13. STAFF : CHILD RATIOS

Policy statement

At ASK, 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 members of 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 adults to children:

- Children under two years of age: 1 adult: 3 children:
  - at least one member of staff holds an approved level 3 qualification and is suitably experienced in working with children under two;
  - at least half of all other staff hold an approved level 2 qualification;
  - at least half of all staff have received training that specifically addresses the care of babies; and
  - where there is an under two-year-olds' room, the member of staff in charge of that room has suitable experience of working with under twos.
- Children aged two: 1 adult to 5 children:
  - at least one member of staff holds an approved Level 3 qualification; and
  - at least half of all other members of staff hold an approved Level 2 qualification.
- Children aged three and over: 1 adult to 8 children:
  - at least one member of staff holds an approved Level 3 qualification; and
  - at least half of all other members of staff hold an approved Level 2 qualification.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable Level 6 qualified person is working directly with children aged three and over between the hours of 8am and 4pm as follows:
  - there is at least one member of staff for every 13 children; and
  - at least one other member of staff holds an approved Level 3 qualification.

The number of children for each key person takes into account the individual needs of the children and the capacity of the individual 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 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 members of staff/adults are on duty at any one time, one of whom is either our manager or deputy.
- Our manager deploys our members of 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 member of staff are deployed according to the needs of ASK 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 ASK 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 at ASK. 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.

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 07, 2026
Date to be reviewed:	May 07, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider