



Safeguarding Children: Staff Ratio, Key Person role

Policy Statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Most of our staff are either appropriately qualified or have had many years of working experience in this field. The setting manager carries checks for criminal and other records through the Disclosure and Barring Service (DBS) on each recruited member of staff and before starting.

Procedure or Protocol:

Ratios: Village Montessori Nursery School takes children from two years old to end of pre-school age

- the following ratios of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to five years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.

Key Person

- Each children will be allocated a named Key Person (KP) with whom they will form a relationship with, and KP working in partnership with parents through regular meetings (formal and informal) and discussions to share children's progress and planning next steps in their early years development.
- We hold regular key person 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 and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

