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## 5.1 Staffing

### **Policy statement**

At Broadhill Pre-School 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 criminal and other records through the Disclosure 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.

A minimum of three 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 offers twice a year a chance to come in and speak with them about their child's progress and offers support in guiding their development at home. Staff are always available at any point to discuss your child and/or review their profile.
- 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 tracking to which is passed to the manager/s to review.
- 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.



- **Sign Off**

- This policy was adopted at a meeting

of

Broadhill Pre-School

Held on

Thursday 11th January 2018

Date to be reviewed

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By 10<sup>th</sup> January 2019

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