



Starlings Preschool Staffing Policy)

Policy statement

Starlings Pre-school 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 staff are appropriately qualified and we carry out checks for criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements

Procedures

Ratios

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

- children aged two years of age: 1 adult : 4 children;
 - At least one member of staff holds a full and relevant 3 qualification; and
 - At least half of all other staff hold a full relevant level 2 qualification
- children aged three to 4 years of age: 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.
- The number of children for each keyperson takes into account the individual needs of the children and the capacity of the individual keyperson 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 either our manager or deputy.
- Our manager deploys our 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
- 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 and do not spend time in social conversation with colleagues while they are working with children

- We assign each child 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 key person plans with parents for the child's well-being and development in the setting. The keyperson meets regularly with the family for discussion and consultations on their child's progress and offers support in guiding their development at home.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

This policy was adopted at a meeting of Starlings Pre-school (name of provider)
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning alliance publications

Employee handbook (2012)

Recruiting early years staff (2016)

People in management in the early years (2016)