Safeguarding and Welfare Requirement: Staff: Child ratios

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

2.4 Staffing (group provision)

Policy statement

We provide staffing arrangements in line with the current Early Years Foundation Stage statutory framework for group and school-based providers. Staffing is organised to meet the needs of all children, ensure their safety and wellbeing, and support high-quality care and education. Staff counted in ratios are appropriately qualified, experienced and suitable for their roles. We carry out safer recruitment checks, including enhanced criminal records checks and barred list checks through the Disclosure and Barring Service where required, in accordance with statutory requirements.

Procedures

For childcare on non-domestic premises (e.g., nurseries and pre-schools)

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

- Children aged 0-2 years – 1 adult: 3 children, at least one member of staff holds a full and relevant level 3 qualification; and at least half of all other staff members hold a level 2 qualification.

- Children aged two years: 1 adult to 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:
  - 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 staff aged 17 years or over within staff:child ratios, except that apprentices aged 16 or over may be included where the manager is satisfied that they are competent, responsible and suitably supported. Students on long-term placements and regular volunteers aged 17 or over are only included in ratios where they are competent, responsible, suitable, and have the necessary skills, experience and support for the children they are working with.
- A minimum of two staff/adults are on duty at any one time; one of whom is either our manager or deputy/supervisor.
- Our manager deploys staff, students and volunteers to provide effective supervision of indoor and outdoor areas. Children are usually within sight and hearing of staff and always within sight or hearing of staff.

Deployment decisions take account of children's ages, needs, activities, staff qualifications and experience, premises layout, and any additional support requirements.

- 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 assign each child 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.
- 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.

This policy was adopted by	Stowey Bears Preschool	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)