

Nursery Staffing Ratio Policy

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Type of Policy:	School

Revision Number	Date Issued	Prepared by	Approved	Comments
I	27.04.26	LE	27.04.26	New policy

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

1. Purpose of This Policy

This policy outlines how staff-to-child ratios are maintained within Little Common School Nursery to ensure:

- Children are safe, supervised and supported at all times
- Staff deployment meets the EYFS statutory requirements
- Ratios remain compliant whether a class teacher is present or not on site
- Leadership maintains clear oversight of qualifications, first aid requirements and suitable supervision arrangements

Little Common School Nursery is registered to provide care for children aged 2 and over only. Ratios for children under 2 are included here for reference.

2. EYFS Statutory Ratios (School-Based Nursery Settings)

Ratios for school-based nurseries are set nationally under the EYFS Framework and depend on children's ages and staff qualifications.

2.1 Children Under 2 Years

- 1 adult : 3 children (1:3) is the required minimum ratio
- At least one member of staff must have experience working with under-tuos

2.2 Children Aged 2 Years

- 1 adult : 5 children (1:5)

2.3 Children Aged 3 and Over (Nursery Class)

There are two permitted ratios depending on qualifications:

Staffing Situation	Ratio	Notes
No teacher or Level 6 present	1:8	Children must be supervised by Level 3 practitioners
Teacher or Level 6 practitioner present	1:13	Allowed only when a qualified teacher (QTS), Early Years Teacher (EYTS), Early Years Professional (EYP) or Level 6 works "directly with the children"

3. When a Class Teacher Is On Site

When a qualified teacher or Level 6 practitioner is on site and working directly with the children:

- The nursery may operate at a 1:13 ratio for children aged 3+
- The teacher must:
 - Be counted within ratios
 - Hold QTS/EYTS/EYP/Level 6
 - Be leading or actively involved in the provision for that group

Teaching assistants and Level 3 practitioners may also count in ratios where suitably qualified and deployed appropriately.

4. When a Class Teacher Is Not On Site

If the class teacher (or other Level 6 practitioner) is absent, off site, on PPA, at training or not working directly with the children, then:

- The group must immediately switch to the 1:8 ratio for children aged 3+

- Leadership must ensure adequate Level 3 staffing
- A Level 6 practitioner may step in, if available, to maintain the 1:13 ratio
- If staffing falls below required levels, the nursery teacher/school business manager must:
 - Reduce group sizes OR
 - Redeploy qualified staff from other rooms OR
 - Temporarily suspend admissions for the session

This requirement is explicitly supported by EYFS ratio definitions (1:8 without a Level 6; 1:13 only with Level 6).

5. Supervision, Sight and Hearing Requirements

All children must be:

- Within sight and hearing of staff at all times
- Or within sight or hearing, depending on activity and age

This supervision requirement forms part of EYFS compliance.

Ratios apply at all times, including when children arrive late, leave early, or move between indoor and outdoor provision.

Staff deployment is planned to ensure supervision is maintained during all activities, including free-flow play, outdoor learning, transitions, toileting, and mealtimes.

6. Qualification and First Aid Requirements

6.1 Qualification Levels (EYFS 2025 Standards)

Only staff with appropriate early years qualifications can be included in ratios:

- Level 2
- Level 3
- Level 6 (including QTS, EYTS, EYP)

6.2 Paediatric First Aid (PFA) Requirement

- Apprentices, students, and newly appointed Level 2 or Level 3 staff must hold a valid Paediatric First Aid (PFA) certificate before they can be counted in ratios
- Staff without PFA may work in the nursery but must be supernumerary

At Little Common School Nursery:

- We aim for all staff to be PFA-trained
- At least one PFA-qualified person must be on site at all times

7. Management of Ratios Throughout the Day

The Nursery Class Teacher and School Business Manager will review ratios:

- At the start of every session
- During transitions (meals, toileting, outdoor play)
- When staff go on breaks or attend training
- When children arrive or leave unexpectedly

Where ratios are at risk:

- Staff may be redeployed across the school
- Additional support may be brought in from agencies
- Activities may be adapted to ensure safe supervision

8. Contingency Procedures

If an unexpected staffing shortfall occurs (e.g. sickness), the nursery may:

- Deploy bank/relief/agency staff
- Use supernumerary staff
- Combine groups only if ratios remain compliant
- Adjust planned activities
- Delay new admissions or temporarily restrict session numbers

Ratios must never be compromised.

9. Monitoring and Review

- Senior leaders monitor ratio compliance each day
- Records of staffing, qualifications and PFA status are maintained
- This policy is reviewed annually or following any EYFS update
- Overall responsibility for supervision and ratio compliance sits with the Headteacher, supported by the Nursery Class Teacher and School Business Manager.