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## Employment and Staffing Staff Structure & Maintaining Ratios



### Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

### Procedure

Directors & Managers must follow the Procedure  
**Procedures for Staff Structure & Maintaining Ratios**

Directors & Managers must be up to date with current ratios as stipulated by the law & ensure that these are implemented at each setting:

#### *Legal Ratios*

Ratios of adult to children:

children under two years of age: 1 adult : 3 children;

children aged two years of age: 1 adult : 4 children; and

children aged three to seven years of age: 1 adult : 8 children.

children aged three to seven years of age: 1 adult : 13 children, where the adult with direct supervision has EYP status.

Directors & Managers must be up to date with current requirements of staffing as stipulated by the law & Ofsted & ensure that these are implemented at each setting:

These include (Please note that this is not an exclusive list):

A minimum of two staff/adults are on duty at any one time.

50 % of staff must hold a minimum relevant childcare qualification to NVQ level 2 standard.

Manager & Room Leaders to hold a minimum relevant childcare qualification to NVQ level 3 standard.

A Supernumerary Manager for 24 children plus

Directors in consultation with Managers devise an Otters Nursery School Company Staff Structure to include :

the above criteria

the provision of a key person system

key areas of responsibility to include : Manager, Deputy, Room/ Area Leaders for each prime area/age group namely, babies, toddlers and pre-school.

key areas of work to include : domestic and cleaning work

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Directors in consultation with Managers ensure that Staff Employment contracts & hours of employment reflect all the criteria listed above.

Directors are responsible for notifying Ofsted within 5 working days :  
A change in the Company name & registered number ,a Director leaving or starting at the Company.  
A change in Management of a Setting including a Manager starting employment.  
Both include details of names & addresses.

Manager, or in his/her absence the Deputy Manager, must follow the procedure :  
**Procedures for Staff Structure & Maintaining Ratios:**

- Implement the Policy as described above.
- Implement the Otters Nursery School Company Staff Structure
- Liaise with the Designated Company Director R. Angell to ensure that the above criteria is met at the setting .
- Devise and implement staff rotas to ensure that the above criteria is met at all times.
- Follow the Procedure for Outings where different ratios apply.
- Monitor & authorize Staff Holiday and /or absences to ensure that the above criteria is met at all times.
- In the event of Staff unplanned absence from work implement the Procedure for Staff absence to ensure the above criteria is met at all times.
- In the event of a member of Staff leaving & a vacancy arising implement the Procedure for Staff Recruitment to ensure the above criteria is met at all times.
- Ensure that staff perform their role as per their job description.
- Implement the key person system and ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting.
- Ensure that the family know their child's key person and ensure that the key person meets regularly with the family for discussion and consultation on their child's progress.