

Organisation Policy - Policy 2

Updated: October 2022

What are the contents of this Policy?

Section 1	What is the general information about this Policy?
Section 2	How does the Organisation Policy work and who is responsible for this Policy?
Section 3	What are the aims, responsibilities and remit of this Policy and the operational plan?
Section 4	How do we manage the end of year closure in December?
Section 5	How do we manage the end of financial year on 31 st May or the last working day in May?

Section 1

What is the general information about this policy?

The general information about this policy follows below and includes relevant policies that also apply.

What other Policies are relevant?

All other policies are relevant but in particular:

- Staff Policy – Policy 1
- Parent and Carer Partnership – Policy 12
- Data Protection Policy – Policy 14

What are the aims of the policy?

This policy ensures the nursery upholds this statement from the Early Years Foundation Stage (EYFS): "Providers must take all necessary steps to keep children safe and well". The purpose of this policy is to ensure that all organisational tasks are documented, planned for, and implemented as smoothly and efficiently as possible. This policy also details how each nursery must organise their care to meet ALL legislation and recommendations set by the government.

What does the Policy statement tell us?

We endorse this statement from the EYFS: "Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them".

What is the staff responsibility for this policy?

The Nursery Managers have responsibility for implementing this policy. Our Nursery Coordinator or Nursery Director oversee any issues.

Who does this Policy apply to?

This Policy applies to all members of the nursery community. This includes staff, students, parents or carers, specialist teachers, early years professionals, and any other visitors.

Who is responsible for monitoring this policy?

The Nursery Managers are responsible for monitoring this policy. The most senior member of staff on duty is responsible for the policy implementation. The Company Director oversees monitoring of this policy.

What is the procedure for policy review?

This policy will be reviewed periodically. Reviews may be required as a result of research, training, statutory changes in child care, the children's needs, parental consultation, police advice or suggestions from courses attended by staff. The Company Director is responsible for policy review.

What do we do if the law changes in any area or legal advice is required?

The Nursery Director regularly updates policies when the law changes. Senior team members refer to our Solicitors on all cases relating to staff conduct, employment law or rights, staff expectations, and other

Organisation Policy - Policy 2

Updated: October 2022

updates. The Nursery will follow all legal requirements at all times. It is the Nursery Manager's responsibility to ensure the correct action is discussed with the Company Director and then implemented accordingly.

Section 2:

How does this Organisation Policy work and who is responsible for organisation in the Nursery?

Nursery organisation is complex and runs through every policy.

How does the Management structure work and what is the role of Suitable People?

The Nursery Manager, who would usually be supernumerary, is responsible. In the absence of the Nursery Manager, the Deputy Manager or Third-in-charge is responsible. As detailed in the staffing policy, an assessed and authorised Children-First Suitable Person must be on site at all times. If, in an absolute emergency, the Suitable Person needs to leave the nursery site, a Children-First Suitable Person must travel to the nursery to cover as a matter of extreme urgency. During this short period the Nursery must ensure that Suitable Persons are contactable either at another nursery or through other means and leave these contact details with the senior on duty at the original nursery. All other management staff in the company must be informed of this at the time. The Company Director and Nursery Co-ordinator must be informed of this contingency at all points during the delay or a Children-First Suitable Person arriving.

What are the Nursery's contingency arrangements for staffing?

It is preferable to increase part time staff hours or use our regular supply staff to cover absence. The Nursery Manager is responsible for maintaining a pool of suitable cover staff who have flexibility to work additional hours where possible. Agency staff must only be used if there is no alternative, and the Company Director has given agreement. The company has an agreed agency to use in such a situation. No other agencies may be used without prior authorisation. If the Company Director is not available, then the Nursery Co-ordinator must be contacted before booking agency staff.

What about staff breaks?

