



## Leaving the Floor Policy

*This policy will be reviewed on an annual basis*

### Statement of intent

Pippins pre-school and nursery believe 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: child ratio remaining on the floor whilst other duties need to be carried out e.g. toileting, food preparation or obtaining resources.

### Method

The room leader has full responsibility for deploying the 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 a child needs you to assist them by taking them to the toilet and another member of staff is preparing an activity, they need to stop their duty, return to the area to supervise and interact with the children.

If a child has a toileting accident or is sick, one member of staff leaves the floor to change them, whilst another member of staff isolates the area to prevent other children being contaminated with any bodily fluids. Office staff can be called on to obtain the sterilising products, otherwise this waits until the child and member of staff return.

All staff must adhere to this policy and check the whereabouts of other members of staff before leaving the floor to conduct their duties.

**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 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 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)

Chair

Commenced 2014 - Reviewed 08.10.2025