



## Maeda Gakuen

### Safeguarding & Welfare: Child Ratios & Staffing Arrangements

#### 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 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 Services (DBS) 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 (although we aim to work with 1:6)

- The majority of staff hold a full and relevant level 3 qualification and are suitably experienced in working with all age groups. Additionally we have staff with Early Years teaching qualifications, and other related post-graduate level qualifications.

♣ We ensure a minimum of two staff are on duty at any one time.

♣ We employ a full time 'floating' member of staff to work wherever is required to cover absences due to holidays, sickness etc. rather than use agency staff.

♣ Staffing is assessed on a daily basis by management and if additional cover is required for the following day, it is arranged where possible either through asking existing staff to work overtime or in urgent cases, employing a temporary staff that works on Saturdays.

♣ Each child is assigned a key person to help them become familiar with the setting.

♣ 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 revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.