**Staffing**

**Policy statement**

Alphabets 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 lists 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 : 5 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 where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8am and 4pm as follows:
* 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 takes into account 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 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.
* All staff are deployed according to the needs of the setting and the children attending.
* We have a mix of full time & part time staff so that we have more people to call on to cover for instances of sickness, training etc.
* We have volunteers and committee members who have been vetted by Ofsted & have the correct DBS certificates to enable them to work with the children. They are on call to cover when needed.
* We always ensure we have at least one trained first aider on the premises.
* We always ensure we have at least one Manager on the premises. If this manager had to leave the premises, eg to collect their sick child from school, accident to a relative etc, we will ensure another suitable person takes responsibility for the running of Alphabets in their absence. This could be the Deputy Manager or a member of Alphabets Management Committee.
* We will do everything we can to maintain a high ratio of adults to children to ensure that we do not disrupt the pattern of continuity in the setting that provides stability for all the children.
* 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 will inform parents/carers of any changes to staffing that may affect the running of the pre-school.
* Each child is assigned 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 at a meeting of Alphabets Pre-school management committee

* Held on 24th March 2022
* Date to be reviewed March 2023
* Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* (Nominated person)