



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality
committed to improvement

Safeguarding and Welfare Requirement: Staff: child ratios

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

Staffing

October 2016

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 check through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

For childcare on non-domestic premises:

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 only include those aged 17 years of 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 the 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.

- We require students on early year's qualification courses to keep to our policies and procedures. The student will be expected to sign an agreement regarding their conduct and adherence to policies on the first day of their placement.
- We co-operate with students' tutors in order to help students fulfil the requirements of their course of study.
- We ensure that trainees and students placed with us are engaged in a bona fide early years training, which provides the necessary background understanding of children's development and activities.
- Parental permission will be sought if the student wishes to carry out specific learning tasks with children.
- The Manager or Deputy Manager has the right to veto such tasks if they are deemed inappropriate.
- The Manager or Deputy Manager will have access to the student's work and will be available to discuss any aspect of a task carried out by the student.
- The student will not discuss any children with the parents, unless this is part of a specific learning task and has been agreed with the child's parents and the Manager or Deputy Manager prior to the task. A suitable member of staff will be present if such discussion is to take place.
- Staff will assist with any enquiries a student may have, providing this does not breach confidentiality procedures.

Students under the age of 17 years on work experience placements

- We will support students on work experience, preferably accepting one student at a time, however we will consider more than this depending on the circumstances.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We meet with the student prior to the beginning of the placement, to provide them with information regarding their role, the expectations of the setting in regard to conduct and attire, as well as essential information from our policies such as confidentiality, safeguarding, e-safety and health and safety.
- The student will be expected to sign an agreement regarding their conduct and adherence to policies on the first day of their placement.
- We supervise students under the age of 17 at all times and do not allow them to have unsupervised access to children.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.

This policy was adopted by _____ (name of setting)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____
(e.g.chair/owner)

This policy will be reviewed annually.