



## **Staffing Policy**

We provide a staffing ratio in line with the requirements of legislation to ensure that children have enough individual attention and to guarantee care and education of a high quality. Our staffs are appropriately qualified, and we carry out checks for criminal and other records through the Disbarring Service in accordance with statutory requirements.

### **Aims**

To ensure that children below school age and their parents are offered high quality early years care and education.

### **Methods**

- To meet this aim, we use the following ratios of adult to child:
  - Children under two years of age: 1 adult: 3 children;
  - Children aged 2-3 years of age: 1 adult: 4 children; and
  - Children aged 3 -5 years of age: 1 adult: 8 children.
- A minimum of two staff/adults is on duty at any one time. At least one of the staff caring for your child will have at least a Level 3 qualification in childcare and half of all other staff will hold a minimum level 2 qualification.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who 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.
- Our setting Manager's and Deputy's hold BA Hons Degree's in childcare and Education or are working towards this.
- We provide regular in-service training to all staff
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disbarring service for staff and volunteers who will have substantial access to children.

## **History**

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).