

# Pound Hill Pre-School Policy and Procedure

## 5.1 Staffing



### Policy statement

Pound Hill Pre-School provides a practitioner ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS), to ensure that children have enough individual attention and to guarantee care and education of a high quality. Our practitioners are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements.

### Procedures

To meet this aim, we use the following ratios of adult to children:

- Children aged under 3 years: 1 adult: 4 children:
  - at least one practitioner holds a full and relevant level 3 qualification: and
  - at least half of all other practitioners hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult: 8 children:
  - at least one practitioner holds a full and relevant level 3 qualification: and
  - at least half of all other practitioners 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 7.45am and 2.30pm as follows:
  - there is at least one of practitioner for every 13 children; and
  - at least one practitioner holds a full and relevant level 3 qualification.
- A minimum of two practitioner/ adults are on duty at any one time.
- 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 practitioner 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 team 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

K Platt

Role of signatory

\_\_\_\_\_  
 Manager

Date

\_\_\_\_\_  
 July 2021

Date to be reviewed

\_\_\_\_\_  
 01/09/2022