Mrs Bonds Village Nursery
Staffing and Ratio Policy

Statement of intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring System in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality nursery care and education.

Methods

- To meet this aim we use the following minimum ratios of adult to child:
o children aged under two years of age: 1 adult : 3 children
o children aged two years of age: 1 adult : 5 children
o children aged three–five years of age: 1 adult : 8 children
– A minimum of two staff/adults are on duty at any one time.
– We use a key worker system to ensure that each child and each family has a particular member of staff for discussion and consultation.
– Key workers do regular reviews every term to record the child's progress and to help plan the next steps to progress on their development, we hold regular consultation for parents and key workers discuss their child's well-being and developmental progress.
– We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
– We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
– All staff have job descriptions which set out their roles and responsibilities.
– We request all staff keep themselves up to date on our policies and procedures.
– We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
– Our nursery leader and deputy hold the minimum of CACHE level 3 DPP, NVQ level 3 or an equivalent qualification and other staff are attending courses leading to CACHE level 3 DPP and CACHE level 2 CPP, NVQ level 2 or an equivalent qualification.
– We provide regular in-service training to all staff — whether paid staff or volunteers — through Bromley Early Years and the NoodleNow
– Our nursery budget allocates resources to training.
– We provide staff induction training on the first shift of employment. This induction includes our Health and Safety Policy and procedures and Safeguarding Policy and procedures. Other policies and procedures will be introduced within an induction plan.– We support the work of our staff by holding regular supervision meetings and
appraisals.
– We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
– We use Ofsted guidance on obtaining references and criminal record checks through the CRB for staff and volunteers who will have substantial access to children.
– Staff are legally obliged to have a 20 minute break without any children present, after 6 hours working. Our staff have a minimum of a 30 minute

break when working a full day shift.

.

Policy reviewed 25.9.25