



5.1 STAFFING

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 criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

PROCEDURES

To meet this aim we use the following ratios of adults to children:

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
- A minimum of four staff/adults are on duty at any one time.

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Staff will be deployed to ensure adequate supervision in all areas of the Nursery, in the classroom and outside in the Nursery Garden. Special arrangements will be made if the children are to be taken off-site.

Each permanent member of staff will have responsibility for specific resources and curriculum areas e.g. art and craft, IT, numeracy, literacy etc. They will also have responsibility for co-ordinating and implementing one or more of the Nursery Policies on Special Educational Needs & Disabilities, Child Protection, Health and Safety, Behaviour Management and Data Protection. A member of staff will also act as liaison and Nursery Representative at local Early Years Support Groups and Forum meetings

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.

The nursery holds weekly staff meetings to undertake curriculum planning and daily meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Staff members are accountable to each other and to the Meadow Nursery School Management Committee and will provide regular reports about Nursery activities and developments to Committee Meetings.

The Management Committee will oversee all recruitment and staff related matters including salary reviews, staff appraisals and any staff grievances.

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Legal Framework

Statutory framework for the early years foundation stage (2025), DfE

Other useful Pre-school Learning Alliance publications

The New Early Years Employee Handbook (2019)

Recruiting Early Years Staff (2016, with online GDPR update 2018)

People Management in the Early Years (2016, with online GDPR update 2018)

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| This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee | |
| Held on | 31 st March 2014 |
| Policy reviewed | September 2025 |
| Date to be reviewed | September 2026 |
| Signed by Chair | |
| Name | Sam Foster-Kennedy |
| Signed by Nursery Manager | |
| Name | Debbie Hill |

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