



Dean Field Community Primary School

EYFS: Nursery: Safeguarding and Welfare Requirement: Staff: Child Ratios

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
KFudge	July 2020	July 2021
KFudge	July 2021	July 2022
KFudge	July 2022	July 2023
KFudge	July 2023	July 2024
L Brambani-Amended	July 2024	July 2025

Staffing (group provision)

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.

Teacher with QTS or similar: Charlotte Land/Hannah Fitzpatrick: Level 6: Ratio of 1:13

Level 3: Hannah King/Faye Baker: Level 3: Ratio of 1:13 if with QTS/Level 6 adult. 1:8 if not with QTS/Level 6 adult

Volunteer/No EYFS qualifications: Emma Kenny/ Mary Robertshaw: Ratio of 1:8 when with a QTS/Level 6/Level 3

Emma Mason Early Year Teacher teacher-1:13 Nursery, 1:30 in Reception

Student Trainee Teacher: can be included in ratios at discretion of capabilities.

Procedures

[For childcare on non-domestic premises (e.g. nurseries and pre-schools) or on domestic premises (where there are four or more childminders in someone's home)]

Playgroup – Level 3 Nursery Nurse on site with parental supervision:

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

- Children under two years of age: 1 adult: 3 children:
 - at least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two;
 - at least half of all other staff hold a full and relevant level 2 qualification;
 - at least half of all staff have received training that specifically addresses the care of babies; and
 - where there is an under two-year-olds' room, the member of staff in charge of that room has suitable experience of working with under twos.
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Playgroup – Level 3 Nursery Nurse on site with parental supervision:

- 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.

Nursery (Antarctica):

- 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: (We are currently working towards this).
 - 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.
- 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 Level 3/Room Lead or Deputy.
- Our Deputy and room leader 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. The key person regularly liaises with the room leader/manager.
- We hold regular staff meetings, supervision meetings and briefings across Nursery, Reception and as an EYFS unit to undertake curriculum planning and training and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Nursery (The Arctic):

Teacher with QTS/Charlotte L /Hannah F: Level 6: Ratio of 1:13

Hannah K/Faye: Level 3: Ratio of 1:13 if with QTS/Level 6 adult. 1:8 if not with QTS/Level 6 adult

Mary: Level 2: Ratio of 1:8 when with a QTS/Level 6/Level 3

Volunteer: N/A. Must be with Level 3/QTS/Level 6 and following a 1:8 ratio

Student Trainee Teacher: can be included in ratios at discretion of capabilities

- The Arctic can hold 8 children with at least a level 3 in there only.
- 29 is the maximum number of children allowed **in a morning session to nursery (Monday to Wednesday) 21 (Thursday and Friday)**
- When there is 29 in a session, The Arctic needs to be in use for free flow with 8 children and a level 3 at a minimum.
- 21 is the maximum number of children allowed **in an afternoon session with the format of a Level 6 and a Level 2 on site only** - they can all be in Antarctica.

Paediatric First Aid Trained: Mary Robertshaw/Emma Kenny/Emma Mason (x1 of these staff must be one on site at all times)