

Staffing Policy

Policy Statement

At Little Munchkins Children's Club we ensure that our staffing ratio meets the needs of the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. This means that each child has sufficient individual attention and care, and receives the highest quality of education. In accordance with statutory requirements, we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service on all staff, and are appropriately qualified.

Procedures

We use the following ratios to ensure we meet the above aim:

- 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 one member of staff holds 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 one member of staff holds a full and relevant level 2 qualification
- Children aged Eight years and over: 1 adult: 16 children
 - at least one member of staff holds a full and relevant level 3 qualification; and
 - at least one member of staff holds 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 ages three and over:
 - there is at least one member of staff for every 13 children; and
 - at least one member of staff holds a full and relevant level 3 qualification.
- We only include those aged 17 and over within our ratios; and where they are responsible and competent, we may include regular volunteers and students on long-term placements.
- A minimum of two staff/adults are on duty at any one time; one of whom is either a member of management or a senior-play leader.
- Staff, students and volunteers are trained to ensure that children are usually within sight *and* hearing of staff, and always within sight *or* hearing of staff at all times.
- Staff, students and volunteers always inform their colleagues when leaving their area.
- Staff, students and volunteers focus their attention on children at all times.

- We assign each child a key person to help the child become familiar with the setting from their first day. The key person plans and works with parents to for the child's wellbeing and development. The key person's role is defined further in the 'Role of the Key Person' policy.
- We hold regular staff meetings to discuss pupil progression, their achievements and any difficulties that arise.

This policy was adopted by: Little Munchkins	Date:
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Complaints [3.73-3.74]*.