

## **Safeguarding and Welfare Requirement: Staff: Child ratios**

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

### **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 enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

#### **Procedures**

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

- Children aged three years and over: 1 adult : 8 children (to aid best practice we aim to work on a ratio of 1:6 wherever possible):
  - 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.
- We only include those aged 17 years or older within our ratios.
- A minimum of two staff/adults are on duty at any one time; one of whom is a member of the Management Team.
- Our manager deploys our staff to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and sound of staff, and always within sight *or* sound of staff at all times.
- Our staff inform their colleagues if they have to leave their area and tell colleagues where they are going.
- 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.