



Waltham Pre-School

Staffing

Policy Statement

We provide a staffing ratio in line with 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 DBS (Disclosure and Barring Service) checks.

Procedures

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

- Children under two years of age: 1 adult : 3 children:
 - At least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two.
 - At least half of all other staff hold a full and relevant level 2 qualification.
 - At least half of all staff have received training that specifically addresses the care of babies; and in our Nursery the room leader has experience in working with under 2's.
- 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: 1 adult : 8 children:
 - At least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two.
 - At least half of all other staff hold a full and relevant level 2 qualification.
- We follow the Early Years Foundation Stage Safeguarding 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 hours of 8am-4pm as follows:
 - there is at least one member of staff for every 13 children; and
 - at least one member of staff holds a full and relevant level 3 qualification.
- A minimum of two staff are on duty at any one time.
- Each child is assigned a keyperson 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 keyperson plans with parents for the child's well-being and development in the setting. The keyperson communicates weekly via Tapestry with the family for updates on the child's progress and offering advice for support at home where necessary.
- We hold regular staff meetings to establish any children not able to engage with the curriculum and support to be offered.

Other useful publications

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

