



PRE SCHOOL RATIO & STAFFING POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

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 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:

- 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.

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.

A minimum of two staff/adults are on duty at any one time; one of whom is either the Pre School-Lead or deputy.

Our Pre School-Lead deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always 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.



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Managing Staff Ratios During Periods of Staff Absence or Extreme Weather

In extreme circumstances, where we have multiple staff numbers absent, it may be necessary for us to close the setting completely if we are unable to maintain safe adult to child ratios. Alternatively, we may have to close the setting to 2 years olds if we do not have enough level 3 staff at the setting or ask parents to only send children in if it is absolutely necessary. We will also look at changing session times if we need to. We will endeavour to replace missed funded hours. We will always do everything we can to keep the setting open of course, but that said, we will only open if it is safe and legal to do so. We will notify any changes by 8:00am via email or Facebook.

This policy was adopted on:

15/11/2022

Date to be reviewed:

15/11/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

15/11/2022