

Staffing Policy



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Review Date	September 2027
Reviewer	Liam Donovan

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 supervision 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.

Procedure

We use the following ratios of adult to children as detailed within the EYFS Framework 2024.

In settings on the early years register, the manager must hold an approved level 3 early years qualification and those appointed on or after 4 January 2024 hold a level 2 maths qualification, or they achieve one within 2 years of starting in the position. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

For children aged under two:

- there must be at least one member of staff for every three children
- at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two
- at least half of all other staff must hold a full and relevant level 2 qualification
- at least half of all staff must have received training that specifically addresses the care of babies
- where there is an under two-year-olds' room, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

For children aged two:

- there must be at least one member of staff for every five children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

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For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

To count in the ratios at level 3, staff holding an **early years educator** qualification must also have achieved suitable level 2 English qualification (suitable qualifications for English can be found here: [Early years qualification requirements and standards \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/early-years-educator-qualification-requirements-and-standards.pdf)).

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full paediatric first aid (PFA) or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. Staff must refresh PFA training at least 3 yearly to be counted in ratio, where staff PFA training expires staff cannot be counted in level 2 or 3 ratio.

- Each child must be allocated a key person. 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 assign each child a key person to help the child become familiar with the setting upon settling in sessions 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.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible. A student or apprentice studying towards an approved Level 3 qualification (including qualifications at levels 4, 5 and 6) may count within the Level 2 ratio. A student or apprentice studying towards an approved Level 6 qualification (one that gives them the status of EYTS or QTS) may count within the Level 3 ratio. If the provider is satisfied that they are competent and responsible, then a competency-based risk assessment must be completed for each staff member.
- A minimum of two staff/adults are on duty at any one time; one of whom is either our manager, deputy, or other member of the leadership team who is deemed capable and qualified in accordance with the EYFS 2024: 3.23 (a full and relevant level 3 qualification and at least two years' experience of working in an early years setting). Any member of staff who is left in charge of the nursery in the absence of the manager must complete the 'Assessment of suitability to take charge in the absence of the nursery manager'.

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- Our Head Teacher / nursery manager/ deputy 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. Whilst eating, children must be within sight and hearing of a member of staff.** Our expectation is that where possible staff do not lone work, and that there will usually be a minimum of two staff present at any time. However, we recognise that there may be exceptional occasions where staff do lone work, for example when supporting a small number of children indoors, whilst the rest of the group are in the garden. Where lone working is anticipated as part of the routine, a full risk assessment must be put in place by the nursery manager. All staff are deployed according to the needs of the setting and the children attending.
- A headcount form must be completed and documented throughout the day during any changes to environment and peak times this may include garden transitions, settles or extra-curricular activities.
- A transition headcount form must be completed where small groups of children are transitioning from their main environment.
- Both documents must be used in line with the daily children's register. Children must be accounted for, and staff must physically check that all children are present.
- 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 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.
- All members of staff are required to complete the children's registers as children arrive and depart. All staff are also responsible for completing the room signing in and out sheets; these must be completed without exception. Completion of these records ensures an accurate record of attendance and enables staff to check staff-child ratios at a glance, and make sure they are complying with EYFS requirement

Managing staff absences and contingency plans for emergencies

- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, managers must organise cover to ensure ratios are maintained.
- Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment.

We have contingency plans to cover staff absences to ensure that needed ratios are maintained, as follows:

1. Depending on how many children are on roll that day the manager will look at ratios taking into account the absent member of staff.
2. The Head Teacher / Nursery Manager will consider regrouping the children or moving staff from their base rooms if necessary.
3. The Head Teacher / Nursery Manager will redeploy the deputy into the rooms in order to meet ratio requirements.
4. If needed the Head Teacher/Nursery Manager will contact agencies to cover.
5. If needed the Head Teacher/ Nursery Manager will contact staff on days off to see if they are available to work

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6. If staff absence cannot be covered and the school/nursery is not adhering to the ratio requirements of the EYFS, parents must be asked to keep their child at home.

EYFS settings will close only as a last result if we cannot guarantee the welfare of the children and meet the requirements of the EYFS.