Q: Staff: child ratios – group and school-based providers

What do I need to know?

- Legal Framework
  - The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
  - The Education (Specified Work) (England) Regulations 2012
  - The Education (School Teachers' Prescribed Qualifications, etc) Order 2003
  - The Education (School Teachers' Qualifications) (England) Regulations 2003
  - The School Staffing (England) Regulations 2009
  - School admissions code
  - The Education (Specified Work) (England) Regulations 2012
- EYFS statutory framework for group and school-based providers pages 31-35, 3.43-3.57

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
Do you **ensure** your staffing arrangements meet the needs of all children and ensure their safety? Do you **ensure** that children are adequately supervised, especially whilst eating and decide how to use staff to ensure children's needs are met?	• How do you know that you have staffing levels to ensure the needs of all children are met, and to ensure their safety especially when children are eating? • How do you deploy staff across your provision (indoors and outdoors), and when on school runs and outings? • How do you deploy staff to ensure children are within sight and hearing of an adult when eating? • How do you know you have adequate staffing levels to meet the individual needs of children e.g. children SEND? • How do you know that you have adequate staffing levels to ensure the needs of all children are met? How do you ensure children are always within sight and hearing of an adult when eating? What implications will this have on your staffing? • How do you know that children are adequately supervised at all times, including whilst staff are taking breaks away from the children?

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Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
Do you **ensure** you inform parents and, or carers about staff are organised, and, when relevant and practical, aim to involve them in these decisions?	• What are your contingency plans if a member of staff is unable to work? What implications does this have on ensuring adequate numbers of staff who have a PFA • How do you inform parents and, or carers about staff deployment? • How do you include parents and, or carers in decisions? • How do you gather parental opinions regarding staffing and the deployment of staff? • When and how do you inform parents and, or carers about staff deployment changes?
Do you **ensure** children are usually within sight and hearing of staff and always within sight or hearing? Do you know to refer to paragraph 3.70 which applies when children are eating?	• Have you risk assessed different areas of your environment to ensure children are usually within sight and hearing of staff and always within sight or hearing? How does this affect staffing? • How do you ensure this process evolves to meet children's individual and changing needs? How often to do review this process? • What does 3.70 say? Have you read and checked this information? • Have you applied this information in your setting as set out?
Do you **ensure** as a setting on the early years register, that the manager holds an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification? *These qualification requirements do not apply to out-of-school provision for reception ages children.*	• How do you ensure that the manager holds an approved level 3 qualification or above? • How do you ensure at least half of all other staff hold at least an approved level 2 qualification? • How often do you review staff qualifications e.g. prior to the recruitment of new members of staff? • Have you seen evidence of these qualifications?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document: Early years qualification requirements and standards - GOV.UK	• How do you know your recruitment procedures are robust and these qualifications are checked prior to appointment? • Do you record (where applicable) all checks which are made? • Do you know a qualification is approved? • What would you do if you couldn't find a qualification on the early years' qualification check?
Do you know that approved qualifications are published on the Early Years Qualifications List ('EYQL') on GOV.UK except, as outlined in paragraphs 1.11 and 1.16 of the Early Years Qualification Requirements and Standards document, those which are not individually listed on the EYQL but count as approved qualifications if they meet certain criteria? You can also use: Early years qualifications list: UK only - GOV.UK	• Have you looked at the gov.uk website for the Early Years Qualification List? • Have you referred to the Early Years Qualification Requirements and Standards document Early years qualification requirements and standards - GOV.UK (www.gov.uk)
Do you **ensure** that managers appointed on or after 4 January 2024 have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position? Did you know this also applies to existing managers moving to a new managerial role?	• What steps will you take to ensure that where a manager appointed on or after 4 January 2024 who has not achieved a suitable level 2 qualification in maths is able to do so within two years of starting the position? • Have you seen evidence of these qualifications? • How do you know your recruitment procedures are robust and these qualifications are checked prior to appointment?
Do you **make sure** that managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum? Do you **make sure** the manager has at least two years' experience of working in an early years setting, or have at least two years' other suitable experience?	• Do you record (where applicable) all checks which are made? • What do you deem to be suitable experience? How do you judge the suitability? • Do you record (where applicable) all checks which are made?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
Do you **ensure** you have a named deputy who, in your judgement, is capable and qualified to take charge in the manager's absence? *Are you aware 'capable and qualified' includes having the necessary skills and knowledge to deputise, and that a deputy does not have to have any specific qualification?*	• How do you obtain and keep evidence demonstrating suitability? • Have you a named deputy who, in your judgement, is capable and qualified to take charge in the managers absence? • How do you know your deputy is qualified and feels capable to take charge when the manager is absent? • How do you know your recruitment procedures are robust and staff suitability is checked prior to appointment? • Do you record (where applicable) all checks which are made?
Do you **ensure** that to count within the ratios at level 3, staff holding an Early Years Educator qualification, and those who have received approval to be included in the ratios at level 3 after attaining experience-based route status, must also have achieved a suitable level 2 qualification in English? *An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early years qualification requirements and standards - GOV.UK (www.gov.uk)*	• Have you checked that staff included in the ratios at level 3 also have achieved a suitable level 2 qualification in English? • How often do you review staff qualifications e.g. prior to the recruitment of new members of staff? • Have you seen evidence of these qualifications? • How do you know your recruitment procedures are robust and these qualifications are checked prior to appointment? • Do you record (where applicable) all checks which are made? • Do you know a qualification is approved? • What would you do if you couldn't find a qualification on the early years' qualification check? • If those staff have completed the experience-based route, what evidence has been collected of their suitable qualifications in English?

