



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 members of staff are appropriately qualified and we carry out checks for criminal and other records in accordance with statutory requirements.

Procedures

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

Children aged 6 months to 2 years: 1 adult: 3 children

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

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 holds 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 holds a full and relevant level 2 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.
- In accordance with the changes to the updated EYFS (April 2017) to count in ratios staff holding an EYE qualification must also have achieved a suitable Level 2 qualification (GCSE A*-C) in both English and Maths.
- Additionally all newly qualified entrants to the Early Years Workforce with full and relevant Level 2 and/or Level 3 qualifications must also hold a certificate in Paediatric First Aid (PFA). A copy of this certificate must be obtained and checked before they can be included into statutory staff:child ratios.

This policy was adopted by

Carlton Playgroup Ltd

(name of provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
