



Safeguarding and Welfare Requirement: Staffing arrangements must meet the needs of all children and ensure their safety

Staffing and Ratios in Nursery

Date reviewed	Sept 2018
Reviewed by	Helen Hopwood & Gemma Redgewell
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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 checks for enhanced disclosure records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

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 hold a full and relevant level 2 qualification. Staff allocated to the two year old children will have primary responsibility for them however due to the open plan arrangement of the Nursery they will also interact with the three and four year old children during some short periods of time.

Children aged three years and over: 1 adult : 8 children: - we have a Qualified Teacher allocated to the Nursery/ Reception class with a ratio of 1 Qualified Teacher : 13 children and at least one other member of staff must hold a full and relevant level 3 qualification. These are the minimum ratios that will be observed. If the needs of the children demand that we increase the staffing levels Westrop will strive to find additional adults to meet the needs of the children. This may involve welcoming staff from elsewhere in the school. If this is the case then staff will have relevant qualification levels to assist in the Nursery and also will hold an enhanced DBS certificate.

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. A minimum of two staff/adults are on duty at any one time .The staff member in charge of the Nursery will either be the Nursery Teacher or Deputy or another



member of staff who hold a full and relevant level three or above qualification.. Children will not access the outdoor area independently. We will ensure that children are always within sight or hearing of staff at all times. All staff are employed according to the needs of the setting and the children attending. If help is required at certain times such as lunchtimes then other adults will be asked to assist in the Nursery. 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.

Key person

We believe in Bumblebee Room that as we have such an intimate number of children we are able to provide a Primary and Secondary Key Person for each child in order for them to form good relationships with all members of staff in the setting to ensure consistent levels of support.

All staff meet 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 that may arise from time to time.

