

# Organisation Policy

## Aim

In Sidcup Baptist Church Playgroup 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 ratios.

## Implementation of the policy in Sidcup Baptist Church Playgroup

### The management committee 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 (see operational plan).
- 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.
- the resources and space are used effectively to meet the needs of children.

## **How Sidcup Baptist Church Playgroup is run**

Attached to this policy are documents which detail:

- session times
- how the children are grouped
- room organisation and the layout of our playgroup
- the daily routine of our playgroup
- the staffing structure
- arrangements for the management of staff (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**

- On a Tuesday and Thursday, respectively, the deputy/SENCo and the person in charge are extra to the required number of staff so that they can carry out administrative and management duties.
- If the person in charge is absent, the deputy will take full charge.
- Volunteers are included in the adult:child ratio for the sessions they attend regularly, 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 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 playgroup is open.
- In order to maintain the minimum ratio (1:8 for 3 & 4 year olds and 1:4 for 2 year olds) 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 at least one member of staff 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. Minimum ratios are maintained at all times.

- 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. The person in charge holds a list of suitable persons who are available for supply cover. In the event of none of these persons being available the person in charge will include herself in the adult:child ratio and leave her administrative duties for another day.
- 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 adults, and a maximum ratio of 2 children to each adult.
- A risk assessment will be carried out, in line with the Health and Safety Policies, 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 playgroup.
- An adequate number of staff will stay in the playgroup to supervise the children who are not involved in the outing.

## **Key persons and groups of children**

- Each child is allocated a key person to ensure the continuity of his or her care.
- 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 or carers, and other staff members, 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.

## **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 session children move around the different areas. We make every effort to keep the flow of children safe and supervised, without restricting access to areas unless for reasons of safety.
- The daily routine of the playgroup 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 cupboard.
- details of the person who collects each child, and at least one other 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 kept on the staff table.
- a record of all visitors. Visitors will be required to sign in and out.
- a note is kept in the 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 playgroup as part of the induction process.
- Training meets the national standards of skills and qualifications, is identified at staff meetings, during supervision meetings and in consultation with the Early Years Advisors. This will be reviewed on an annual basis.

# References and Regulations

## **Reference to Early Years Foundation Stage safeguarding and welfare requirements**

Providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

Staffing arrangements must meet the needs of all children and ensure their safety.

The premises and equipment must be organised in a way that meets the needs of children.

## **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.

## **References**

Department for Education: Statutory Framework for the Early Years Foundation Stage (2017)

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