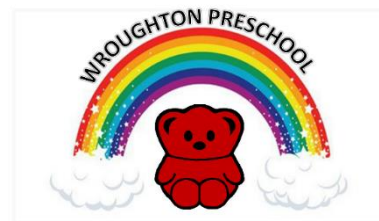


Staff: Child Ratios

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 Records Bureau in accordance with statutory requirements.

Procedures

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

- Children aged two years: 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.
- 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 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.
- Only 1 member of staff to leave the room at a time to deal with a child's wellbeing and needs e.g. toileting or medical care etc. The staff member must clearly inform all other members of staff of their departure to ensure the safety of the remainder of children within the setting.

Other useful Preschool Learning Alliance publications

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

Authorisation & Review

This policy was adopted at a meeting of

Wroughton Preschool

Held on

21st March 2018

Date to be reviewed

October 2018

Signed on behalf of the management
committee

Name of signatory

Alexandra Powell

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

Chairperson