Staff are entitled to breaks as agreed. Nursery Managers are responsible for redeploying staff, employing part time staff and providing cover. If cover is not available, staff breaks will be reassessed and adapted if needed to ensure the safety of the children at all times. Staff breaks are unpaid. The minimum break allowance is below. It is at the Nursery Manager's discretion to give more time if an employee requires this:

- 6 hour shift – 30 minutes (unpaid)
- 8 hour shift – 60 minutes (unpaid)

How are the children grouped?

Each nursery has developmentally appropriate rooms for the children to be based in. The age-groups of these rooms may vary as the EYFS and children's development requires them to do so. Regardless of any adaptations, legal ratios will always be maintained at all times based on the children in attendance on each day.

What are the nursery requirements for staffing ratios and qualifications?

We require that when the nursery is in operation there must be a Level 3 qualified staff member in each room. 50% of the remaining staff on duty must be qualified to a minimum of level 2 (as defined by the EYFS). There must always be at least one Children-First Suitable Person on duty at all times.

Staff are required to have the following minimum qualifications before being placed in a job role:

- Trainee and unqualified staff – no qualification required. Staff member must be encouraged to complete professional training. Some staff, such as apprentices are contractually obliged to complete training courses in order to continue employment with the company.
- Nursery Nurse – A full and valid Early Years qualification Level 2 or above.
- Room leaders – A full and valid Early Years qualification Level 3 or above.
- Deputy Nursery Manager – A full and valid Early Years qualification Level 3 or above.
- Nursery Managers – A full and valid Early Years qualification Level 3 or above, preferably an Early Years degree or Level 5 and above qualification. Nursery Managers are encouraged to complete additional Leadership & Management training.
- All staff to be at least Level 2 qualified in safeguarding children. The company is committed to have all staff holding full and valid paediatric first aid certificates, and has a training programme which enables refresher training to be held through the year. The Company has the Millie's Mark award which means that all staff are trained in first aid.
- The following staffing ratio is mandatory minimum safety standard, as defined by the EYFS: Under 2 years - 1 adult to 3 children between 2 and 3 years - 1 adult to 4 children Over 3 years - 1 adult to 8 children
- Exceptions to ratio requirements must only be made in limited circumstances such as when children are sleeping and staff are in the building working on other tasks. Breaks must be staggered to ensure

Organisation Policy - Policy 2

Updated: October 2022

When suitable staffing is available should children wake up. The EYFS states "Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made". Children-First employ morning, lunch and evening cover staff when required.

What is the role of the Key Person or Key Worker?

The key person is responsible for coordinating information about the child's individual development, preferences and needs and maintaining daily and long term records. They must share this with other workers and parents to ensure continuity of care. Key persons must be involved in the room planning. The key person's roles are described in their job descriptions which form part of staff contracts. The key person must ensure that, for each child, there is a balance of free play and adult led activities delivered both in indoor and outdoor. Key persons must plan future activities from sensitive observations of individual children to ensure that each child's needs are met. The person is responsible for ensuring smooth settling of children both in the nursery and when the child progresses to a new room or group. Key persons must ensure they develop a strong bond with the child and parent and offer a genuine close and settled relationship. The key person should meet the needs of each child in their care and respond appropriately to the child's needs, feelings, ideas and behaviour. The children's groups and key persons groups must be clearly displayed in the Nursery. The Nursery Manager is responsible for organising these groups according to the children's needs, parental wishes and the physical structure of the Nursery. A constant dialogue with parents is essential to ensure adherence to Parent Partnership Policy and providing constant updates to parents on all matters relating to their child.

What is the staff responsibility?

All staff have job descriptions which give a detailed picture of their roles within the nursery. Staff training is offered through induction, staff meetings, in-house training sessions, online courses, and outside providers. Staff have a responsibility to take full advantage of these opportunities. There is an appraisal system in place which offers further scope for personal development.

What about staff records?

