



Staffing policy

This policy was adopted by the Kingswood Pre-School Group on 14/11/2018

Policy review date: 21/10/2021

Signed:-----Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

Safeguarding and Welfare Requirement: Staff: Child ratios

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

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 and Barring Service in accordance with statutory requirements.

EYFS key commitments

Suitable people – 3.9, 3.11, 3.12, 3.13,

Staff qualifications – 3.23

Key person – 3.27

Staff:child ratios – 3.28, 3.29, 3.32, 3.33, 3.34

Procedures

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

Children aged 2 years: 1 adult: 4 children:

- at least one staff member 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 3 years and over: 1 adult: 8 children:

- at least one staff member holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.

We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a qualified teacher is working directly with children aged 3 years and over 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.

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.

There will always be a member of management (Chairperson, Manager or Deputy Manager) on site at all times. In exceptional circumstances member/s of the committee may be asked to step in at short notice so as to continue to have the required staffing levels.