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Registered Charity Number 1038655

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***'Supporting Children to Flourish, Respecting and Nurturing their Individuality and Developing Strengths in Preparations for their Unique Learning Journey.***

Staffing and Employment Policy

Statement of Intent

We maintain high adult-to-child ratios so that children receive warm, responsive care and high‑quality learning. We recruit, deploy and support our team in line with equality law and the EYFS 2025, and we plan staffing to keep children safe, meet their needs and promote their development throughout the day, including during breaks and cover.

Methods (How We Put This Policy Into Practice)

We use the following practical arrangements to make sure our staffing meets the EYFS and matches our ethos:• Rotas and Cover: Rotas ensure ratios are met across the whole day (indoors/outdoors, toileting, lunch and arrivals/departures). We keep a floating practitioner to cover breaks and unexpected needs.• Contingency: Bank/relief staff are vetted and inducted so we can maintain ratios during absence, training or trips. We never compromise supervision to complete admin tasks.• Key Person and Continuity: Children see familiar adults. We minimise room moves and plan handovers when a key person changes.• Supervision and Appraisal: Termly supervision (or more often if needed) and an annual appraisal support wellbeing, reflection and CPD goals. Peer observations are used positively to share good practice.• Training and CPD: New starters complete a structured induction (safeguarding incl. LADO/whistleblowing, behaviour, H&S, mobile devices/images, equality, confidentiality). Team training covers PFA refreshers, SEND, communication, and inclusive practice.• Safer Recruitment and Suitability: We use values‑based interviews; verify identity/right‑to‑work/qualifications; take references; complete enhanced DBS checks; and complete annual suitability declarations (including relevant health/medication). Significant events are notified to Ofsted where required.• Students and Volunteers: Supervised at all times; never in sole charge; under‑17s and volunteers are not counted in ratios. Intimate care is provided by vetted staff only.• Health, Safety and Wellbeing: We risk assess staffing for activities and trips, ensure two suitable adults are on site whenever children are present, and encourage open conversations about workload and wellbeing.• Communication: Daily briefings and room handovers keep everyone aligned; incident/accident information is shared promptly; we use secure systems for staff records.• Monitoring: The Supervisor checks daily ratio sheets and qualifications/PFA matrices each term. Actions are taken immediately if risks are identified.• Equality and Inclusion: Deployment considers children’s needs, languages and SEND; reasonable adjustments are made so every child can participate.

Staff-to-Child Ratios (Group-Based Providers – EYFS 2025)

• Students under 17 are not counted; we always have at least two suitable adults on site when children are present.

• We meet or exceed EYFS minimums at all times (under 2s: 1:3; 2s: 1:5; 3–4s: 1:8, or 1:13 when QTS/EYPS/EYT works directly with children and another L3 is present).

• Daily ratio sheets cover indoor/outdoor spaces, lunch, toileting and arrivals/departures; a floating practitioner covers breaks and unexpected needs.

How we do this

We meet or exceed the statutory minimum ratios at all times. We may choose to operate at tighter ratios where this is in children’s best interests.

• Children aged under 2 (if admitted): 1 adult : 3 children.

• Children aged 2: 1 adult : 5 children.

• Room leaders and key persons are scheduled for continuity; handovers are planned when key persons change.

• We keep a live Qualification & Experience Matrix (L2/L3/L6, English/maths status, baby experience) and deploy staff who are known to the children.

How we do this

• Children aged 3–4 (no QTS/EYP/EYT present): 1 adult : 8 children.

• Annual suitability declarations include relevant health/medication and any cautions/convictions; concerns are risk‑assessed and, if needed, notified to Ofsted.

• Values‑based interview with child‑centred scenarios; ID/right‑to‑work; two references; enhanced DBS; qualification check.

How we do this

• Children aged 3–4 (when a person with Qualified Teacher Status, Early Years Professional Status or Early Years Teacher Status is working directly with children AND another Level 3 is present): 1 adult : 13 children.

• Tasks involving intimate care are carried out by vetted staff with DBS clearance.

• Supervised at all times; never in sole charge; under‑17s are not counted in ratios.

How we do this

A minimum of two suitable adults are on site whenever children are present. Students under 17 and volunteers are not counted in ratios. We maintain ratios during lunch, toileting, outdoor play and outings.

• Secure personnel files retained per retention schedule; Ofsted notified of significant events/changes as per EYFS.

How we do this

Qualifications and Deployment

• The Manager holds an approved Level 3 (or higher) qualification. At least one other Level 3 is on duty where required.• At least half of all other staff hold an approved Level 2 qualification.• We deploy staff who are competent and known to the children. Room leaders and key persons are planned to ensure continuity of care.

Paediatric First Aid (PFA)

• At least one person with a current full Paediatric First Aid certificate is on the premises and available at all times children are present, and accompanies children on outings.• Staff who obtained a Level 2/3 qualification on or after 30 June 2016 must hold a full PFA certificate to be included in ratios.• PFA certificates are refreshed within their validity period and recorded in staff files.

Safer Recruitment and Ongoing Suitability

We follow safer recruitment practices: value‑based interviews, identity and right‑to‑work checks, enhanced DBS, verified references and qualification checks. Staff complete annual suitability declarations (including relevant health/medication). Any significant events are notified to Ofsted where required.

Induction, Supervision and Professional Development

All new staff, students and volunteers complete a structured induction covering safeguarding (including LADO and whistleblowing), behaviour, health & safety, mobile devices/images, equality and confidentiality. We provide regular supervision, peer observation and annual appraisal to support wellbeing and continuous professional development.

Apprentices

We welcome apprentices as valued members of the team and support them to become confident practitioners.• Inclusion in ratios: Apprentices (aged 16 or over) may be included in ratios at the level below the level they are studying, only if they are assessed as suitable, competent and responsible, and they hold a current full Paediatric First Aid certificate. Apprentices aged under 17 are never left in sole charge.• Supervision and mentoring: A named mentor oversees training plans, observes practice and provides feedback; off‑the‑job training time is protected (at least 20%).• Progress reviews: Termly reviews with the training provider and mentor; actions recorded on the Training Log.• Progression: On completion, roles are offered based on suitability, references and staffing needs.

Students and Volunteers

Students and volunteers are supervised at all times and are not left in sole charge of children. Students under 17 years and volunteers do not count in ratios. Tasks involving intimate care are carried out by vetted staff with DBS clearance.

Equality, Diversity and Inclusion

We welcome applications from all sections of the community and select on suitability for the role. Our practices are consistent with the Equality Act 2010.

Records, Insurance and Notifications

We keep secure staff files (application, interview notes, references, DBS details, qualifications, contracts, supervision/appraisal notes, training log). Employers’ liability and public liability insurance are maintained. We notify Ofsted of significant changes in line with EYFS requirements.

Review Statement

Updated September 2025. Reviewed annually, or sooner if the EYFS, Ofsted guidance or local arrangements change.