Staff records are confidential and available only to the named member of staff, the Nursery Manager, the Nursery Company Director and Inspectors. Records are subject to Data Protection laws, the company Data Protection policy, and are kept in locked filing cabinets. Any staff accessing ANY data without prior authorisation is considered to be in breach of company policy and is liable for disciplinary procedure. This may result in suspension and dismissal from employment. Staff personal data may not be shared with other staff or parents without their prior written permission. This includes, but is not limited to, phone numbers, email addresses, payslips, employment history and staff records.

What happens to staff records when they leave?

The Nursery Manager is responsible for all data handling on a day to day basis records must be kept for six years.

What about children's daily registration records?

Daily registers are produced by the nursery management programme. The time of arrival and departure is recorded on these. These are archived and kept for three years after a child has left. Senior staff participate in registration. Nursery Managers are responsible for placing registers in accessible places for staff and storing completed registers. The Nursery Manager is responsible for designating staff that collect the registers in an emergency.

Whose responsibility is it to complete domestic activities?

Each Nursery employs a Chef who is responsible for all aspects of the ordering and preparation of food, cooking and clearing up. The Nursery employs out of hours contract cleaners to ensure continuity. They are responsible for cleaning and deep cleaning the premises. The nursery staff also clean toys and boxes on a daily basis for babies under one, and a weekly basis for over ones. Toys and boxes are cleaned daily if there is a communicable disease or illness and on an "as needed" basis – e.g. accidents / spillages of bodily fluids, etc.

Section 3

What are the aims, responsibilities and remit of this Policy and the operational plan?

The aims, showcase organisation and roles across the Nurseries.

What plan does Children-First.info have?

This plan covers the nurseries that are owned and operated by Children-First.info. The buildings are architect design refurbishments of appropriate buildings. Safety and security have been uppermost in the planning of the premises which are refurbished to the highest standards to meet the health, safety, social and learning needs of very young children. The nurseries all benefit from a specialist garden play surface which cushions

Organisation Policy - Policy 2

Updated: October 2022

young children as they play. Equipment, resources, furniture, the buildings and garden play areas are updated regularly to ensure the highest standards are met. The Nurseries have been registered with local Fire officers, environmental health officers, Food hygiene, pest control, Ofsted and have full planning consent and public liability insurance. The nurseries are ideally situated for parents working at home, further afield or who need time to pursue interests. For these reasons we offer huge flexibility of care and sessions. The Nurseries provide full day care for the following hours:

- of the Queens 8.00 a.m. - 6.00 p.m. at Independent Place Nursery
- 7:30 a.m. – 6:30 p.m. at both Nurseries

All nurseries are open throughout the year excluding the annual festive closure in December and January. Exact dates of closure vary from year to year. Nurseries are also closed on Bank Holidays. The Nurseries have a creative, happy, homely environment where children flourish. Activities at the nurseries are carefully planned and structured to be appropriate to the different age groups. Our on-line Eylog journal keep parents and carers extremely well informed of their children daily activities. Full day care is regulated and inspected by Ofsted under the Early Years Foundation Stage Statutory Framework. We have supernumerary staff and more qualified staff than legally required. There is both ongoing outsourced and in-house training for all staff. Junior staff are supported in their development to gain qualifications. There is a professional appraisal system. Senior staff undertake self-development and areas of further Management training. All staff have an EYFS / Ofsted required enhanced DBS check. References are always double checked. There are a package of ongoing development and rewards to motivate and encourage long service. Our 'Parent Partnership' policy includes open evenings, a keepsake photo board, parent information boards, child profiles, daily handovers, feedback, monthly newsletters, open appointments, individualised settling programmes for new children and a detailed prospectus. We have comprehensive policies for all key areas concerning the children that are closely allied to the EYFS requirements. All Policies are on our website www.children-first.info We display copies of policies in the Nursery. We invite parents to have copies of policies. Policies and procedures are regularly developed and reviewed in the light of statute, research and training.

Section 4:

How do we manage the end of year closure in December?