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Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
Do you **ensure** you meet the ratio and qualification requirements (below) and apply them to the total number of staff available to work directly with children, across the whole provision, not just each room?	• How do you know you meet the ratio and qualification requirements for your type of provision? • What procedures do you have in place to ensure ratio and qualification requirements are always met in across your whole setting (not just each room)? • Which staff are counted in your staff:child ratios? • Do you have staff not counted in staff:child ratios? Which staff are they? Do all other staff know which staff aren't counted in staff:child ratios? How do you share this information?
Are you aware Ofsted may determine that you must observe a higher staff:child ratio than outlined to ensure the safety and welfare of children?	• What circumstances may mean Ofsted determine that you must have a higher staff:child ratio? Have you risk assessed these circumstances? • How do you make parents and, or carers aware of these changes?
Are you aware that, exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made?	• What exceptional circumstances may mean changes to the ratios being made? Have you risk assessed these circumstances? • How do you make parents and, or carers aware of these changes?
If you are a group setting providing overnight care, do you continue to apply the relevant ratios and do you **ensure** at least one member of staff awake at all times?	• How do you ensure you continue to apply the relevant ratios? • How do you ensure at least one member of staff is awake at all times? • Do you have clear policies & procedures to follow when providing overnight care? What are these procedures? How do you know these are implemented? • Are you familiar with the current procedures on how to notify Ofsted of any overnight care you provide prior to the overnight stay?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged under two, do you **ensure** that: • there is at least one member of staff for every three children? • at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status, and is suitably experienced in working with children under two? • at least half of all other staff hold an approved level 2 qualification? • at least half of all staff have received training that specifically addresses the care of babies? • where there is a room for under two-year-olds, the member of staff in charge of that room has, in your judgement, suitable experience of working with under twos?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? How do you know staff training on the care of babies specifically meets your requirements? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?

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Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged two, do you **ensure** that: • there is at least one member of staff for every five children? • at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? • at least half of all other staff hold an approved level 2 qualification?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?
If you are in a maintained school or non-maintained special school, are you aware that where two-year-olds are pupils, staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work (as laid out in the Education (Specified Work) (England) Regulations 2012)? Specified work broadly encompasses lesson (or curriculum) planning, delivering lessons, assessing the development, progress and attainment of pupils and reporting on the latter. *Also, do you (the headteacher) **ensure** you are satisfied that the staff have the skills, expertise and experience needed to carry out the work and determine the appropriate level of direction and supervision?*	• How do you ensure where there are two-year-old pupils in a maintained or non-maintained special school that staff are under the direction and supervision of a qualified or nominated teacher? How do you know staff know how to fulfil the requirements of their roles? • How do you ensure staff have the skills, expertise and experience needed to carry out the work? • How do you determine staff have the appropriate level of direction and supervision?

