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.
- 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 also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced
- 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.
- All staff are deployed according to the needs of the setting and the children attending.

COVID-19 Update

During the COVID-19 outbreak, staff will be deployed as per the Government Guidance. A risk assessment for working with prioritised places is completed. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During a COVID-19 outbreak early years staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

· where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration
· where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager

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	
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	Chairperson