



EYFS Statutory Requirements – page 23 section 3.28-3.39

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting Every Child 3.4 The wider context	4.4 Personal, social and emotional development

Policy statement

At Warwick Community Playschool, 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 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.
- ☀ Children aged two years: 1 adult : 4 children (Ladybird Room):
 - 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 (we aim for 1:6) (Sunflower Room):
 - 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 do not change our ratio for those staff members with a suitable level 6 qualification, Qualified Teacher Status or Early Years Teacher Status.

- ☀ 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, deputy or assistant manager.
- ☀ 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.
- ☀ 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 and a buddy 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.
- ☀ The manager reserves the right to share the workload with the team without them having negative repercussions from the team. This may mean time out for managers to support the overall requirements of the setting and the Statutory Framework.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in January.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.