

**Baby Unit for 0 – 2 year old children**

**Day Nursery for 2 – 5 year old children**

**Before and after School Holiday Care for 5 – 16 year old children**

**Primary School Holiday Care for 5 – 16 year old children**

**Adult to Child Ratios Policy.**

**Guidance on appropriate levels of supervision for children and young people**

**Opening Statement Provided by the NSPCC**

When working with groups of children or young people it's important that there are enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. **It’s important that you have enough staff and volunteers to ensure children are safe** – and that these adults are suitable to undertake various tasks as needed.

Every effort should be made to achieve the best level of supervision of children at all times.

These ratios are recommended for activities that take place outside of school.

**Supervision**

Supervision levels will vary depending on the children's age, gender, behaviour and the abilities within your group.

They will also vary depending on:

* nature and duration of activities
* competence and experience of staff involved
* requirements of location, accommodation or organisation based
* any special medical needs
* specialist equipment needed.

Taking these into consideration you can then make decisions about the competence and experience of staff and how many adults you need.

**Statutory framework for the early years foundation stage -** Setting the standards for learning, development and care for children from birth to five.

**Staff:child ratios**

3.28. Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children’s needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

3.29. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

3.30. The ratio and qualification requirements below apply to the total number of staff available to work directly with children19. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

**Early years providers**

3.31. For children aged under two:

• there must be at least one member of staff for every three children;

• at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two;

• at least half of all other staff must hold a full and relevant level 2 qualification;

• at least half of all staff must 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 must, in the judgement of the provider, have suitable experience of working with under twos.

3.32. For children aged two:

• there must be at least one member of staff for every four children;

• at least one member of staff must hold a full and relevant level 3 qualification; and

• at least half of all other staff must hold a full and relevant level 2 qualification.

3.33. For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children20:

• there must be at least one member of staff for every 13 children; and

• at least one other member of staff must hold a full and relevant level 3 qualification.

3.34. For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status,

Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

• there must be at least one member of staff for every eight children;

• at least one member of staff must hold a full and relevant level 3 qualification;

• at least half of all other staff must hold a full and relevant level 2 qualification.

**Before/after school care and holiday provision**

3.40. Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements in Section 1. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including school staff/teachers) the support they intend to offer.

**Children with Additional Needs**

From day one, every child at the Twixus Childcare Centre is continually assessed in accordance with the ‘Development Matters Early Years Goals’. It is essential that Twixus understands the child globally and will work closely with every parent to gain knowledge.

A Twixus Key practitioner will get to know the child and will be the first person who will provide support to encourage progress through the EYFS curriculum.

**If your child requires more than the standard adult/child provisions at the Twixus Childcare Centre our SENCO will work closely with the child, the child’s ‘key practitioner’ and parents to ensure that the child is able to access the EYFS curriculum in a way that is safe and manageable.**

The SENCOs role is to support Twixus practitioners in working with children that have additional needs and to access any external support that might be required.

The SENCO, after a period of assessment and consultation with all of the parties involved, may recommend the use of Bromley Pre-School Services to help with any identified issues. At this stage your agreement will be sought: **Without an agreement in place it might necessary to review the child’s current provision. Changes may be made if the child is unable to access the EYFS curriculum or if safeguarding/child welfare concerns are a defining factor. We may have to consider the child’s place at Twixus if our risk assessments in relation to health and safety and staff ratios are compromised or it is seen as unsafe to continue as is.**

Bromley Pre-School Services: When permission is agreed: After observing the child, consultations with our SENCO, talking to the key practitioner and child’s parents the professional representing Bromley services will make recommendations and an educational support plan will be put in place. If the child’s needs are seen as substantial, it may be possible that one to one support is recommended for a number of hours per week in the form of a ‘SIP’ worker (Setting Improvement Partner). The allocated amount of hours of one to one support is set by the London Borough of Bromley, Twixus will make every effort to staff the allocation according to the support plan.

It may be the case that your child is only able to access the EYFS curriculum in a productive and safe manner during the allocated SIP hours and that staff ratios outside of those hours make it impossible to attend any additional sessions. **This conclusion may unfortunately result in the child having a ‘restricted timetable’ that ensures the correct allocation and support.**  It may also be necessary to withhold sessions where the SIP allocation is not available due to staffing (i.e staff absence, sickness, recruitment etc).

The child’s progress will be in continuously reviewed to ensure the best possible access to the EYFS curriculum and a ‘restricted timetable’ will only be enforced where substantial risks or needs are clearly identified.

**Twixus will always endeavor to provide support to all families in an inclusive way with safeguarding as our principle concern. NSPCC : It’s important that you have enough staff and volunteers to ensure children are safe.**

**This Policy Guidance was written in consultation with** Bromley Borough Education Lead Designated Officer: Rita Dada 28.2.2017**/**Bromley Early Years Quality and Sufficiency Co-ordinator: Yasmin Ahmed

***Acceptance and Application of Terms:*** *The Management and Staff at the Twixus Childcare Centre has agreed (by signature) to uphold the legislative terms and working practices of this policy. This policy will be reviewed annually and/or when legislative terms or practical application requires amendments.*