

Safeguarding and Welfare Requirement: Staff: Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety

5.1 Staffing (childminding provision)

Policy statement

[I/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. [I am/We are] appropriately qualified and [I/we] undergo checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

[For childminders on the Early Years Register (where there are no more than three childminders/assistants in someone's home)]

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

- Children under eight years of age: 1 adult : 6 children, of which:
 - 3 children may be young children, aged five years or under;
 - of these young children, 1 child may be under the age of one year old.

I ensure that any care provided for older children does not adversely affect the care of children receiving early years provision.

- Under certain circumstances, where I can demonstrate to parents and/or carers and inspectors that the individual needs of all the children are being met, I may make exceptions to these ratios when caring for sibling babies or when caring for my own baby.
- I have completed a local authority approved training course in understanding and implementing the Early Years Foundation Stage.
- I ensure that all of my assistants are competent in the areas of work they undertake.
- I only include those aged 17 years or older within my ratios. Where I deem them competent and responsible, I may include students on long-term placements and regular volunteers.
- I deploy my 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.
- My staff, students and volunteers inform me if they have to leave their area and tell me where they are going.
- My 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.
- My assistants will not be left as the sole childcarer for more than two hours in any single day; I obtain parental agreement for children to be left in the sole care of my assistants for short periods under two

hours at the point that they accept a childcare place with me.

This policy was adopted by _____ *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)