

Staffing Policy



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 enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

This policy should be read together with the following policies: Employment and Recruitment; Key Person; and Student Placement.

Procedures

- We follow the regulations on early years foundation stage staff:child ratios set out in the EYFS statutory framework.
- In respect of students, apprentices and volunteers, we only include those aged 17 years or older within our ratios, provided that they are on long-term placements or regular volunteers and our manager deems them to be suitably competent and responsible.
- Two members of staff are on the premises before children are admitted in the morning and the end of the day.
- A minimum of two staff/adults are on duty at any one time.
- At least one Paediatric First Aider must be on site at all times when children are present. At least one Paediatric First Aider must be present and within sight and sound of children at mealtimes. Consideration will be given around staff breaks, lunchtimes and absences from the setting so that Woodland Corner is compliant with paediatric first aid requirements.
- The management team deploys 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, to meet the care and learning needs of children and to always ensure their safety and well-being. Staff are positioned in areas of the room and outdoors to supervise children and to support their learning. Whilst eating, children must be within sight and hearing of a member of staff and where possible the staff member will be sat facing children when eating. Sufficient staff are available at story times to engage children.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The management team may direct other members of staff to join those outside, if the numbers of children warrant additional staff.

- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- There is a complaints procedure and staff, and volunteers know how to complain and who they complain to.
- There is a whistleblowing procedure (part of Concerns and Allegations of serious harm or abuse against staff policy) for all staff, students and volunteers to raise any concerns they may have.
- Parents/carers are involved with their children's learning and their views are considered.

Staff children

- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
 - the child is treated by the parent and all staff as any other child would be.
 - the child will not be in the parent's key group of children.
 - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting.
 - the key person will take responsibility for the child's needs throughout the day unless the child is sick or severely distressed.
 - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent is able to fulfil his/her role as a member of staff.

Contingency plan

We have contingency plans to cover staff absences: (i) staff must inform the manager as soon as possible if they are unable to attend work; (ii) the manager will check with all staff whether there is available cover; (iii) the manager may count in the ratio and work directly with children; (iv) the manager may ask staff from another local pre-school or a childcare agency to cover (at all times ensuring that the relevant suitability and vetting requirements have been met). In the event of an insufficient staff ratio, the manager will decide the appropriate action which may include either requiring some children not to attend or closing the setting. Parents//carers will be informed.

This policy was adopted at a meeting of	Woodland Corner
Held on (date) 11 th March 2026	
Signed on behalf of the Management Committee	Jess Brown
Role of signatory (e.g. chairperson etc.)	Chairperson
Review date	March 2027