

STAFF RATIOS POLICY

POLICY STATEMENT:

It is the policy of this nursery to ensure that there is always sufficient staff to give the children the care and attention which they need and in particular that staff numbers do not fall below the recommended staff: child ratios set by the Care Standards Inspectorate for Wales.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- The minimum staffing ratios are:
 - one adult to three children under 2 years
 - one adult to four children aged 2 years
 - one adult to eight children aged 3 – 7 years.
- The number of permanent staff is always in excess of requirements.
- The nursery has a standby list of people who can be called on to fill in if necessary, in the event of staff absence. The people on the standby list are all police checked and may already work in the nursery on a part time basis.
- The correct number of staff to child ratio MUST remain on premises at all times.
- A separate staff room is provided for staff to take a 30-minute break away from their play room.
- Staff ratios are adhered to on all outings and trips and exceeded when possible.
- An operational plan is in place to deal with emergency situations.

Date Policy reviewed: 15.10.25

By: Natasha Adams and Emma Johns

Date of next review: October 2026