**Stratton Playgroup**

**5.1 Staffing**

**Policy statement**

At Stratton Playgroup, 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 criminal records and barred list checks 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 aged two years: 1 adult : 4 children: **Change to ratio - 1 adult : 5 children will be introduced in September 2023, subject to parliamentary procedure.**
  + 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.
* 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 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.
* 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.
* 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 (aged 17 or over) and staff working as apprentices in early education (aged 16 or over).
* A minimum of two staff/adults are on duty at any one time; one of whom is our allocated supervisor.
* Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight *or* hearing of staff.
* 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 prior to attending the setting. Families are informed of who their child’s key person is before their start date, to ensure from the outset each child has a named member of staff with whom they form a relationship. The key person will meet the child and their family at their pre-placement meeting.
* 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.
* All staff build strong relationships with children and if a child’s key person is absent, we ensure that all staff are aware and that the child’s personal, social and emotional wellbeing and development is supported during this time.
* We inform parents if a child’s key person is absent or going to be absent for a long period of time, and put into place a temporary key person for the child(ren) and their families.
* We have in place strong ongoing communication methods to ensure that any relevant information about any child’s personal, social and emotional wellbeing and development is shared within the team, to ensure all children are supported.
* 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.

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| This policy was adopted by | Stratton Playgroup | *(name of provider)* |
| On | 10/05/2023 | *(date)* |
| Date to be reviewed | May-2026 | *(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 Management in the Early Years (2016)