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	July 2024	July 2025
L Brambani	July 2025	July 2026
L Brambani	July 2026	July 2027

Staffing (group provision)

1. Purpose and statutory basis

This policy sets out how Dean Field deploys staff across Nursery and Reception to safeguard children, support their learning and development and maintain effective supervision. It is read

alongside the EYFS Statutory Framework for group and school-based providers (effective 1 September 2026), the school safeguarding policy, safer recruitment procedures, SEND arrangements and first aid procedures.

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

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

Early Years Teacher - Emma Mason - 1:13 Nursery / 1:30 in Reception

Student Trainee Teacher: can be included in ratios at discretion of capabilities and with Paediatric First Aid Certification.

Procedures

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).
- 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 and hold relevant paediatric first aid qualification. 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 (Antarctica and The Arctic):

Mrs Mullen / Mrs Baker: Level 3: Ratio of 1:13 if with QTS/Level 6 adult. 1:8 if not with QTS/Level 6 adult

Mrs Robertshaw: 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 have a paediatric first aid qualification following a 1:8 ratio

Student Trainee Teacher: can be included in ratios at discretion of capabilities (must have a paediatric first aid qualification)

- The Arctic can hold 8 children with at least a level 3 in there only.
- 24 is the maximum number of children allowed **in a morning session to nursery**
- 24 is the maximum number of children allowed **in an afternoon session with the format of a level 3 and a Level 2 on site only** - they can all be in Antarctica.

Reception staffing (Mexico)

Reception class staffing follows infant class size legislation: normally no more than 30 pupils per school teacher during ordinary teaching sessions, subject to statutory exceptions. Additional adults are deployed according to the children's needs, including SEND and safeguarding considerations. Where Nursery and Reception children are taught in mixed groups, staffing must be determined in accordance with the relevant EYFS provisions and children's needs.

Staff deployment and supervision

A designated leader plans daily staffing, including cover for absence, breaks, indoor and outdoor areas, arrival, collection and transitions.

Children are within sight and hearing of staff and must always be within sight or hearing. Staff inform colleagues before leaving their allocated area.

Staff give children their full attention, supervise activities and respond promptly to risks, accidents, medical needs and safeguarding concerns.

The number of children allocated to each key person takes account of individual needs and the practitioner's capacity to support them.

Students, apprentices and volunteers

Students, apprentices and volunteers are only counted in ratios when all relevant EYFS conditions on age, suitability, competence, responsibility, qualification/study level and paediatric first aid are met. Being present in a room does not automatically make an individual eligible to count. The school may choose not to count any such individuals in its planned staffing ratios.

Paediatric first aid

At least one person with a current, full paediatric first aid (PFA) certificate meeting Annex A must be on the premises and available whenever children are present, and accompany outings. PFA

certificates are renewed every three years. The school checks any additional PFA conditions for staff counted at Level 2 or Level 3 and keeps a current record of certificate holders. A current full PFA holder should be present in the room while children eat.

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

Key persons, professional development and review

Each child has a named key person who helps the child settle, works with parents and carers, supports wellbeing and development, and facilitates access to additional support where needed. Nursery and Reception staff meet regularly for planning, supervision, safeguarding and SEND support, including whole-school and local authority CPD.

This policy will be reviewed annually and sooner following changes in staffing, provision, legislation or statutory guidance. Names and qualification records must be checked before approval.