



CENTRAL@RLK

POLICIES AND PROCEDURES

5.1 - STAFFING

Policy statement

Central@RLK provides 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. The settings staff members are appropriately qualified and we carry out DBS checks in accordance with statutory requirements on all staff.

Procedures

To meet this aim Central@RLK uses the following ratios of adult to children:

- Children aged two years old: 1 adult : 4 children:
- 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.
- Central@RLK follows 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.
- When a person with Qualified Teacher Status, Early Years Professional Status or another full and relevant level 6 qualification, is not working directly with the children:
 - there must be at least one member of staff for every eight children;
 - at least one member of staff must hold a full and relevant level 3 qualification;
 - at least half of all other staff must hold a full and relevant level 2 qualification.
- A minimum of two staff/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 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.
- Where Central@RLK feels it would be beneficial to the child's learning and development, the child's key person may change. The parents will be informed of this.
- Central@RLK holds 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.



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- All staff members will receive annual appraisal meetings, as well as twice yearly supervision and support meetings to ensure a high standard of practise. Where necessary, staff will receive extra support meeting as and when the management team feel it is needed.

Other useful Pre-school Learning Alliance publications:

- Employee Handbook (2014)
- Recruiting and Managing Employees (2011)

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| This policy was adopted at a meeting of | Central@RLK |
| Held on | 27th July 2015 |
| Date to be reviewed | July 2016 |
| Signed on behalf of the management committee | |
| Name of signatory | Rebecca Davies |
| Role of signatory (e.g. chair/owner) | Chairperson |