



POLICY ON STAFF QUANTITY & QUALITY

It is our policy to ensure that there is always sufficient, suitably qualified, staff to give the children the care and attention which they need. We therefore ensure that:

Ratios of staff are (minimum of):

- under 2 years of age 1:3
- under 3 years 1:4
- over 3 years 1:8

Also to further ensure that ratios are consistently met there is a standby list of people who can be called upon, if necessary, in the event of staff absence. These people will be DBS checked, they may already work within the nursery or for the owners other settings.

Daily planning sheets will clearly detail how staffs are deployed during each session, along with daily rotas, this will also include a statement such as 'all staff are responsible for awareness and deployment of self dependant on children's locations and needed support at all times'.

Students who are on a placement, and Volunteers, will only be counted in staff numbers if their intention is to be in place for a minimum duration of six months, and then only after having DBS checks completed and the manager considering them competent.

We also ensure that the following staff qualifications are upheld at all times:

- manager holds at least a level 5 childcare qualification (preferably EYPs)
- deputy managers have at least a level 5 and/or skills to take full charge in the absence of the manager
- 4 Kidz Childcare aim to have a minimum of 70% staff qualified to at least a level 4 at all times
- at least 80% of staff are qualified to level 3 or above
- at least one staff member will be EYPs or equivalent

Reviewed by: