



Suitable People

## Key person

Each child is assigned a key person.

Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

TRACKS inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting.

The key person helps to ensure that every child's learning and care is tailored to meet their individual needs.

The key person seeks to engage and support parents and/or carers in guiding their child's development at home. They also help families engage with more specialist support if appropriate.

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## Staff:child ratios

Staffing arrangements at TRACKS meet the needs of all children and ensure their safety.

TRACKS ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.

TRACKS inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions.

Children must usually be within sight and hearing of staff and always within sight or hearing.

- Only those aged 17 or over are included in ratios (and staff under 17 are supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if TRACKS is satisfied that they are competent and responsible.
- The ratio and qualification requirements below apply to the total number of staff available to work directly with children<sup>1</sup>. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

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## Early Years Providers

### Staff: Child Ratios

For children aged two:

- there must be at least one member of staff for every four children;
- At least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.
  
- For 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 suitable level 6 qualification is working directly with the children: Ofsted expect the teacher (or equivalent) to be working with children for the vast majority of the time. Where they need to be absent for short periods of time, the provider will need to ensure that quality and safety is maintained.
  
- there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

For 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 suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.

TRACKS (autism) employ 1 qualified teacher, and 1 Early Years Professional and 2 members of staff qualified to degree level or higher.

TRACKS (autism) aim to provide a higher than required level of staffing for all children, working in small groups, whole class or 1:1 as appropriate. Sometimes this support is provided by volunteers or students under the direction of one of the above qualified staff.

27<sup>th</sup> August 2014