the earliest opportunity via email, telephone, tapestry 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 Hedge End Village Hall Preschool. Fee paying parents will not have to pay for childcare if it is not available t them.

Hedge End Village Hall Preschool are aware that the above is subject to change and will be continually reviewed based on information from the DfE, Government, Hampshire County Council, Public Health and other reputable sources.

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| This policy was adopted by Hedge End Village Hall Preschool CIO |
| On 17th November 2020 |
| Date to be reviewed ongoing |
| Signed on behalf of the provider |
| Name of signatory |
| Role of signatory Nominated Person |