



## **Staffing**

### **Policy statement**

Southwell Smiley Faces 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 Criminal Records Bureau 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:
- Children aged three years and over: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- Our manger is an Early Years Professional, Our deputy Level 4 in Early Years Practice. All other staff hold relevant NVQ Level 2-4 in child care. At least one member of staff who holds a NVQ level 3 is on site at all times.
- Each child is assigned a key person to help the child become familiar with Southwell Smiley Faces 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.