

Safeguarding and Welfare Requirement: Staff: Child ratios

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

5.1 Staffing/ratios

Policy statement

At Pear Tree nursery 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.

Procedures

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

- Children under two years of age: 1 adult : 3 children:
- Children aged two years: 1 adult : 4 children:
- Children aged three years and over: 1 adult : 8 children: as the manager holds a QTS qualification she may have 13 children at any one time.
- 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 monthly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- Apprentices doing a level 2 qualification, will not be used in staffing ratios unless they are over the age of 18 and have been deemed competent by the management. Level 3 apprentices may be the second member of staff in the building at any one time providing they have a first aid qualification.
- Students & volunteers will not be counted in staffing ratios and will not be left alone with the children.

This policy was adopted at a meeting of	Pear tree nursery	<i>(name of provider)</i>
Held on	01.09.2018	<i>(date)</i>
Date to be reviewed	01.09.2019	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)