

The Enchanted Wood Day Nursery Ltd: Staffing

Staffing ratios

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 members are all appropriately qualified and we carry out checks for enhanced criminal records and barred lists 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
 - the Room Leaders have suitable experience of working with the under twos.
- Children aged two years: 1 adult : 5 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 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.

Safeguarding and Welfare Requirement: Staff: Child Ratios

- The number of children for each key person considers the individual needs of the children and the capacity of the individual key person to manage.
- 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 placement.
- We only include those aged 17 years or older within our ratios where they are competent and responsible. We may also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
- There is a minimum of two staff/adults are on duty at any one time.
- The Management team deploys staff members, students and volunteers to give adequate supervision of indoor and outdoor areas.
- All staff members are deployed according to the needs of the nursery and the children attending.
- Our staff members, students and volunteers inform their colleagues if they leave their area and inform them of where they are going.
- Our staff members, 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 base room has allocated staff members and these members have set groups of key children. Each child is assigned a key staff member when they start nursery to help the child become familiar with the nursery and settle in smoothly. The staff members form positive relationship with parents/carers to ensure that the child's well-being, development and progress are being met, as well as all other aspects of the child's individual care within the nursery. The parents are offered support and guidance where needed to support their child's progress 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.