



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 |

Limited by Guarantee

Telephone Number: 01708 863 737

Staffing Policy & Ratios (EYFS & Ofsted Compliant – 2026)

Policy Statement

We provide staffing levels in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) (effective September 2025) to ensure children receive safe, high-quality care and education.

We ensure that:

- Staffing arrangements meet children's individual needs and ensure their safety at all times
- Children are adequately supervised and usually within sight and hearing of staff
- All staff are suitable, qualified, and vetted in accordance with safeguarding requirements

All staff undergo enhanced Disclosure and Barring Service (DBS) checks with barred list checks, and ongoing suitability monitoring forms part of our safer recruitment procedures.

Staff-to-Child Ratios (Statutory Minimum Requirements)

Children under two years of age – 1:3

- At least one practitioner 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
- At least one practitioner must have suitable experience of working with children under two
- Staff provide a high level of care, supervision, and interaction

Children aged two years – 1:5

- At least one practitioner must hold a full and relevant Level 3 qualification
- At least half of all remaining staff must hold a full and relevant Level 2 qualification

Children aged three years and over

- 1:8 ratio where no Level 6 practitioner is present
- 1:13 ratio where a qualified teacher, Early Years Teacher (EYTS), or equivalent Level 6 practitioner is working directly with the children
- At least one practitioner must hold a full and relevant Level 3 qualification
- At least half of all remaining staff must hold a full and relevant Level 2 qualification

Staff Deployment & Supervision

- Only staff aged 17 or over who are deemed suitable and competent are included in ratios
- Apprentices, students, and volunteers may be included only where appropriate and suitably trained

- Staff must be present in the room and actively supervising children to count in ratios
- Children are always:
 - Within sight and hearing of staff
 - Within sight and hearing during mealtimes
- Staffing arrangements are flexible but must always ensure safe and effective supervision

Experience-Based Route (EBR)

Staff without a full Level 3 qualification may count at Level 3 where they meet the requirements of the Experience-Based Route.

EBR staff must:

- Complete 751–900 hours of supervised relevant practice
- Hold a Level 2 English qualification
- Hold a valid Paediatric First Aid (PFA) certificate
- Meet all suitability and experience criteria

No more than 50% of Level 3 staff counted in ratios may be using EBR status at any time.

Manager Qualifications

- The manager must hold a full and relevant Level 3 qualification (minimum)
- Managers appointed after January 2024 must hold a Level 2 maths qualification or achieve it within two years of appointment

Safeguarding & Safer Recruitment

- All staff must have enhanced DBS checks completed before working unsupervised
- Professional references must be obtained and verified prior to employment
- Identity, qualifications, and employment history must be checked
- New staff must not be left unsupervised until all checks are complete
- A Single Central Record (SCR) of all suitability checks must be maintained

Key Person Approach & Staff Development

- Every child is assigned a key person
- The key person builds secure relationships with the child and their family
- Staff attend regular supervision, team meetings, and ongoing professional development

Staff deployment considers children's individual needs, including SEND, and staff experience and competence.

Commitment to Professional Standards

- Staff remain fully engaged with children at all times
- Distractions such as mobile phones and personal conversations are avoided
- Continuous professional development is encouraged

Policy Review

- This policy will be **reviewed annually**, or sooner if there are changes to legislation, statutory guidance, or best practice.

This policy was adopted by	The Butterfly Rooms Ltd
On	4 th June 2026
Date to be reviewed	4 th June 2027
Signed on behalf of the Management committee	A.Thompson
Name of signatory	Miss Aimee Thompson