5.1 Staffing

DUXFORD PRESCHOOL

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.
- 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 as follows:
    - there is at least one member of staff for every 13 children; and
    - at least one other member of staff holds a full and relevant level 3 qualification.
- For outings and trips off-site, children aged two and any child with a specific risk assessment that has identified additional supervisory needs, will be on a minimum 1 adult :3 children ratio, and ideally a 1 adult :2 children ratio. All other children 3 and over will be cared at a minimum 1 adult :6 children ratio, and ideally a 1 adult: 4 children ratio.
- 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 also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
- A minimum of two staff/adults are on duty at any one time; one of whom is either our manager or deputy.

- Our manager 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.**
- We assign each child 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 undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	13th April 2019	October 2019
1.0	Reviewed – no changes	N Hanlon	31st October 2019	October 2020
1.0	Reviewed – no changes	N Hanlon	31st October 2020	October 2022
1.1	Updated policy with new ratio requirements for visits and trips off-site	N Hanlon	2nd July 2021	October 2022
1.1	Reviewed – no changes	N Hanlon	21st October 2022	October 2024
1.1	Reviewed – no changes	K Draper	18th September 2024	September 2025