



STAFF RATIO AND COMPETENCY ASSESSMENT POLICY

Policy Statement

At Vishenka Nursery, we are dedicated to delivering exceptional early years education and care by maintaining flexible staff ratios and implementing thorough competency assessments. This policy outlines our approach to staffing, ensuring compliance with the 2024 EYFS guidelines while prioritizing the safety, well-being, and development of all children in our care.

Aims

- To maintain staff-to-child ratios that meet or exceed EYFS requirements, ensuring a safe and nurturing environment for children.
- To implement flexible staffing arrangements that accommodate varying attendance patterns and unforeseen circumstances without compromising care quality.
- To assess and monitor staff competencies regularly, ensuring all team members are skilled and qualified to deliver high-quality education and care.
- To provide ongoing professional development opportunities to support staff in their roles and career progression.

Procedures

1. Staff Ratios and Flexibility

Adherence to EYFS Ratios:

Vishenka Nursery ensures staff-to-child ratios comply with EYFS requirements:

- Under 2 years old: 1 adult to 3 children.
- 2 years old: 1 adult to 4 children.
- 3 to 5 years old: 1 adult to 8 children.

These ratios are consistently maintained to safeguard children's well-being.

Flexible Staffing Arrangements:

- Flexible staffing accommodates varying attendance patterns, staff absences, and other unforeseen circumstances.
- Standby staff or bank staff are available to ensure ratios are met during peak times or emergencies.

2. Competency Assessment



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Initial Assessment:

- Upon recruitment, staff undergo a comprehensive competency assessment, including qualification verification, reference checks, and interviews to evaluate their suitability for the role.

Ongoing Monitoring:

- Competencies are reviewed through regular observations, performance appraisals, and feedback from colleagues, children, and parents.
- Areas for improvement are identified, and targeted support is provided.

Professional Development:

Vishenka Nursery offers regular training, workshops, and courses to enhance staff skills and support their career progression.

3. Staff Qualifications and Training

Qualification Requirements:

- All staff hold qualifications as specified by the EYFS framework, including:
- Level 2 or Level 3 in Early Years Education and Care.

Paediatric First Aid:

At least one staff member with a current paediatric first aid certificate is present at all times when children are on-site.

Continuous Training:

- Staff are encouraged to pursue further qualifications and certifications.
- Regular in-house training is provided to ensure best practices are followed.

4. Supervision and Support

Mentorship:

New staff are paired with experienced mentors during their induction to provide guidance and support.

Regular Supervision:

- Supervision meetings are conducted to review performance, address concerns, and set



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professional goals.

- Open communication is encouraged to ensure staff feel supported in their roles.

5. Policy Review and Compliance

Annual Review:

- This policy is reviewed annually to ensure it aligns with the latest EYFS updates and industry standards.

Compliance Monitoring:

- Regular internal audits are conducted to ensure compliance with this policy and the EYFS framework.