

# **STANDARD 2**

## **– Suitable Person**



### **EYFS key themes and commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
<b>1.3 Keeping safe</b>	<b>2.4 Key person</b>	<b>3.4 The wider context</b>	

### **Standard 2.5 – Staff to Child Ratio**

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the EYFS 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 in accordance with statutory requirements.

Parents attending in the 'Parent Helper' role are not included in the staff headcount unless there is an emergency.

Staff qualifications are displayed in the foyer in their all about me folder.

### **Staffing ratio and qualifications procedures**

The following ratios are applied:

#### **For children aged over 2 years**

- 1 adult: 4 children
- at least 1 member of staff holds a full and relevant level 3 qualification
- at least half of all other staff hold a full and relevant level 2 qualification

#### **For children aged 3 years and over**

- 1 adult: 8 children
- at least 1 member of staff holds a full and relevant level 3 qualification
- 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:


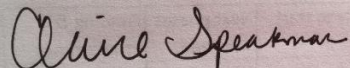

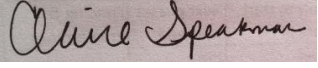

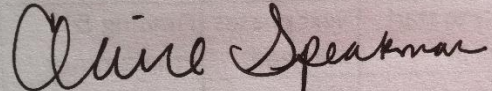
- there is at least one member of staff for every 13 children; and
- at least one other member of staff holds a full and relevant level 3 qualification.

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.

The correct ratio of staff will be with the children at all times.

- When the requirement is for only 1 or 2 staff, a minimum of 2 staff will always be with the children. However, there will always be a minimum of 2 staff on the premises. These are also the ratios we use when taking children on outings.
- 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.
- 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 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.
- 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 that may arise from time to time. 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.
- 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.

This policy was adopted by	Horsted Keynes Preschool
On	1 <sup>st</sup> June 2016
Reviewed 1 <sup>st</sup> Jun 2017	 
Reviewed 1 <sup>st</sup> Jun 2018	 
Reviewed 1 <sup>st</sup> Jun 2019	
Reviewed 1 <sup>st</sup> Jun 2020	
Reviewed 1 <sup>st</sup> Jun 2021	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman