

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 'Report changes to any DBS' record and we review this annually.

Procedures

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met.

Deployment of staff takes into consideration the children in the setting as well as the capacity to support children with additional needs. Managers understand that even though a provision may be within ratio, there is also sometimes a need to provide additional staff to ensure learning and care is maintained when there are additional challenges.

Staff-to-child ratios apply to the whole provision, not each room. In all cases, Little Thinkers nursery will ensure that children are adequately supervised in the setting.

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: 5 children
 - at least two members 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.
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- 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.
 - In the event of unpredicted absence or sickness of staff, the nursery will not accept children into the provision until it is safe to do this. On these occasions parents may be asked to wait. In some instances, parents will be asked in advance to keep their children at home if they are able to.
 - 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 always within sight or hearing of staff at all times.
 - Our staff, students and volunteers inform their colleagues if they must leave their area and tell colleagues where they are going.
 - Our staff, students and volunteers always focus their attention on children and do not spend time in social conversation with colleagues while they are working with children.
 - When older children need to visit the toilet they must be supervised on their journey to and from the toilets and always within hearing or sight of an adult.
 - 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.

Leadership Procedures

The provider must ensure there is a named deputy or Senior Member of staff, who, in their judgement, is capable and qualified to take charge in the manager's absence. It is the managers responsibility to ensure that rotas and timetables reflect the number and additional needs of the children in the setting.

This policy was adopted by

Little Thinkers Pre-school and
Nursery

On

May 2025

Date to be reviewed (annually)

May 2026

Signed on behalf of the provider

S.Nickerson

Name of signatory

Sonia Nickerson

Role of signatory

Trustee