Staffing Policy

Policy statement

In order to ensure that children have sufficient individual attention, and to guarantee we offer care and education of a high quality, Binfield Preschool provides a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. We also ensure that staff are appropriately qualified and that all staff have undergone a check against the enhanced criminal records and barred list 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
  - 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
  - at least half of all other staff hold a full and relevant level 2 qualification
- 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
- 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 staff/adults are on duty at any one time; one of whom is usually the manager or assistant manager or an equally qualified/competent member of staff (level 3) if neither are available.
- The manager deploys staff, students, and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times
- All staff are deployed according to the needs of the setting and the children attending
- The staff, students and volunteers inform their colleagues if they must leave their area, and tell colleagues where they are going
- The staff, students and volunteers focus their attention on the 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 person to help them 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 discuss children’s progress, their achievements and to plan for next steps, as well as any difficulties that may arise from time to time.

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<th>This policy was adopted by</th>
<th>Binfield Preschool</th>
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<td>Signed on behalf of the provider</td>
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<td>Name of signatory</td>
<td>Adrian Hone</td>
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<td>Role of signatory (e.g. chair, director or owner)</td>
<td>Chair</td>
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Other useful Early Years Learning Alliance publications

• Employee Handbook (2012)
• Recruiting Early Years Staff (2016)
• People Management in the Early Years (2016)