

Safeguarding and Welfare Requirement: Staff: child ratios

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

St Matthew's Pre-School Policy

2.2 Staffing/ Ratios

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. Students on long term placement may be included in ratio. In exceptional circumstances volunteers may be included in the ratios if the Managers are satisfied that they are competent and responsible. All practitioners are appropriately qualified and we carry out 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 years: 1 adult : 4 children:
 - 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.
- Children aged three years and over: 1 adult : 8 children:
 - 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
- Where a practitioner has Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification we maintain a ratio of 1:13 for children aged 3 and over, with at least one other qualified member of staff.
- 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 practitioner 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, discuss and make arrangements to accommodate any new legal requirements, and discuss any staff training requirements. Staff supervision takes place once a term, Early Years Practitioners are supervised by a named manager. Managers supervise each other.
- On outings when we feel a higher ratio maybe required, volunteers may be included however legal ratio's, as above, are met by qualified staff. Regard will be given to the Statutory Framework guidance. Each outing will be individually risk assessed and ratio's decided to ensure the safety and welfare of the children.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
