Policy

Staffing

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

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 enough individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Out of School clubs

GSC out of school clubs operate basically the same as preschool, there is always a minimum of two qualified staff present who are always within sight/ sound of children. We operate a 'buddy' system which supports our Early Years children.

Preschool

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

- 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 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 5 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 considers the individual needs of the children and the capacity of the individual key person to manage their cohort.
  - 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, (Aged 17 or over) and Apprentice (Aged 16 and over)
  - A minimum of two staff/adults are on duty at any one time; one of whom is either our manager or deputy and or room supervisor.
  - Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are within sight and/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 must leave their area communicating with colleagues.
- Our staff, students and volunteers focus their attention on children 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

This policy was adopted by	GSC Ltd
On	May 2021
Date to be reviewed	May 2022
Signed on behalf of the provider	Gaddesby School Community
Name of signatory	L Dunmore
Role of signatory	Manager