



# St. Michael's Pre-school

## Policies and Procedures

### 5.1 Staffing

#### 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.

#### 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.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements. Our provision provides teaching and learning for children aged three and over between the hours of 9 am and 3.30pm
- 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 (aged 17 or over) and staff working as apprentices in early years education (aged 16 or over).
- 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 always within sight *or* hearing of staff at all times.

- 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 during their transition into pre-school and monitor their development. The key person plans with parents for the child's well-being and development in the setting. The key person meets 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

St Michael's Trustee Committee

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~~12<sup>th</sup> April 2016~~

On

26/03/2023

Date to be reviewed

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Every 3 years or as required

Signed on behalf of the provider

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*Victoria Pearmain*

Name of signatory

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Victoria Pearmain

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

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Chairperson

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### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2012)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)