



Little Acorns Pre-School

'From little acorns mighty oaks grow'

Staffing Policy Statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) 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 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

Where:

- 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

Where:

- 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.

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 and 4pm as follows:

- there is at least one member of staff for every 12 children; and
- at least one other member of staff holds a full and relevant level 3 qualification.
- A minimum of two staff / adults are on duty at any one time; one of whom is either our EYFS Lead / Nursery Room Lead / Lead Nursery Assistant.

- Our EYFS Lead / Nursery Room Lead deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight or hearing of staff at all times.
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Our staff, students and volunteers focus their attention on children at all times.
- We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include regular volunteers and students on long-term placements.

Key Person

We assign each child a key person to help the child become familiar with the setting and to ensure that they have 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 has regular contact with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

Continued Professional Development for Staff

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and their needs.

Throughout the year, all staff will undertake appropriate statutory and setting-specific training. This may be as part of whole school Inset days, Local Authority centrally arranged training or bespoke training led by a suitable professional.

Policy: Staffing

Date: September 2022

Next Review: September 2023

Completed by: Jonathan Elms (Headteacher)

Reviewed by: EYFS Governors Working Party.