



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 practitioners 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 years: 1 adult : 4 children:
 - Children aged three years and over: 1 adult : 8 children:
 - at least half the practitioners hold a full and relevant level 3 qualification.
- We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- A minimum of two practitioners are on duty at any one time.
- 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.
- Practitioners are deployed to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight and hearing of practitioners at all times.
- All practitioners are deployed according to the needs of the pre-school and the children attending.
- Practitioners, 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 worker to help the child become familiar with the pre-school from the outset and to ensure that each child has a named practitioner with whom to form a relationship. The key worker plans with parents for the child's well-being and development in the pre-school. The key worker speaks regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.
- We hold ½ termly staff meetings to undertake planning, training and discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We use the format on the Tapestry digital learning programme identify progress and areas for development.

Adopted on 1/6/15 Amended on 28/12/15 Amended 18/5/18

Signed on behalf of Bagshot Pre-school *Susan Michel*

Role within the Pre-school Manager