

## **Staffing Policy.**

**Links to the Early Years Foundation Stage  
 Safeguarding and Welfare Requirements: Staff Qualifications, Training and skills policy – Staff: Child ratios 3.27-3.33**

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.

**Staff Organisation**

The staffing arrangements at Small World nursery are organised to ensure that they meet the needs of the children at all times. Staff will be placed according to their strengths and to provide the best possible care for the children. Parents will be notified when staff changes (including room changes) occur. Children are supervised at all times.

In the absence of Melanie Whitley (nursery manager), Kittie Methuen-Jones is the named deputies will take charge of the nursery.

**Staff: Child Ratios**

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

**Stars Room (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

We currently have three practitioners working in our baby room, Louise (level 3), Emma (level 3) and Sultana covers our lunch breaks.

	Level 3	Level 2	Unqual
Small World's Ratios	2	0	1

### **Rockets Room (Children aged two to three years of age) (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.

We currently have five practitioners working in our toddler room, Katie (level 3), Amy (Level 3), Caroline (level 3), Catalina (Currently unqualified but studying towards her level 2 and Sultana (unqualified supply cover.)

	Level 3	Level 2	unqualified
Small World's Ratios	3	0	2

### **Galaxy Room (Children aged three to four years of age) (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 currently have six practitioners working in our pre-school room, Helen (level 3), Marianne (level 4), Shannon B (level 3), Cheryl (level 4), Shannon M (level 2) and Susan (level 3).

	Level 6	Level 4	Level 3	Level 2	unqualified
Small World's Ratios		2	3	1	0

### **Staffing Philosophy**

- We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- 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.
- 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.

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)