**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**

*Ratios*

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

* children aged two years of age: **1 adult : 4 children**;

at least one member of staff holds a full and relevant level 3 qualification; and

at least half of all other staff hold a full and relevant level 2 qualification.

* children aged three years and over: **1 adult : 8 children**.

at least one member of staff holds a full and relevant level 3 qualification; and

at least half of all other staff hold a full and relevant level 2 qualification.

* 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 between the hours of 8am and 4pm 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.

* 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 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 and regular volunteers.
* A minimum of three staff/adults are on duty at any one time.
* Our Setting Lead deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and 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.
* Our staff, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.
* We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who 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.
* We hold daily review sessions and half temly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

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| This policy was adopted at a meeting of | NBU5s Preschool | name of setting |
| Held on | June 6th 2023 | (date) |
| Date to be reviewed | June 6th 2024 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory | Marie Whiting | |
| Role of signatory (e.g. chair/owner) | Setting Lead | |

**Other useful Pre-school Learning Alliance publications**

* Employee Handbook (2012)
* Recruiting and Managing Employees (2011)