

Safeguarding and Welfare Requirement: Suitable people, Staff: child ratios and staff qualifications, training support and skills

People looking after children must be suitable to fulfil the requirements of their roles.

Staffing arrangements must meet the needs of all children and ensure their safety



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 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 under two years of age: 1 adult: 3 children:
 - at least one member of staff has completed a 'Baby Room Leader' course and is suitably experienced in working with children under two.
 - at least half of all other staff hold a full and relevant level 3 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.
- Children aged two years: 1 adult: 4 children: we will only use the revised Government ratios of 1 adult : 5 children when necessary
 - at least half of all other staff hold a full and relevant level 3 qualification.
- Children aged three years and over: 1 adult: 8 children:
 - at least half of all other staff hold a full and relevant level 3 qualification.
- When we have an Early Years teacher in place, we follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where
 - there is at least one member of staff for every 13 children; and
 - at least one other member of staff holds a full and relevant level 3 qualification.

- The number of children for each key person considers 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, we may include students on long-term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over).
- A minimum of two staff/adults are on duty at any one time; one of whom is either our owner, Manager, Deputy Manager or named 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.
- All staff are deployed according to the needs of the setting and the children attending.
- In the event of a pandemic, staff will be deployed as per the government guidance. An 8.4a Prioritised Place Risk Assessment will be completed. Relaxation of the rules may be implemented only in exceptional circumstances and only during the outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the Manager/Director. Otherwise, the following procedure applies:

. where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration

. where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the Manager/Director.

- Our staff, students and volunteers inform their colleagues if they need to leave their area and tell colleagues where they are going.
- Our staff, students and volunteers always focus their attention on children 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/ room 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

on

Date to be reviewed

Signed on behalf of the management

Jolly Tots Preschool Nursery

1st September 2025 (date)

September 2026 (date)

Name of signatory	Lee Davison
Role of signatory (e.g., Chair/owner)	Manager

Other useful Pre-school Learning Alliance publications

- New Early Years Employee Handbook (2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)