



5.1 Staffing

1) Purpose

We provide staffing levels that meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) so children receive enough supervision, individual attention and high-quality care and education.

2) Main rule / nursery commitment

- Children under 2 years: legal minimum ratio 1:3. At least one Level 3 qualified and suitably experienced member of staff, at least half of all other staff hold a Level 2 qualification, at least half have specific baby care training, and the under 2s room lead has suitable experience.
- Children aged 2 years: legal minimum ratio 1:5, although the nursery aims for 1:3 where possible. At least one Level 3 qualified staff member and at least half of others hold Level 2.
- Children aged 3 years and over: legal minimum ratio 1:8, although the nursery aims for 1:5 where possible. At least one Level 3 qualified staff member and at least half of others hold Level 2.
- Where a Qualified Teacher, Early Years Professional or other suitable Level 6 person is working directly with 3-year-olds, the ratio may be 1:13 with at least one other Level 3 qualified member of staff.

3) Procedures / what staff must do

- Only people aged 16 or over who are competent and responsible may be counted in ratios. Long-term students, volunteers aged 17+ and apprentices aged 16+ may only be counted if the manager agrees they are suitably qualified and experienced.
- At least two adults are on duty at all times, one of whom is the manager, deputy or a room manager.
- The manager deploys staff, students and volunteers so children are usually within sight and hearing of staff and always within sight or hearing.
- Staff, students and volunteers must tell colleagues before leaving their area and say where they are going.
- Adults focus on children at all times and do not spend working time in social conversation with colleagues.
- Each child has a key person who plans with parents for the child's wellbeing and development and meets regularly with the family.
- Regular staff meetings support curriculum planning and discussion of children's progress, achievements and any difficulties.

4) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: May 2015
- Date last reviewed March 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon
- Role: Manager