



Wonder Barn Nursery

5.0 Staff: Child Ratios

5.1 Staffing

This policy is shared with all staff, parents and stakeholders. It is also published on via our communication app 'Family'

Role: Gemma Aziz and Rebecca Collins- Owners/Directors

Policy reviewed and updated: September 2026

Date to be reviewed: September 2027

5.1 Staffing

Each child is assigned a key person who helps ensure care is tailored to the child's individual needs, helps the child become familiar with the setting, offers a settled relationship and builds a relationship with parents/carers.

To meet these requirements, we maintain the following ratios of adults to children:

Children under the age of 2 years:

- 1 adult : 3 children
- At least one adult must hold an approved Level 3 qualification
- At least half of all other staff must hold a full and relevant Level 2 qualification
- At least half the staff must have received training that specifically addresses the care of babies

Children aged two years:

- 1 adult : 5 children
- At least one member of staff must hold a full and relevant Level 3 qualification
- At least half of all other staff must hold a full and relevant Level 2 qualification

Children aged three years and over:

- 1 adult : 8 children, where:
 - At least one member of staff holds a full and relevant Level 3 qualification
 - At least half of all other staff hold a full and relevant Level 2 qualification
- 1 adult : 13 children, where:
 - A person with Qualified Teacher Status (QTS), Early Years Teacher Status (EYTS), Early Years Professional Status (EYPS) or another suitable Level 6 qualification is working directly with the children between 8am and 4pm
 - At least one other staff member holds a full and relevant Level 3 qualification

Key person responsibilities

- Allocate a key person before the child starts and ensure appropriate cover when the key person is absent.
- Build a warm, trusting relationship and provide a secure base for the child.
- Work with parents/carers to understand routines, interests, communication, health, development, culture and individual needs.
- Tailor care and learning to the child and contribute to assessment and planning.
- Share relevant information with parents/carers and help families engage with specialist support where appropriate.
- Work closely with the SENCO and other professionals where additional support is needed.

Settling in

- Before starting, families are invited to share information, meet staff and understand routines and expectations.
- The key person welcomes the child and parent/carer and leads settling-in with manager support.
- Settling is flexible and responsive; time away from parents/carers increases gradually according to the child's needs and circumstances.
- Parents/carers are encouraged to say goodbye clearly and tell the child when they will return.
- We do not leave a distressed child to cry alone; we provide comfort, reassurance and responsive support.
- Where a child remains highly distressed, we review the approach with the family and may adjust arrangements or seek additional support.

Relationships and continuity

- Children are supported to build secure relationships with their key person and other familiar adults.
- Staff communicate consistently about children's needs, routines and significant changes.

- Key person arrangements are reviewed when children's needs change, including transitions or staffing changes.

Progress check at age two

The setting completes the statutory progress check when a child is aged between two and three. Development is reviewed in partnership with parents/carers, strengths and areas where progress may be less than expected are identified, and appropriate next steps are agreed. The key person contributes relevant knowledge; responsibility for the check is not assumed to rest with the key person alone.