

The Early Years Foundation Stage

Staffing

Aims

To ensure that children and their parents are offered high quality pre-school care and education and that the needs of all the children are met.

Methods

To meet this aim we ensure that all staff members are well qualified, that there is ongoing professional development and that the statutory ratios are upheld at all times.

Qualified teachers	Children aged 3-4 :	1 adult : 13 children
	Children aged 4 +	1 adult : 30 children

Level 2 & 3 Qualifications	Children under two years of age:	1 adult: 3 children
	Children aged two years of age:	1 adult: 4 children
	Children aged 3-7 years of age:	1 adult: 8 children

- A minimum of two staff are on duty at any one time where they are not qualified teachers
- There is a named Deputy for the Nursery in the absence of the Manager; in the absence of both the Manager and Deputy Manager, a senior nursery nurse will be designated to be in charge.
- We use a key person and a co-key worker system to ensure that each child and each family has a particular member of staff for discussion and consultation
- We hold regular staff meetings to discuss EYFS issues, to involve all the staff in the topic activities and to monitor all children's progress, their achievements and any difficulties which may arise from time to time
- All staff have job descriptions which set out their roles and responsibilities
- Staff qualifications are listed for parents in the Welcome Packs
- The Governors are keen to fund staff training and we provide regular in-service training to all staff – whether paid staff or volunteers – through Worcestershire Early Years, the Pre-School Learning Alliance and various ISC organisations such as ISI, ISA etc
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures are introduced within an induction plan; teachers are issued with a staff handbook and an EYFS handbook
- We support the work of our staff through observation and personal meetings
- We are aware that volunteers and students cannot be included in the ratios and that they need to be supervised at all times
- The Nursery and the KG Holiday Club have contingency arrangements for staff absences and holidays.
- We are registered with three agencies that can meet our requirements in an emergency
- At lunch or break
 - In the Nursery staffing is restructured to accommodate the ratios
 - For KG and Reception children appropriate cover is arranged under the staff duty rota system
- In Nursery when children are resting or sleeping, the correct ratios apply and staff remain on the premises
- Staff members are not permitted to make or receive calls during the working day, unless an emergency arises