



Staffing and employment policy

Statement of intent

We provide a staffing ratio in line with or in excess of the welfare requirements of the EYFS 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 DBS in accordance with statutory requirements.

Aim

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

Method

- The statutory requirements for ratios of adult to children are:
 - children aged two years of age: 1 adult: 5 children
 - children aged three - seven years of age: 1 adult: 8 children**or** when a Qualified Teacher/Early Years Professional is present 1adult:13 children
- We always meet these requirements and seek to exceed them where possible.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who 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.
- 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.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Our setting leader and both deputies hold an NVQ level 3 in Early Years Education and a minimum of half of our staff hold a level 2 or level 3 NVQ in Early Years.

- A student of Apprentice studying towards an approved Level 3 qualification (including qualifications at levels 4, 5 and 6) may count within the Level 2 ratio. A student or apprentice studying towards and approved Level 6 qualification (one that gives them the status of EYTS or QTS) may count within the Level 3 ratio.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Surrey Early Years and Childcare Service and other external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first weeks of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice. See also Safer Recruitment Policy, Job Application Form and Employment Contract.

This policy was adopted at a meeting of Child's Play Pre-school name of setting

Held on (date) _____

Signed on behalf of the Proprietor _____

Role of signatory _____

This policy was reviewed on 12/8/25 (date)

continue as necessary _____ (date)