

## **Guidance on adult to child ratios in Early Learning and Childcare (ELC) settings**

**This guidance will support commissioners, planners, providers and parents on supporting the best outcomes for children attending all ELC settings. It sets out the Care Inspectorate's expectations around staffing levels in ELC.**

### **1. Background**

When the National Care Standards for early education and childcare up to the age of 16 were replaced by the Health and Social Care Standards in June 2017, some of the previous input standards were no longer included under the more outcome focussed standards, which describe what people should experience from their care and support, rather than what providers need to do. For early learning and childcare (ELC) services including childminding and out of school care settings, adult to child ratios are no longer specified in the standards. Therefore the Care Inspectorate has developed this guidance to support providers, commissioners and planners consider deployment of appropriate workforce levels within settings.

The Care Inspectorate's primary focus is working flexibly and collaboratively with providers to support the delivery of high quality ELC that achieves the best outcomes for children. The Care Inspectorate will continue to work with providers and partners to establish best practice guidance based on evidence and research in relation to delivering a high quality workforce model.

### **2. Rationale**

Evidence supports that the early years in a child's life are crucial to a child's skills and confidence and has a lasting impact on outcomes in health and education. To support positive outcomes for children the Scottish Government has given a commitment that children should access high quality ELC which will give children opportunities to develop positive social, emotional and educational outcomes. The single most important factor on the quality of a child's ELC experience is a high quality workforce. It is the provider's responsibility to ensure at all times that staff with relevant skills and knowledge and ability are employed within the setting in appropriate numbers and that they are deployed at all times to meet and deliver quality care and learning experiences for all children.

There is no current evidence indicating that the previous minimum staffing ratios for ELC settings should be adjusted or that the needs of children were not being met with this workforce model. Changing these longstanding ratios could potentially cause significant disruption to planners, commissioners and providers, particularly at a time of considerable ELC expansion and resource decisions currently being made to increase capacity based on the existing staffing ratios.

New models of provision will continue to be developed and the Care Inspectorate will work with providers through the registration or variation processes to encourage the development of new staffing models that support innovative improvements and

high quality ELC that meets the needs of children and families within their communities.

The Health and Social Care Standards set out what we should expect when using ELC settings. They seek to provide better outcomes for children and their families and to ensure that people are treated with respect and dignity. The objective of the standards is to drive improvement, promote flexibility and encourage innovation in settings and providers should consider the following in relation to a high quality workforce:

“I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes. (3.14)

My needs are met by the right number of people. (3.15)

People have time to support and care for me and to speak with me. (3.16)

If I experience and support in a group, the overall size and composition of that group is right for me (1.8).”

There is also a legislative framework of the Public Services Reform (Scotland) Act 2010 and the associated regulations state:

“A provider must...

- ensure that at all times suitably qualified and competent persons are working in the care service in such numbers as are appropriate for the health, welfare and safety of service users”

(The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

**3. Adult to child ratios**

**3.1. Adult to child ratios in children’s day care settings including out of school care**

The Care Inspectorate expects that the following ratios will apply children’s daycare settings, including out of school care.

Age range	Ratio
0 to under 2 years	1 adult to 3 children
2 to under 3 years	1 adult to 5 children
3 to under 8 years	1 adult to 8 children *

Over 8 years	1 adult to 10 children
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\*Where children aged 3 and over attend settings fewer than four hours in one any day the adult: child ratio can be 1 adult to 10 children.

The Care Inspectorate recommends that two adults be present in the premises when children are being cared for. If a staff member is working on their own, providers must ensure systems are in place to enable them to access support if required.

An essential characteristic of high quality provision is a quality workforce supported by strong leadership and adults with whom children have secure and strong attachments. Therefore only adults in contact with children for the majority of the session should be included in the ratios.

The Care Inspectorate may agree to vary the ratios up or down where warranted, for example attendance of children with additional support needs, the layout of the premises and additional support staff on the premises. It is the responsibility of the provider to ensure that children's care and learning needs are met at all times. Where there are a number of children with additional support needs, providers may have to vary the ratios to meet children's individual learning and support needs.

### 3.2. Adult to child ratios in childminding settings

Usually childminders can care for a maximum of 8 children at any one time under the age of 16 years, of whom a maximum of 6 children will be under 12 years and no more than three children are under primary school age and only one child under 1 year old.

The numbers of children cared for at any one time includes the childminder's own children or family members whether or not they are present in the service.

The Care Inspectorate may vary the adult to child ratios to take account of special circumstances, such as siblings under 1, additional support needs, the layout of the premises or other special circumstances that support the best outcomes for children. Ratios will also be varied where more than one childminder works from the premises or the childminder employs an assistant.

The Care Inspectorate may, from time to time, update and change this guidance and will review in May 2019.