

Safeguarding and Welfare Requirement: Staff: Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety

5.1 Staffing & Ratios

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 Disclosure and Barring in accordance with statutory requirements.

Procedures

To meet this aim we use the following ratios of adult to children stated within the Statutory Framework for the Early Years Foundation stage 2017:

For children aged two:

There must be at least **one** member of staff for every **four** children

- at least **one** member of staff must hold a full and relevant **level 3** qualification
- at least **half** of all other staff must hold a full and relevant **level 2** qualification

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least **one** member of staff for every **eight** children
- at least **one** member of staff must hold a full and relevant **level 3** qualification
- at least **half** of all other staff must hold a full and relevant **level 2** qualification

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:

- there must be at least **one** member of staff for every **13** children
- at least **one** other member of staff must hold a full and relevant **level 3** qualification

- A minimum of two staff/adults are on duty at any one time.
- 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 (see The Role of the Key Person and Settling-in). 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.

- 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.

Other useful Pre-school Learning Alliance publications:

- Recruitment and Managing Employees (2011)
Employee Handbook (2012)

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____