



## Leaving the floor policy

*This policy will be reviewed on an annual basis*

### Statement of intent

Kidz Star Club believes that children flourish best when there is a high level of interaction between staff and children.

### Aim

We aim to ensure there is the highest possible adult to child ratio remaining on the floor whilst other duties need to be carried out e.g., toileting or food preparation, dishes.

### Method

The Assistant manager of the session has full responsibility for deploying the members of staff working during that session. They will take into consideration the following criteria and information.

Only one member of staff is permitted to come off the floor at any one time. For example, if you need to assist a child, then another adult changes to supervision or interaction with the children.

If a child has a toileting accident or is unwell, one member of staff leaves the floor to support them, another member of staff isolates the area to prevent other children being contaminated with any bodily fluids, and this is then cleaned using sterilising products.

All staff must adhere to this policy and check the whereabouts of other members of staff before leaving the floor to conduct their duties. You must not leave a member of staff on their own or be on your own for a lengthy period.

**IN AN EMERGENCY.** This is the **only time** two members of staff are permitted to leave the floor. For example, one member of staff will be telephoning for an ambulance/emergency service and another member of staff maybe accessing the first-aid provision or obtaining the child's prescribed medication.

This policy was adopted at a meeting of Pippins Pre-school & Nursery

Held on Thursday 9<sup>th</sup> October 2024

Signed on behalf of the Management Trustee Directors



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Role of signatory (e.g., chair etc.)

Chair

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Commenced 2014 - Reviewed 01.10.2025