

EYFS Organisation Policy

ENABLING ENVIRONMENTS: 3.1 Observation, Assessment and Planning, 3.3 The Learning Environment

(supports EYFS 1.3 Keeping Safe)

(supports EYFS 2.1 Respecting each other and 2.4 Key Person)

(supports EYFS 4.1 Play and Exploration)

Rationale

In Queen's Pre-Prep and Nursery 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.

Implementation of the policy in Queen's College Pre-Prep and Nursery

The senior management team must 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.
- 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 Early Years Foundation Stage is run

Attached to this policy is an Early Years Booklet which details:

- session times
- how the children are grouped
- room organisation and the layout of our school
- the daily routine of the Nursery and Reception
- the staffing structure
- arrangements for the management of staff
- 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

- If the person in charge is absent, another senior member of staff 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 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.
- The person in charge organises a staff rota to cover the hours that the school is open.
- 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 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, the other children are not left unsupervised.

- When staff are absent the adult: child ratio is maintained. Where this is not possible, parents are contacted and asked to take their children home.
- When staff take breaks the ratios are maintained according to an agreed rota.
- 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 an appropriate number of suitable staff to maintain a high adult: pupil ratio.
- 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 school.
- An adequate number of staff will stay in the school to supervise the children who are not involved in the outing.

Lost or Missing Child Procedure

- In the event of a child being lost on the school premises the member of staff responsible for that child will immediately inform all other staff in the immediate vicinity and carry out a thorough search. If they are still not found, junior, senior and ground staff of the college will be informed. Parents and police would then be contacted if the child continued to be lost.
- If a child should become lost whilst off site. The member of staff responsible for the child would immediately contact venue managers/police to organise a thorough search.

Staffing the groups of children.

- The staff are involved in any planning for the individual child's needs, and records information on the child's progress.
- Information collected by the staff 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.
- 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.
- The daily routine of the school is organised in a way that provides security, consistency and continuity for the children.
- If a child has failed to be collected at the end of the school day, the child is taken over to the junior boarding house where the member of staff on duty would continue to try to make contact with parents/carers by phone.

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 in the nursery.
- a register of children's attendance. Registers will be held in individual classrooms.
- a record of all visitors. Visitors will be required to sign in and out at nursery. Pre-Prep visitors register with the Junior Secretary on arrival and will be given a visitor's badge.
- a separate lists/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 our school as part of the induction process.

- Training meets the national standards of skills and qualifications, is identified through staff appraisal, and is included in the action plan for training. This will be reviewed on a regular 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

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.

References

[DCSF, EYFS Sept 2008 Statutory Framework: Organisation p37](#)

Review: The Early Years team will review the policy every two years.

Date: March 2010

Signed: