

## Staffing

At Harvey Bears we provide a staffing ratio above the recommended level from the Early Years Foundation Stage. This means children have sufficient individual attention.

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

- Children under 2 years of age; 1 adult to 3 children. We operate a rota so that babies/toddlers get used to all staff, ensuring a smooth transition to the Preschool room.
- In our toddler room we ensure that at least one member of staff holds a full and relevant qualification.
- At least 50% of staff on the premises hold a relevant qualification to look after babies/ toddlers.

### *Pre-school room*

- Children aged 2 years 1 adult 4 children
- Staff support children transitioning from the toddler room to the pre-school room.
- At least one member of staff holds a full and relevant level 3 qualification.
- Children aged 3 years and over! 1 adult : 8 children: At least one member of staff holds a relevant level 3 qualification and at least half of the other staff hold a full and relevant level 2 or are working towards it.

The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.

We only include those aged 17 years or older within our ratios where they are competent and responsible (aged 17 or over) where we deem them to be suitably qualified and experienced.

- A minimum of two staff/adults are on duty at any one time; one of whom is either Manager or Deputy.
- The Manager deploys all staff, students or volunteers to give supervision to indoor and outdoor areas, ensuring that all children are within sight and sound of an adult.
- All staff are deployed according to the needs of the setting and the children attending.
- Our staff, students and volunteers focus their attention on children at all times and do not spend time on social conversation with colleagues while they are working with the children.
- We assign all children a keyperson. Consult the Keyperson Policy.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress.

