**Staffing Policy**

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 enhanced criminal records and barred list checks through the Disclosure and Barring Service 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:5 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 6 qualified person is working directly with children aged three and over 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 takes into account 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 also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
* A minimum of two staff/adults are on duty at any one time; one of whom is either our manager, deputy or a senior member of staff.
* Our manager, deputy or senior deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight *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 have to leave their area and tell colleagues where they are going.
* Our staff, students and volunteers focus their attention on children at all times 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 termly for parents evening 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.

**General**

All staff in the building late in the evening, ensure doors and windows are locked.

Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.

Minimal petty cash is kept on the premises.

**Home visits**

Where staff members conduct home visits, this is done at the manager’s discretion and the following health and safety considerations apply:

* Prior to a home visit the key person and manager undertake a risk assessment that is specific to the visit being undertaken.
* Members of staff normally do home visits in pairs – usually the manager/deputy manager with the key person.
* Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
* Staff alert an agreed contact person in the setting when they are leaving to do the home visit and advise on their expected time of return.
* If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
* Members of staff carry a mobile phone when going out on a home visit.
* Staff identify an emergency word/phrase, which is made known to all staff in the setting, so that if they feel extremely threatened or in danger on a home visit, they can covertly alert other members of staff via a telephone call to the situation. Use of the agreed word/phrase will initiate an immediate 999 call to be made.
* If staff do not return from the home visit at the designated time, the contact person attempts to phone them and continues to do so until they make contact.
* If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

**Training**

Martlesham Preschool will pay members of staff to attend relevant courses which are of benefit to the individual as well as the Preschool; being:

* First Aid
* Food Hygiene
* Safeguarding
* Senco

The member of staff will be reimbursed their current hourly rate of pay for the hours they are attending the course (not including travel time). Martlesham Preschool will also pay the course fee.

With regard to any other courses a member of staff wishes to attend, each course and individual will be considered as a separate case, taking into account the budget and finances at that time.

**Further information**

* The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
* Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
* People Management in the Early Years (Pre-school Learning Alliance 2016)

*This policy is reviewed annually by Martlesham Preschool Committee*