



Organisation Policy

Aim

We are committed to organising the staff, resources and environment to ensure that we provide high quality care that meets the needs of the children.

Our main concern is for the safety and security of the children. We therefore ensure that there are always sufficient staff to maintain the minimum adult:child ratio.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Implementation of the policy:

The Headteacher, EYFS Leader, Senior Management and the Governors ensure that:

- the required adult:child ratios are met.
- 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 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 will ensure their safety.
- a procedure is established that should be 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 worker system is provided to ensure consistency of care for individual children.
- all records are kept securely and items of confidentiality are respected.
- there is a system to timetable the hours and responsibilities of staff.
- the resources and space are used effectively to meet the needs of children.

Attached to this policy are documents which detail:

- session times (see whole school policy)
- how the children are grouped - classes or key worker groups
- the daily routine
- 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

- If the person in charge is absent, a Supply teacher will take full charge.
- Volunteers are included in the adult:child ratio for the sessions they attend regularly. They are supervised at all times by a qualified member of staff.

- Students/Apprentices who are on long-term, regular placement are included in the adult:child ratio for the sessions which they attend, as long as they are considered to be suitably competent and experienced. They are supervised at all times by a qualified member of staff.
- Students and volunteers who attend on a short-term or unplanned basis are not included in the adult:child ratio.
- In order to maintain the minimum ratio, and to ensure that there is always an adequate number of staff working with the children, general routine cleaning and maintenance tasks are carried out when the children are not on the premises.
- There will always be the minimum of qualified adults in each room and any outside area where there are children. No child will 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 child's nappy, the other children are not left unsupervised.
- When staff are absent the adult:child ratio is maintained, by supply teachers or suitable staff within the school.
- A rota detailing routine duties is organised by the person in charge.

Outings

- If children are taken off the premises for an outing or walk in the locality, there will be at least 2 suitable staff, and a maximum ratio of 1:6 children to each adult.
- A risk assessment will be carried out, in line with the Health and Safety Policy, before any outing. A suitably-qualified member of staff will take charge of the outing.
- The person in charge of the outing 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 Head teacher and Office staff who remain at school.
- An adequate number of staff will stay in Early Years to supervise the children who are not involved in the outing.

Key workers and groups of children

- Each child is allocated a key worker to ensure the continuity of his or her care.
- The key worker is responsible for registering the child's attendance.
- The key worker is involved in any planning for the individual child's needs, and records information on the child's progress.
- Information collected by the key worker is shared with the child's parents or carers, and other workers, to ensure continuity, consistency and progression for the child.
- 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.
- The person in charge, in collaboration with the staff, is responsible for organising the resources and available space.
- The environment is kept clean and safe, and resources are checked regularly for wear, tear and safety.
- The toilet facilities are kept clean and hygienic, and regular checks are made through any session.

- We ensure that the environment, including floor space and outdoor spaces, are fit for purpose, and suitable for the age of the children.
- During the course of 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 Early years is organised in a way that provides security, consistency and continuity for the children.

Registration

The person in charge, and the school office is responsible for keeping the following records up to date:

- records on individual children's details and specific needs.
- 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 person who collects 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 held in Early years and then sent to school office.
- 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 Early years as part of the induction process.
- Training meets the national standards of skills and qualifications, is identified through Performance management, and is included in the action plan for training. This will be reviewed on an annual basis.

Links, References and Regulations

Links to other policies

- Suitable Person
- Care, Learning and Play
- Physical Environment
- Safety
- Health
- Special Needs
- Child Protection
- Working in Partnership with Parents and Carers
- Documentation
- CPD
- Performance Management.

Children Act Regulations relating to our policy

There must be procedures to follow if a child is lost or a parent fails to collect a child.

The name, address and telephone number of the registered person, staff members, anyone living or employed on the premises and any other person who will regularly be in unsupervised contact with the children, must be kept on the premises.