




5.1 Staffing Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted:	19 March 2013 by Windmill Under 5s Management Committee	
It was last reviewed:	19 May 2021	
It will be reviewed:	Spring Term (February) 2022	
Signed & dated:	 11/6/21	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Staff: Child Ratios

Staffing arrangements must meet the needs of all children and ensure their safety.

Staff: Child Ratios

5.1. Staffing

Policy Statement

We provide a staffing ratio in line with, and often exceeding, 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 (DBS) 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.

All staff at Windmills hold a relevant Level 3 qualification with the exception of the Manager who is qualified to Level 5.

- The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
- A minimum of two staff/adults are on duty at any one time Taking into account the qualification requirements as stated above. 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 apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
- Our Preschool Manager 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, and always within sight or 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.
- Each child is assigned a Key Person or Key Person (s) to help the child become familiar with the preschool from the outset and to ensure that each child has a named member of staff with whom

to form a relationship. The Key Person(s) will plan with parents for the child's well-being and development in the preschool. The Key Person(s) will communicate regularly, both written and verbally, with the parents/carers on their child's progress and offer support and guidance.

- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise.

For further information about the role of the Key Person, or our employment and recruitment procedures, please refer to The Role of the Key Person and Settling In Policy, and Employment and Recruitment Policy.