

# **Hull Collegiate Prep School**

## **Foundation Stage**

### **Organisation Policy**

#### **Rationale**

In the Foundation Stage department we are committed to organising the staff, resources and environment in ways that ensure that we provide high quality care that meets the individual needs of all our children. All children are given appropriate opportunities to develop through a variety of experiences in a risk-controlled environment.

*“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.” EYFS Statutory framework 2008*

#### **Implementation of the policy**

**The Foundation Stage Coordinator and management team ensure that:**

- The required adult:child ratios are met;
- The health and safety requirements relating to this policy are met;
- All new members of staff, including students and volunteers, receive a copy of this policy, and that this is discussed during their 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 person 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 Foundation Stage department is run**

Documents/information kept within the school and Foundation Stage classes detail:

- Session times;
- How the children are grouped;
- The daily routine of the department;
- 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**

- Administrative and management duties are carried out by the Foundation Stage coordinator in conjunction with the leadership team and administrative staff.
- If the Foundation Stage coordinator is absent, the deputy/supply/Prep School Head will take full charge.
- The relevant staff:child ratios of 1:13 (where a qualified teacher/Early Years Professional/Level 6 is working with the children), or 1:8 (where a qualified teacher/Early Years Professional/Level 6 is not working with the children) are maintained. No child will be allowed in a room or outside area without supervision.
- The proportion of staff holding level 3 and level 2 qualifications are maintained.
- Volunteers and visitors are not included in the adult:child ratio. They are supervised at all times by a qualified member of staff.
- Students who attend on a short or long-term placement are not included in the adult:child ratio. They are supervised at all times by a qualified member of staff.
- The Foundation Stage coordinator 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 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.
- When staff need to help a child to change or go to the toilet, other children are not left unsupervised.
- When staff are absent the adult:child ratio is maintained through supply cover or redeployment of staff or children within classes. If this is not possible, parents/carers will be contacted and asked to take their children home.
- When staff take breaks, supervision of children is maintained according to an agreed rota.
- Rotas detailing routine duties are organised by the foundation Stage coordinator.
- If a child is not collected, a designated member of staff will stay with the child and request that the administrative staff contact the parents/carers.

- In the case of a missing child the school's action plan will be followed.

### **Outings**

- If children are taken off the premises for an outing or walk, at least 2 staff will accompany them, and appropriate ratios of adults:children will be used for the activity.
- A risk assessment will be carried out and approved, in line with the health and Safety policy, before any outing. A suitably qualified member of staff will take charge of the outing.
- Staff will carry at least one mobile phone for use in an emergency.
- Details of the journey and visit, and a full list of children and adults leaving the premises, will be left with the designated member of staff who remains at school.
- An appropriate number of staff will remain in the classrooms to supervise any children who are attending school and not involved in the outing.

### **Groups of children and their key person**

- Each child is allocated a key person to ensure the continuity of his or her care.
- The key person is responsible for registering the child's attendance.
- The key person is involved in any planning for the individual child's needs, and records information on the child's progress.
- Information collected by the key person is shared with the child's parents/carers and with other workers, in order to ensure continuity, consistency and progression for the child.
- When children are grouped for planned activities, the size of the 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 Foundation Stage Coordinator, 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 changing facilities are kept clean and hygienic, and regular checks are made during sessions.
- During the course of the day children have access to numerous different areas, and are supervised appropriately as they move between these.
- Our daily routine is organised in a way that provides security, consistency and continuity for the children.

### **Registration**

The foundation stage Coordinator, school management and administrative staff are responsible for keeping the following records up to date:

- Records on individual children's details and specific needs;

- The full name and date of birth of each child, address(es) of parents and carers, primary address and emergency contact details;
- Details of adults authorised to collect individual children;
- The names, home addresses and telephone numbers of the Heads of Schools, Foundation Stage Coordinator and all other staff and persons working with the children;
- Daily registers of children's attendance and departure kept in Key person groups;
- A record of the arrival/departure of staff;
- A record of all visitors. Visitors will be required to sign in and out/will be given a visitor's badge.

### **Staff training**

- Job descriptions set out the roles and responsibilities of staff.
- Staff, students and volunteers are informed about the organisational routines and systems as part of the induction process.
- Training meets the national standards of skills and qualifications and is identified through ongoing staff appraisal. The departmental action plan is reviewed as training needs are identified and on an annual basis.

### **Links to other policies**

- Suitable Person
- Key Person
- Care, learning and play
- Physical Environment
- Safety/Health/Health and Safety
- Special needs
- Child protection
- Working in Partnership with Parents and Carers
- Documentation

### **Additional regulation relating to the policy:**

*Pupil registration regulations 2006*

March 2010 JAM

To be reviewed March 2011

*If you have any concerns regarding this policy please discuss them with Mrs Maltby*