



## **Beehive Children/Staffing Ratio Policy**

The minimum staffing ratio is 1:8 children aged 3-7. This ratio includes any children of staff on duty. More staff will be required if children with physical difficulties are attending depending on their needs.

There must be a minimum of two adults on duty.

The Manager is responsible for ensuring that there is enough staff for each session which is dependent on the actual numbers attending each session this includes cancellations of spaces on a daily basis.

Staff who are unable to work their usual shift due to absence or illness must contact The Manager as soon as possible so that cover can be arranged.

Any children of staff in school may attend free of charge on an ad hoc basis whilst their parents attend meetings with teachers etc. providing there is space and staffing ratios are not exceeded.

Occasionally children turn up who are not booked in, if staffing ratios are exceeded parents must be informed and the children collected. Please check with The Manager or office if possible in case they are a late booking.

Any queries regarding when children should be attending should be passed to the Manager.

Policy revised: 12/12/2018 Beehive Manager  
To be reviewed November 2021