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Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children, do you **ensure** that: • there is at least one member of staff for every 13 children? • at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? Have you consulted with your insurance company when work experience placements are agreed?
Are you aware that: • *the teacher (or equivalent) is expected to be working with children for the vast majority of the time?* • *where the teacher (or equivalent) needs to be absent for short periods of time, you will need to ensure that quality and safety is maintained?*	• How do you monitor the teacher is working with children for the vast majority of time? • How do you know staff know how to fulfil the requirements of their roles? • How do you ensure that quality and safety is maintained where the teacher (or equivalent) needs to be absent for short periods? How do you share this information with all staff?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children, do you **ensure** that: • there is at least one member of staff for every eight children? • at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? • at least half of all other staff hold an approved level 2 qualification?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?

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Staff: child ratios – group and school-based providers (pages 31-42of audit)	Things to consider and discuss:
If you have children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children, do you **ensure** that: • for classes where the majority of children will reach the age of five or older within the school year, there is at least one member of staff for every 30 children *(Subject to any permitted exceptions under The Schools Admissions (Infant Class Sizes) Regulations 2012 S.I. 2012/10)* • for all other classes there is at least one member of staff for every 13 children? • at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? *Are you aware an instructor is a person at the school who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (a) special qualifications or experience or both are required for such instruction; and (b) the person or body of persons responsible for the management of the school is satisfied as to the qualifications or experience (or both) of the person providing education?*	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When • are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?

DERBYSHIRE County Council

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children, do you **ensure** that: • there is at least one member of staff for every eight children? • at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? • at least half of all other staff hold an approved level 2 qualification?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed

DERBYSHIRE County Council

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have children aged three and over in a maintained nursery school and nursery class in maintained schools, do you **ensure** that: • there is at least one member of staff for every 13 children? • at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002 *(see also the Education (School Teachers' Prescribed Qualifications, etc) Order 2003 and the Education (School Teachers' Qualifications) (England) Regulations 2003)* • at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? *If you are in a school where provision is run by the governing body (under section 27 of the Education Act 2002) for three- and four-year-olds who are not pupils of the school, are you aware you can apply: a 1:13 ratio where a person with a suitable level 6 qualification is working directly with the children; or a 1:8 ratio where a person with a suitable level 6 qualification is not working directly with children but at least one member of staff present holds a level 3 qualification?* *Are you aware, where children in nursery classes attend school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor, with no teacher present, a ratio of one member of staff to every eight children can be applied if at least one member of staff holds a full and relevant level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status, and at least half of all other staff hold a full and relevant level 2 qualification* *Have you referred to the Education (School Teachers' Prescribed Qualifications, etc) Order 2003 and the Education (School Teachers'*	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
Qualifications) (England) Regulations 2003? *Are you aware that when at least one other member of staff holds an approved level 3 qualification (as above) that person needs to meet all relevant staff qualification requirement as required by The School Staffing (England) Regulations 2009?*	

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Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you have a Reception class in a maintained school or academy, are you aware you are subject to infant class size legislation? *If you are an academy, are you aware you are required by your funding agreements to comply with the School Admissions Code and the law relating to admissions although the Secretary of State has the power to vary this requirement where there is demonstratable need?* If you have a Reception class in maintained school or academy, are you aware that The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an ordinary teaching session is conducted? Are you aware, 'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff? Do you **ensure** in an ordinary teaching session, your school employs sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher? *If you are in a maintained school or academy, are you aware The Specified Work Regulations 2012 allow a non-teacher to carry out the work of the teacher ("specified work") if they are:* • *assisting or supporting the work of the teacher?* • *subject to the teacher's direction and supervision as arranged with the headteacher, and the headteacher is satisfied that that person has the skills, expertise and experience required to carry out the specified work?*	• Who, in your setting, is responsible for checking ratios and ensuring you are subject to infant class size legislation? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by the manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed? • Are you aware of what your requirements are to meet your funding agreements so you comply with the Schools Admission code and the law relating to admissions?

