



Policy statement

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 child:
 - Children aged 18 months of age: 1 adult: 3 children
 - Children aged two years of age: 1 adult: 4 children
 - Children aged three - seven years of age: 1 adult: 8 children
-) 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 volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over)
-) 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 always 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.
-) We assign each child 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, which may arise from time to time.

This policy was adopted by: Kate Sillett

Date: 26th January 2021

Date to be reviewed: 26th January 2022

Signed on behalf of the Provider: *K. Sillett*

Name of Signatory: Kate Sillett

Role of Signatory: Director

Initial Steps Ltd

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