



## 4.6 Staffing

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	March 2018
<b>Reviewed</b>	June 2020
<b>Signed (on behalf of the management committee)</b>	<i>Kate Hilton</i>
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Annually
<b>Date of next review</b>	March 2021

## 4.6 Staffing

### **Safeguarding and Welfare Requirement: Staff: Child Ratios**

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

### **Policy Statement**

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Members of 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.

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice (see our Induction of Staff, Volunteers Policy).

We aim to ensure that our children are offered high-quality early years care and education.

### **Procedures**

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

- Children aged two years of age                      1 adult: 4 children
- Children aged three years and over                1 adult: 8 children
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### **In line with ratio and the requirements of the EYFS we ensure that:**

- At least one member of staff holds a full and relevant Level 3 qualification; and
- A minimum of half of all other staff hold a full and relevant Level 2 qualification.
- A minimum of two qualified and vetted staff are on duty at any one time, one of whom is either our Manager or our Deputy.
- We will 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 deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are 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 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.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties, which may arise from time to time.
- The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.

### **COVID-19 Update**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. A risk assessment for working with prioritised places is included (8.4a). Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the Manager. Otherwise the following procedure applies.

During the COVID-19 outbreak, early years' staff are themselves considered to be 'key workers'. If staff cannot source care for their own children, then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager
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- During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

### **Supporting document**

Little Thetford Acorns Employee Handbook

### **Other useful Pre-school Learning Alliance publications**

- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
- Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)