**Staffing**

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 criminal and other records through the Criminal Records Bureau 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: 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 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 8.45am and 3.15pm 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 need 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.

Our manager/deputy 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 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.

Each child is assigned a key person to help the child become familiar with the pre-school from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person works together with parents for the child's well-being and development throughout their time at the preschool. 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 (once a week) to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.