

Organisation Policy

Rationale

In the Pre-School centre 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 is always sufficient staff to maintain the minimum adult: child ratio.

Implementation of the policy in Peasmarsh Flying Start Pre-School

In the Pre-School we will ensure that:

- The required adult: child ratios are met. At least one member of staff to each 8 children and more if there are younger children present.
- The health, safety and security requirements relating to this policy are met.
- 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.

How the Pre-School is run

Below in this policy, are details of:

- Session times.

- The daily routine of the Pre-School.
- The staffing structure.
- A rota detailing routine duties is organised by the person in charge.
- When staff take breaks the ratios are maintained according to the agreed rota, for which the Supervisor is responsible.

Outings

- If children are taken off the premises for an outing or walk in the locality normal ratios will be maintained.
- 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 senior person who remains at the Pre-School centre.
- An adequate number of staff will stay in the Pre-School centre to supervise the children who are not involved in the outing.

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 and nappy-changing facilities are kept clean and hygienic, and regular checks are made through any session.
- 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 Pre-School is organised in a way that provides security, consistency and continuity for the children.

Registration

The person in charge 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 ongoing.
- A record of all visitors. Visitors will be required to sign in and out.
- 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.).

Staffing and Employment

- A high adult/child ratio is essential in providing good quality Pre-School care.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- Staff training meets all regulatory requirements. In addition we aim to ensure that at least half of our staff hold the Diploma in Pre-School Practice or an equivalent qualification, and all staff hold or are working towards qualifications appropriate for their position in the group.
- Our Pre-School's budget includes an allocation towards training costs.

Session times

We are open between 8.30am and 3.30pm, Monday to Friday during East Sussex Local Education Authority term time.

Daily Session Routine

A typical session is as follows:

When each child arrives in the morning, they are welcomed by one of our team and are able to choose from a number of activities. These would typically include:

- role play in our playloft. The playloft is a two-storey model house complete with kitchen, washing machine, cooker and upstairs a large play area. We adapt it to fit current learning themes (e.g. turning it into a shop or a castle);
- building with construction toys such as Duplo and Lego;
- using modelling clay, dough, crayons or paints;
- playing with floor toys, for example, trains, cars, farm animals or the dolls' house;

- doing jigsaw puzzles;
- looking at stories in our cosy 'book corner';
- playing with water, sand, pasta or rice;
- using technology, including our interactive white board, computers, camera and microscope; and
- cooking.

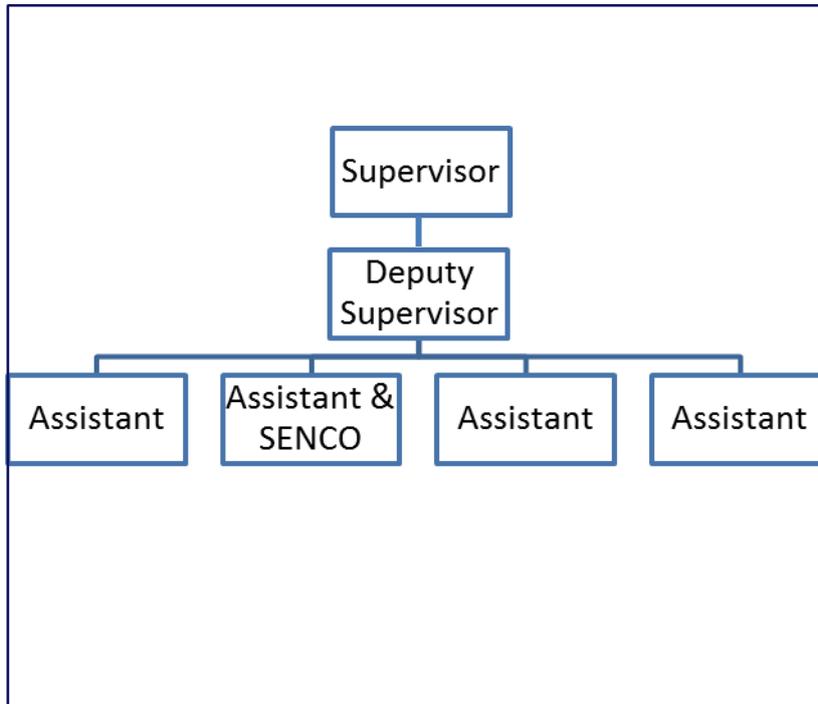
Play is free flow during this time; the children choose whether to play indoors or outdoors and are able to move between the two whenever they wish. During the free play, we have a rolling snack time where the children can come and help themselves to a healthy snack and milk or water. They are encouraged to find their own name card and match it to their plate and cup before preparing their own food.

After this, we encourage the children to help us during 'tidy up time' before sitting down together with our team for the register, songs, rhymes, letters and sounds. We set aside time for the children to share their news with the group and we love it when they bring in photos and objects from home to highlight what they have been up to.

This is usually followed by some physical activity aimed at developing children's co-ordination and gross motor skills. This could be music and movement, visiting the Forest School, throwing and catching, playing on ride-on toys or with the parachute, or practising getting changed for P.E in the school hall or on the playing fields. At lunch time, the children help to set the table and then sit down with our team to enjoy their meal together. We think this encourages both their social skills and their table manners!

During the sessions, each child's interests are observed by their dedicated key worker and all staff get together to create a continuous daily plan for each child to enhance those interests. Every child has a Learning Journey, a folder where their progress and next steps are recorded. This is always available for parents to view and discuss with their child's key worker.

Staff Structure



A rota detailing routine duties is organised by the person in charge

Adoption of Policy

This policy was adopted at a meeting of the committee of Peasmarsh Flying Start Pre-School on Pre-School premises on:

Date:

Signed on behalf of the Pre-School:

Print name of signatory:

Witnessed by:

Print name of witness:

Agreement to adhere to policy by Pre-School staff

I confirm that I have read and understood this policy:

Name of staff member: Dawn Bull

Signature:

Date:

Name of staff member: Julie Stevens

Signature:

Date:

Name of staff member: Sarah Sturmer

Signature:

Date:

Name of staff member: Vonni Haydon

Signature:

Date:

Name of staff member: Rowena Tucker

Signature:

Date:

Name of Student/ Volunteer:

Signature:

Date: