

8.1 Staffing policy

Policy statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (2024) 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

For childcare on non-domestic premises,

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

- Children aged two years: 1 adult: 5 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 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 hold a full and relevant level 2 qualification.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements (2024) where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over as follows:
 - there is at least one member of staff for every 13 children; and
 - at least one other member of staff holds a full and relevant level 3 qualification.

The number of children for each key person considers 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 also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.

Our manager and deputy deploy our staff, students, and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight and hearing of staff. All staff are deployed according to the needs of the setting and the children attending.

Our staff, students, and volunteers inform their colleagues if they must leave their area and tell colleagues where they are going. Our staff, students and volunteers always focus their attention on children 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 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.

Lone working

At Perins Pre-School, we aim to ensure that no member of staff is left alone working in the setting. However, there may be occasions when this is not always possible due to:

- Toilet breaks.
- Lunch cover.
- Nappy changes.
- Comforting a child that may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area.

- Supporting children in the toilet area that may have had an accident.

We always ensure that ratios are maintained. On rare occasions that lone working with the setting does take place, we ensure that a specific risk assessment is completed prior to lone working taking place. This includes:

- How staff will manage with a variety of tasks such as nappy changing, handover to parents/carers and supervising the children safely.
- That each staff member required to lone work has the required qualification, training, and skills for the role.
- That staff members working alone are competent in their role.
- That the staff member knows who to call on in an emergency.
- That ratios are maintained.

Staff members responsibilities when left alone in the building alone:

- To make a member of the management team aware when they are lone working and make plans to check in at expected times.
- To ensure they always have access to a telephone or radio to call for help.
- To ensure that the building remains locked so no one can walk in unidentified.

Staff working with their own children.

We support all employees returning to work after having a baby and understand that there may be times when a member of staff chooses our setting to provide childcare alongside them working. We would ensure that the parent did not become the child's key person to ensure that the child forms a secure attachment to another staff member.

This policy was adopted by

Perins Pre-school

On

4th July 2024

Date to be reviewed

4th July 2025

Signed on behalf of the provider

Michelle Osman

Name of signatory

Michelle Osman

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

Pre-School Manager