



## Ratio Requirements Policy

### **Policy Statement:**

We will ensure that staffing arrangements meet the needs of all children and ensure their safety. All children are adequately supervised with the EYFS staff/child ratios met.

For children aged under 2 years old, there must be at least one member of staff for every 3 children.

For children aged 2 years old, there must be at least 1 member of staff for every 4 children.

For children aged 3 years old, there must be at least 1 member of staff for every 8 children.

There will be a minimum of 2 staff on duty at any one time.

### **Monthly:**

The number of children in each room will be reviewed and a room move is organised if necessary. Shifts will be changed accordingly to ensure ratios are met.

### **Weekly:**

Supply worker shifts will be prepared for the following week, any absences due to holiday, sickness or training will be covered. When arranging this cover we will also consider settlers or extra session's booked in.

### **Daily:**

A headcount will be taken by the deputy manager. Each room will be called or visited and a log of how many staff and children are in is taken. If necessary, we will move staff to different rooms or call supply workers in.

The procedures in place will ensure that the ratios are met in line with the EYFS welfare requirements.

We understand the importance of the ratio requirements and will strive to ensure the children in the setting are given the appropriate care and attention to ensure they learn and progress in the safest possible environment.

**Security:**

- Systems in place will ensure the safe arrival and departure of children.
- Times of the children's arrivals and departures will be recorded in the rooms register.
- Times of the staffs arrival and departure will also be recorded in the rooms register.
- Our systems will prevent unauthorised access to the premises.
- Our systems will prevent the children leaving the premises unattended.

**Supervision of children:**

All children on our care will be supervised at all times by allocated staff members. Children must usually be in hearing distance of staff and always in sight.

Staff will be aware of how many children they have in their care at all times. All activities will be supervised appropriately bearing in mind the ages and abilities of the children and the complexities of the activity i.e. water play, cutting etc. Where possible, staff will be allocated an area of responsibility in the room/ garden and it is their duty to supervise the children visiting that area.

Staff will place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. Particular areas may require dedicated supervision e.g. climbing frame.

Staff will interact with the children without disturbing the flow of free creative play. Staff will remember that free play in the garden is a social experience for the children and not for the staff.

Policy Date: July 2021	Date to be reviewed: July 2022
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>