

5.1 Staffing

Policy statement

Bolney Under Fives 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 Bolney Under Fives undergo 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 2 years of age: 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.
- Children aged 3 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 ratios above even when a member of staff holding a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with the children, as Bolney Under Fives recognises the importance of a high staff : child ratio in our provision.
- 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 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 that may arise from time to time.

This policy was amended and adopted at a meeting
of Bolney Under Fives

Held on

24/03/2014

Date to be reviewed

24/03/2016

Signed on behalf of the management committee

Name of signatory

Mrs Sarah Josling

Role of signatory (e.g. chair, director or owner)

Chair

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)