



### Sustainability

Employing a member of staff can be a costly mistake if you don't get it right. You need to be sure it's the right thing for your business. Recruiting when you don't need to can have major financial implications for your business. Below are some key questions to ask yourself before you start the recruitment process:

- Do you monitor your finances regularly?
- Have you completed a business review recently?
- Can you afford to pay another member of staff?
- Have you budgeted for another member of staff?
- Have you reviewed your adult:child ratios?
- Can you join rooms/age groups?
- Have you considered the number of children on your waitlisting and their potential start dates?

**Further information and support to help you review the financial implication can be found below:**

[Guidance to Support Business and Financial Planning](#)

[Sustainability Checklist and Breakeven Analysis](#)

### Adult:Child Ratios

Early years providers must fulfill the adult:child ratios set out in the [Statutory Framework for the Early Years Foundation Stage](#). The requirements state the minimum number of adults needed to supervise children based on the number of children and their age. In addition they also specify the minimum qualification levels required within the ratios.

Before making the decision to recruit you need to check your ratios. As the term progresses children's birthdays occur meaning ratios may also be able to change so it's important to review these regularly.

**Ask yourself are we over staffed, do we need to recruit?**



## Space and Time

Another consideration is the use of your building layout. If you currently have children divided into different age ranges and split across different rooms, consider whether you have options to merge groups of children to enable you to staff your setting more flexibly.

This could happen all day or at certain parts of the day to cover lunches or the quieter parts of the day, such as early starts, late finishes or over school holidays.

- What times of the day do you need more staff?
- Do you need more staff term time compared to school holidays?
- Are there days when you are particularly busy or quiet?
- Do you have days where staff are out of ratio participating in professional development?

You must meet the indoor space requirements set out in the [Statutory Framework for the EYFS](#)

You might find the [floor space information](#) useful for a mixed room of two and three year olds.

### Ask yourself...

**Can we be more flexible with space, do we need to recruit?**

**What type of staff do we need to meet demand? (Term time only / holidays / full time/ part time / bank staff etc)**

## Waiting list

Waiting lists are a key source of information when you are considering recruiting staff. It is important to review your waiting list regularly and plan staffing ahead. You need to review current occupancy levels and establish if you have any vacancies and whether you have enough staff to meet demand. If you do, you may decide not to recruit. However if you intend to take more children in you will need to consider how many more staff you will need to continue to meet adult:child ratios.

### Ask yourself...

**Can we meet demand with current staffing levels or do we need to recruit?**

**Do we need to recruit staff long term or short term? This will impact on the type of contract you issue (See job offers and contracts factsheet for more information).**

**Are existing staff willing to increase hours long term or short term?**



## Contingency Planning

Do you have a contingency plan in place to cover staff absence such as sickness, holiday or to allow them to attend training?

Do you have enough staff to cover?

It might be that you don't need to employ a full time employee but you may decide to employ bank or temporary staff as part of your contingency plan to enable you to continue to meet the adult:child ratios.

**Ask yourself ...**

**Can we meet demand with current staffing level or do we need to recruit?**

