

Organisation Policy

Rationale

In the Pre-School Centre, we are committed to organising the staff, resources and environment to ensure that we provide high level of outstanding practice that meets the needs of children. The safety and security of the children is paramount. We therefore ensure that there are always appropriate staff to maintain the minimum adult: child ratio.

The Pre-school Centre will ensure:

- the required adult: child ratios are met.

Under twos: 1:3

Two-year-olds: 1:4

Three-year-olds: 1:8

- the health, safety and security requirements relating to this policy are met.
- all new members of staff, including students and volunteers, receive a copy of the Policy for Organisation, and that this is discussed with them at induction.
- this policy is made available to all parents and carers.
- all staff, volunteers and students are involved in the implementation of the policy.
- staff are supported and given opportunities to receive regular training, so that they can develop their organisational skills in providing care that meets the needs of the children.
- the procedures for children's arrival and collection are carefully monitored always to ensure safety.
- We have a procedure that is followed if a child goes missing or is not collected.
- an efficient and effective registration system is set up for children, staff, and visitors.
- a key person system is provided to all our children.
- all records are kept securely, and items of confidentiality are respected and comply with all GDPR regulations.
- the resources and space are used effectively to meet the needs of children.

How the Pre-School Centre is run

Details of the following are received in your child's confirmation pack.

- session times
- how the children are grouped
- room organisation and the layout of the Pre-School Centre

- the daily routine of the Pre-School Centre
- the staffing structures
- arrangements for the management of staff and staff meetings, etc
- the deployment of staff, students and volunteers
- procedures for registration
- procedures for collecting fees
- procedures for children who are sick, on holiday, etc
- procedures for gathering information from, and sharing it with, parents and carers

Adult: child ratios and the use of staff

- The manager is super number 1.
- If management is absent, the deputies will take full charge.
- Volunteers are not included in the adult: child ratio for the sessions they attend regularly. They are supervised always by a qualified member of staff.
- Students who are on long-term, short-term or unplanned basis regular placement are not included in the adult: child ratio for the sessions which they attend, they are supervised at all times by a qualified member of staff.
- There will always be a minimum of (2) qualified adults in each room and any outside area where there are children. Children will not be allowed in a room or an outside area without supervision.
- When staff need to help a child to go to the toilet, or change a baby's nappy, the other children are not left unsupervised.
- When staff are absent the adult: child ratio is maintained through agency staff.
- When staff take breaks, the ratios are maintained.
- A Rota detailing routine duties is organised by the management team.

Outings

- If children are taken off the premises for an outing or walk in the locality, there will be at least (3) suitable staff, and a maximum ratio of (4) children to each adult.
- A risk assessment will be carried out, in line with the Health and Safety Policy before any outing.
- The practitioner will carry a mobile phone for use in an emergency.
- Details of the journey and visit, and a list of all children and adults leaving the premises, will be left with the manager/office who remains at the Pre-School Centre.
- An adequate number of staff will stay in the Pre-School Centre to care for the children who are not involved in the outing.

Key persons and groups of children

- The key person is a named practitioner who has responsibilities for a small group of children.
- They are there to help the child feel safe and secure.
- The role is important for both child and parent, and it is an approach set out in the EYFS.
- The key person will respond to children's needs and help them settle into a new environment, communication is paramount between parent and key person as these discussions hold key information about the child.
- A Key person will be a point of contact for parents.
- The key person is involved in planning for the individual child's needs, and records information on the child's progress and learning journal.
- When children are grouped for planned activities, the size of group will be determined by the activity and the needs of the children. This will be indicated in the planning documentation.

Organisation of space and resources

- Planning documents indicate how adults, resources and space are used for planned activities, child-initiated activities, free flow and continuous provision.
- The management team, in collaboration with the staff, are responsible for organising the resources and available space.
- The environment is kept clean and safe, and resources are checked regularly for damages and safety.
- The toilet and nappy-changing facilities are kept clean and hygienic, and regular checks are made through any session.
- During the day children move around the different areas. We make every effort to keep the flow of children safe and supervised, without restricting access to areas/rooms/outside.
- The daily routine of the Pre-School Centre is organised in a way that provides security, consistency and continuity for the children.

Registration

The management is responsible for keeping the following records up to date:

- records on individual children's details and specific needs.
- (3) emergency contact names and telephone numbers for each child.
- names, addresses, telephone numbers and emergency contact numbers for all employees, students and voluntary helpers who are working on the premises. These details are confidential and will be kept in a lockable filing cabinet.
- details of the persons who collect each child, and an additional contact name and address for emergency purposes (if a child is not collected).

- a record of the arrival and departure times of children and staff.
- a register of children's attendance. Registers will be ongoing.
- a record of all visitors. Visitors will be required to sign in and out/will be given a visitor's badge.
- a separate register which records any staff and children off-site on outings. (In the event of an emergency, the registers will be used to account for all children, staff and visitors on the premises.)

Staff training

- Job descriptions set out the roles and responsibilities of staff.
- Staff, students and volunteers are informed about the organisational routines and systems in the Pre-School Centre as part of the induction process.
- Training meets the welfare requirements of skills and qualifications, is identified through staff supervisions and appraisals, and is included in the Continuous Professional Development plan for training. This will be reviewed on an annual basis.
- staff rotas reflect the routine duties and care needs of very young children.
- individual children's routines are documented through enrolment forms and a diary system, and followed, in accordance with the wishes of their parents and carers.

Reviewed on 16.02.2024 by Saskia Gregory/Lisa Best

Next Review 16.02.2025