



# St John's Childcare

St John's Church, Forest Glade, Langdon Hills, SS16 6RX  
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www.stjohnschildcare.co.uk  
Opening times 7.30am to 6pm



## 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 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 Criminal Records Bureau in accordance with statutory requirements.

### **Procedures**

#### **Ratios**

To meet this aim we use the following ratios of adult to children:

- Children under two years of age: 1 adult : 3 children:
  - At least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two;
  - At least half of the other staff hold a full and relevant level 2 qualification;
  - At least half of all staff have received training that specifically addresses the care of babies; and
  - Where there is an under two year olds room, the member of staff in charge of the room has suitable experience of working with under twos.
  
- Children aged two years: 1 adult : 4 children:
  - At least one member of staff holds a full and relevant level 3 qualification; and
  - At least half of the 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 the other staff hold a full and relevant level 2 qualification.
  
- 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 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 meetings with key persons 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 adopted at a meeting of St. John's Childcare and the PCC of Langdon Hills held on the 19<sup>th</sup> September 2011 . Reviewed/Updated September 2017.**

**Signed on behalf of St. John's Childcare**

**Mrs. Michelle Ball & Mrs. Theresa Cobbing ..... Managers**