

Little Thinkers Pre-school and Nursery



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 enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements. We require all staff to complete a Disqualification by Association record with regard to people with whom they share their home and we review this annually.

Procedures

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

- Children under two years of age: 1 adult : 3 children:
 - at least two members of staff hold a full and relevant level 3 qualification and is suitably experienced in working with children under two;
 - the majority of other staff are also qualified to level 3 or above
 - at least half of all staff have received training that specifically addresses the care of babies;
- Children aged two years: 1 adult : 4 children:
 - at least two member of staff hold a full and relevant level 3 qualification; and
 - at least 75% of all other staff hold a full and relevant level 3 qualification.
- Children aged three years and over: 1 adult : 8 children:
 - at least 2 members of staff hold a full and relevant level 3 qualification or above ; and
 - at least half of all other staff hold a full and relevant level 3 qualification.
- We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- A minimum of two staff/adults are on duty at any one time; one of whom is either our manager/deputy or experienced senior.
- Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times.

- 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

Little Thinkers Pre-school and
Nursery

On

18th February 2020

Date to be reviewed (annually)

February 2023

Signed on behalf of the provider

JA Pratt

Name of signatory

Jayne Pratt

Role of signatory

Manager