

## **Staff:Child Ratios**

### **5.1 Staffing**

#### **Policy statement**

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

#### **Procedures**

To meet this aim we use the following ratios of adult to children:

- Children aged two years: 1 adult:4 children
  - At least two members of staff hold a minimum of a full and relevant level 3 qualification
  - At least half of all staff hold a full and relevant level 2 qualification
- Children aged three years and over: 1 adult:8 children
  - At least two members of staff hold a minimum of a full and relevant level 3 qualification
  - At least half of all staff hold a full and relevant level 2 qualification
- A minimum of three staff/adults are on duty at any one time.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over as follows:
  - there is at least one member of staff for every 13 children; and
  - at least one other member of staff holds a full and relevant level 3 qualification.
- Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation

on their child's progress and offers support in guiding their development at home. The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort

- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We only include those aged 17 years or older within our ratios where they are competent and responsible. We may include students on long-term placements (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
- Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.

This policy was adopted at a meeting of	<u>Tiptree Preschool AGM</u>	name of setting
Held on	<u>23<sup>rd</sup> October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Debbie Ager</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	