



## **Staff: child ratios Policy**

### **Policy statement**

We provide a staffing ratio in line with the KHDA Requirements 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.

### **Procedures**

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

for every teacher there can only be three students between the age group of 45 days to 17 months, a maximum of five students between the age group of 18 to 35 months, eight students between the age group of 36 to 47 months and 12 students aged 48 to 71 months for every teacher.

Any additional curriculum specific requirements can be introduced as long as the minimum requirements stated above are met. The KHDA guidelines said.

Our manager deploys our 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.

Our children are adequately supervised, including whilst eating.

All staff are deployed according to the needs of the setting and the children attending.

Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.

Our 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.

We assign each child 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 staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.