

# Dartmouth Pre-School

## Staffing Policy

### Statement of intent

We provide a staffing ratio in line with the requirements of 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 Disclosure and Barring Service, in accordance with statutory requirements.

### Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

### Methods

- To meet this aim, we use the following ratios of adult to child:
  - Children aged two years of age - 1 adult : 4 children.
  - Children aged three to 4 years and 11 months of age - 1 adult : 8 children.
  - A minimum of two staff/adults are on duty at any one time.
  - Each child is assigned 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 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.

<b>Approved:</b>	
<b>Amanda Liscombe, Chair of Committee</b>	
<b>Adopted on: 21.3.2016      Review Date: 21.3.2017</b>	

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