

Staff to Child Ratios Pre-school

1. Our Policy Statement

We 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 enhanced checks through the Disclosure and Barring Service in accordance with our DBS policy and statutory requirements. This is in line with the Hamlet Charter that children should be happy and safe. We ensure that all children have sufficient staff to support their needs at all times.

2. Purpose of this policy and why we have it:

To ensure that we meet the requirement of the statutory framework of the Early Years Foundation Stage. To ensure safe supervision of children at all times.

3. The scope of this policy

All activities taking place on or off site involving:

- Children
- Parents/Carers
- Staff
- Volunteers
- Work placement/experience people

4. How we will implement and monitor this policy

We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements.

- For children aged two we ensure at least one member of staff for every four children; at least one member of these will hold a full and relevant level 3 qualification; and at least half of all the other staff will hold a full and relevant level 2 qualification.
- For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children, there must be at least one member of staff for every 13 children; and at least

one other member of staff must hold a full and relevant level 3 qualification.

- Without a Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification we ensure at least one member of staff for every eight children; at least one member of these will hold a full and relevant level 3 qualification; and at least half of all the other staff will hold a full and relevant level 2 qualification.
- We only include those staff aged 17 years or older within our ratios. Where they are competent and responsible, we may include long term placements and regular volunteers. (Competency is agreed by the Centre Manager or Early Years Manager)
- A minimum of two staff/adults are on duty at any one time.
- Staffing levels will be increased at times to meet the needs of individual children. "Ofsted may determine that providers must observe a higher staff to child ratio than outlined to ensure the safety and welfare of children."
- Our Early Years Manager deploys adults working with children in order 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, placements and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.

Outings

- Our adult to child ratio is high, normally one adult to two children, depending on their age, needs and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff from the children's centre will remain behind with the rest of the children.

5. Legal References (latest version)

Early Years Foundation Stage

This policy should be read in conjunction with other relevant Hamlet policies and accompanying procedures.

Date approved by the Board: July 2020

Date of next review: 2022

Post holder(s) responsible for this policy: Early Years Manager

Signed by Chair of the Board of Trustees:

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