Safeguarding and Welfare Requirement:

Staffing: Staff Ratios

5.1 Staffing

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 DBS checks for criminal and other records in accordance with statutory requirements.

Procedures

To meet this we use the following ratios of adult to children:

- Children aged two years: 1 adult : 4 children:
  - at least one member of staff holds at least a full and relevant level 3 qualification; and
  - at least half of all other staff hold a full and relevant level 2 qualification or above.
- Children aged three years and over: 1 adult : 8 children:
  - at least one member of staff holds at least a full and relevant level 3 qualification; and
  - at least half of all other staff hold a full and relevant level 2 qualification or above.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8am and 4pm as follows:
  - there is at least one member of staff for every 13 children; and
  - at least one other member of staff holds at least a full and relevant level 3 qualification.
- 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 discuss children's progress, their achievements and any difficulties that may arise from time to time.

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017.

To be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**