



15. STAFFING POLICY AND PROCEDURE

Staffing and ratios

Staffing arrangements must meet the needs of all children and ensure their safety. Staff are responsible for ensuring children are adequately supervised and staff must be deployed to ensure children's needs are met. Children must usually be within sight **and** hearing of staff and always within sight **or** hearing.

Only those aged 17 years or over may be included in ratios (and staff under 17 years must be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included if the supervisor is satisfied that they are competent and responsible.

The permanent Manager must hold at least a full and relevant level 3 qualification and have a minimum of two years appropriate experience.

In the Manager's absence the Deputy Manager on duty will take on the role of the Manager.

In exceptional circumstances, where the Manager and Deputy Manager were unable to attend a session, the Manager would allocate a capable and experienced member of senior staff to take charge and act as Manager for this short period.

At any time:-

- There must be at least one member of staff present that holds a full and relevant level 3 qualification.
- At least half of all other staff must hold a full and relevant level 2 qualification
- there must be a minimum of two members of staff present when children are on the premises
- All permanent staff working with the children must hold a current paediatric first aid certificate, within 6 months of joining.
- All staff must hold current appropriate safeguarding & child protection training
- The following ratios must be observed.

Staff ratios for children aged two

There must be at least one member of staff for every four children.

Staff ratios for children aged three

There must be at least one member of staff for every eight children.

Key person

Each child attending Forest Row Community Pre-School must be assigned a key person who is a permanent member of staff and who spends adequate time with the child for this role. A key person should ideally attend a minimum of two sessions that their key child attends. Their role is to help ensure that the child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

The Key Person is responsible for:

- Meeting with their key child's parents/carer when they start
- Familiarising themselves with all information provided for their key child and seeking relevant information concerning the child and their family
- Consulting with their key child's parents/carers about all aspects of the child's time spent at the Pre-School
- Involving their key child's parents/carers in the planning of provision for the child
- Ongoing observations, assessment and planning for their key child

Each child will also be assigned a Key Buddy, this person will fulfil the Key Person's role as needed.

Updated	Reviewed	Next Review
April 2016		April 2017
	March 2017	March 2018
	March 2018	March 2019
September 2018		September 2019

Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: