



Staffing Levels

Staffing ratios in the setting are as indicated in the EYFS (2012)

- 1:3 children under 2 years
- 1:4 children aged 2 years
- 1:8 children aged 3 years and over (no teacher or EYP)
- 1:13 children aged 3 years and over (with an Early Years Teacher or Qualified Teacher)

These are the minimum ratios we follow and children with additional needs will be cared for with a ratio that is appropriate to meet their needs.

There are always a minimum of two staff based in the setting so staff always work with a colleague. When the need arises staff are deployed from St Michael's School to ensure the minimum ratios are always adhered to.

A register of staff and children is kept on a daily basis in the setting. Staff sign themselves in and out on arrival and when leaving. Parents/carers sign their children in on arrival and sign them out when the child leaves. Each child's personal details and emergency contact numbers are held in preschool and school to ensure immediate accessibility.

In the absence of the Preschool Leader, the Deputy Preschool Leader takes delegated responsibility for the Preschool.

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