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
If you are in an academy, are you aware a teacher can have whatever qualification the trust regard as appropriate to teach an infant class, in line with admissions law?	• How do you know which members of staff are classed as 'school teachers'? • If you are an academy, how do you ensure that staff are appropriate to teach? • How do you know your recruitment procedures are robust and the member of staff is appropriate to teach? Is this checked prior to appointment? Do you record (where applicable) all checks which are made? How do you obtain and keep evidence demonstrating appropriateness to teach? • How do you know staff members hold the necessary training, skills and knowledge? What evidence to you ask for? How and where is this information recorded? • How to you know staff members have a clear understanding of their roles and responsibilities? How do you ensure they implement their roles and responsibilities effectively?
If you are in a school, are you aware you may choose to mix your reception classes with groups of younger children (nursery pupils, non-pupils or younger children from a registered provider)? If you are in a school, do you **ensure** you determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group? If you are in a school and you exercise this discretion, do you **ensure** you comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes? If you are a schools' partner, do you **ensure** you meet the relevant ratio requirements for your provision?	• Who, in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How do you ensure ratios are met if staff are absent at short notice? • How do you ensure ratios are met if staff are absent at short notice? What is your procedure for absenteeism? Do you have bank staff available? • Who would you ask for further clarification or advice? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17 years in your ratios? Do you know the requirements of including students, volunteers,

Staff: child ratios – group and school-based providers (pages 31-42 of audit)	Things to consider and discuss:
	• apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? • Have you consulted with your insurance company when work experience placements are agreed?
Do you **ensure** that anyone under aged 17 are **not** included in ratios, except apprentices who may be included in ratios from the age of 16?	• How do you determine only those aged 17 or over are suitable to be included in staffing ratios? How do you share this information with all staff and, parents and, or carers?
Do you **ensure** that anyone aged under 17 is **not** to care for children unsupervised at any time? Do you know that you may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their level of study, but only if you are: - satisfied they are suitable (as in paragraphs 3.13 to 3.16) - satisfied they are competent - satisfied they are responsible - satisfied they hold a valid and current paediatric first aid qualification? *Are you aware a student or apprentice studying towards an approved Level 3 qualification (including qualifications at levels 4, 5 and 6) may count within the Level 2 ratio?* *Are you aware a student or apprentice studying towards an approved Level 6 qualification (one that gives them the status of EYTS or QTS) may count within the Level 3 ratio?*	• How do you ensure that those under the age of 17 are never left unsupervised caring for a child? • How do you ensure those aged 17 have the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities? • Have you ensured that suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 and over) are included in the ratios at the level below their level of study? • How do you determine if a suitable student, or volunteer, or staff working as an apprentice is competent and responsible? • How do you share this information with all staff and, parents and, or carers? • How do you ensure suitable students, or volunteers, or staff working as an apprentice have the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities? • Do you frequently review whether a student on long term placements and volunteers (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) continue to be suitable and capable? • Have you checked that the student or long term volunteer and apprentice has a valid and current PFA qualification? • Do you provide supervision opportunities to discuss progress to students on long term placements and volunteers (aged 17 and over) and staff working as apprentices in early education (aged 16 and over)?

Useful links and further help:

Disclosure and Barring Service
Apply to join a nursery or other daycare organisation (EY2) OFSTED
Early years and childcare services: EY3 changes to individuals OFSTED
Disqualification under the Childcare Act 2006
Keeping children safe in education GOV.UK
Working together to safeguard children GOV.UK
Safer Recruitment Consortium - Guidance for safer working practice for those working with children and young people in education settings
Recruitment and Selection (DDSCP
Safer Recruitment advice (NSPCC)
Advisory, conciliation and arbitration service (ACAS)
UK Government and Ofsted guidance to registration
Start - Check an Early Years qualification
EYFS staff:child ratios - DfE approved qualifications
Ofsted - How-staff-to-child-ratios work

Derbyshire SchoolsNet - Early Years Team
Derbyshire Early Years Service - Eventbrite
Email: CS.EYS@derbyshire.gov.uk