

SECTION 4.0

STAFFING

Safeguarding and Welfare Requirement: Staff: Child ratios

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

4.1 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 Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

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

- Children aged two to three years: 1 adult: 4 children.
- Children aged three years to five: 1 adult: 8 children.
- We meet the Statutory Requirements for the Early Years Framework for staffing qualification levels:
 - The Manager holds a full and relevant Level 3 qualification.
 - at least one member of staff holds a full and relevant level 3 qualification: and
 - At least half of all other staff holds a full and relevant level 2 qualification.
- A minimum of three staff/adults are on duty at any one time.
- Each child is assigned a keyperson 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 keyperson plans with parents for the child's well-being and development in the setting. The keyperson meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home. Please see section 4 for further details.

- We hold monthly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- Termly planning is typically carried out by the Manager and Deputy and disseminated to the remainder of staff.