

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Staff: Child Ratios

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



High Quality Care for All Children
A Firm Foundation for Education

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 Vetting and Barring Service 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 3 qualification
 - We aim to have no more than one member of staff with a level 2 qualification at any time
- 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 3 qualification
 - We aim to have no more than one member of staff with a level 2 qualification at any time
- 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
 - We employ a housekeeper so as to enable those staff working with the children to concentrate on their associated duties and to not be taken away from the children to complete tasks such as cleaning and maintaining the equipment and premises.
- 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 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.

Other useful Pre-school Learning Alliance publications

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