



Bowes Pre-School & Holiday Club

5.1 Staffing Policy

Safeguarding and Welfare requirement: Staff : Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety.

Bowes Pre-school provides 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. All our staff are appropriately qualified and we carry out checks for criminal and other records 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 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 members hold a full and relevant level 2 qualification;
 - At least half of all staff have received training that specifically addresses the care of babies
- 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 members 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 members 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 13 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
- Each child is assigned a key person to help the child become familiar within the Pre-school from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person will plan with parents for the child's well-being and development in the Pre-school. They will meet regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.
- We will 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.

Further guidance

The New Early Year Employee handbook (2016)
Recruiting and Managing Employees (2011)

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: