

5.1 Staffing

Policy statement

At Filton Park Pre-School Playgroup we provide a staffing ratio at least 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 and Barring Service in accordance with statutory requirements.

Procedures

- To meet this aim we use the following minimum ratios of adult to children:
Children aged over 2 and under 3: 1 adult to 4 children
Children aged three years and over: 1 adult to 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 holds at least a full and relevant level 2 qualification
- A minimum of three staff/adults are on duty at any one time. The only time this may need to change is a sudden emergency situation e.g. a member of staff needing to accompany a child to hospital
- Each child is assigned a key person to help him/her become familiar with the setting from the outset and to ensure that he/she has a named member of staff with whom to form a relationship. The key person offers to meet with the family for discussion on their child's progress and may offer support in guiding their development at home. During these discussions the Key Person plans with parents for the child's well being and development within the setting
- We hold regular staff meetings during which we undertake curriculum planning, discuss children's progress and achievements, any difficulties that may have arisen, and any other relevant issues
- Staff meetings are also used for training and to check understanding of e.g. Child Protection

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

This policy was adopted at a meeting of	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	Sept/Oct 2020	<i>(date)</i>

Signed on behalf of the provider

Name of signatory

Adrian Reed

Role of signatory (e.g. chair, director or owner)

Chair
