



Staff:Child Ratio Policy

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 staffs are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service 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 : 5 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) 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:
 - 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
- Children aged three years and over (each child is 3 points) 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
- 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. The key person plans with parents for the child's well-being and development in the setting. The key person meets informally 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.
- 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.

This policy was adopted at	<u>Widecombe Pre-School</u>	(name of provider)
Date to be reviewed	<u>2023</u>	(date)

Signed by supervisor / management committee

Name of signatory

Penny Cartwright

Role of signatory (e.g. chair/owner)

Manager

Other useful Early Years Alliance publications

- The New Early Years Employee Handbook (2019)
- Recruiting Early Years Staff (2016)

Reviewed January 2021

Reviewed January 2022

Reviewed January 2023