



## Staffing Policy

### Policy Statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the EYFS 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 two: 1 adult : 4 children

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

Children aged three and over: 1 adult : 8 children

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

We follow the Early Years Foundation Stage (EYFS) 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 8am and 4 pm

There is at least one member of staff for every 13 children

At least one other member of staff holds a full and relevant level 3 qualification.

- the number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
- We only include those aged of 17 years or older with our ratios. Where they are competent and responsible we may include students on a long term placements and regular volunteers.
- A minimum to two staff/adults are on duty at any one time. One of whom is either our manager or deputy manager.
- Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor area, ensuring that children are usually within sight and hearing of staff.

- All staff are deployed according to the needs of the setting and the children attending.
- 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 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.

Signed on behalf of Tiny Feet Preschool \_\_\_\_\_ date \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_