**Ladybird Playgroup Thriplow CIO – Staffing Policy**
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**This policy was updated in September 2026 and will be reviewed annually.**

## Staffing Policy

### Statement of intent

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.

### Aims

To ensure that children below school age and their parents are offered high quality early years care and education at the Ladybird Playgroup Thriplow CIO.

### Procedure

To meet this aim, the ratio requirements below apply to the total number of staff available to work directly with children, across the whole provision, not just each room:

Children aged two years: 1 adult: 4 children. From September 2023 the ratio of 1 adult: 5 children can be put in place

- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.

Children aged three years and over: 1 adult: 8 children:

- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.
- All staff are Paediatric First Aid trained.

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. We may also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 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 our manager or deputy.

Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are 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.

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.

A list of all staff who are Paediatric First Aid trained is on display to parents and/or carers in the entrance to the setting.

**Further information**

The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)

- Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)

| This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO | |
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| Held on (date) | |
| Signed on *behalf* of the Ladybird Playgroup Committee | |
| Role of signatory (e.g. chairperson etc.) | |

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| Signed by Playgroup Leader/Deputy | |
| Name of Playgroup Leader/Deputy | |