There needs to be a clear structure to ensure the Nursery is ready to close and reopen.

What is the annual closure plan?

During the month of December, it is the Nursery Manager's responsibility to ensure that the subsequent list is followed and implemented. It is essential that all tasks are completed before the last day of opening: that is before the festive closure. Opening and closing times may vary from year to year; staff and parents will be given notice of any changes the annual closure details. Actions are the Manager's responsibility. Important actions in relation to data include.

- Box up paperwork to be shredded in the relevant timescale stated in the Data Protection Policy.
- Archive files for any children, staff, students, or specialist teachers who have left the nursery in the last year. **Staff files must be kept for 6 years after leaving and stored safely in the Nursery. Children's files must be kept for 25 years.**
- Prepare the shredding documents for the Company Director which have reached their expiry time according to the Data Protection Policy. Paperwork for shredding must be removed from ring binders and all plastic and plastic wallets must be removed. In the interests of the environment this should be reused.
- Reuse old boxes from deliveries for paper work, for shredding.
- Boxes must be marked shredding.
- Shred paperwork such as nappy charts during December for play.
- Other essential tasks include:
- For last week and part week of opening reduce food orders to ensure virtually all food is used.
- Ensure the fridge and freezer are turned off and left empty and cleaned out/defrosted. Their doors must be left open for reasons of hygiene.
- Unplug all electrical equipment where possible. Switch off built in or other electrical appliances at their fused switch spur.
- Ensure that breakfast cereals, pasta meal for lunch and an easy tea is left in cans, bottles, bags and boxes to make fresh on first day of opening in case internet shopping does not arrive.
- Book and order shopping for first day of opening early in the day so that children will have fresh food from reopening
- If closing at early on the final day, all staff must be on the same shift 7:45am – 4:30pm. Times vary from year to year, advance notice will be given.
- All festive decorations must be taken down, and new January displays put up before the close.
- Live festive trees must be disposed of properly. They must not be left in the car park or around the nursery.

Organisation Policy - Policy 2

- **Updated: October 2022**
All toys and resources must be cleaned and washed thoroughly. This should be started on the Monday of the last week
- Tea for all children must be given and mince pies for parents must ready for the early close.
- Times vary from year to year, advance notice will be given
- Nursery must be left absolutely pristine and ready for children in the New Year with fresh displays of children's work.
- All furniture to be pulled out for deep contract cleaning
- New children in January to have pegs and trays ready, send welcome pack out before, so they can get the invoices settled and ensure standing orders are set up.
- Check all plug sockets, ensure everything is switched off properly and not on standby.
- Check all windows are securely locked and nothing will fall and set off alarm.
- All small appliances must be unplugged.
- All doors must be locked properly even if the cleaner is already present including the front door.
- The central heating must be switched on a low setting, not off.
- During the last week have a clear out of coats and shoes from the staff room; inform staff anything left over Christmas will be cleared out.
- Ensure all parents take everything home from pegs.
- Ensure all nursery washing is fully completed. Washing must not be left in driers or hung out to dry.
- Inform all refuse collections of nursery closure dates.
- Ensure cleaning company are aware of deep clean duties to take place whilst nursery is closed with a clear list by email.
- Blinds and or curtains must be closed.
- Central heating **must** be turned down to minimum.

Section 4

How do we manage the end of financial year on 31st May or the last working day in May?

We manage this in a structured and organised way described below.

What do Managers need to do?

The Nursery financial year runs from 1st June to the 31st May. If the 31st May falls at the weekend, the last working day of the year is the end of the year. If the 1st June is a weekend, the new year starts on the first working day after 1st June. Nursery Managers must set aside time in the run up to the end of May to ensure all of the tasks below are completed in full. The actions on the Management Schedule will be required to be completed as usual, although some may need to be brought forward slightly to ensure full completion. The end of year tasks are below in date order. Tasks must be completed on the specific date or last working day before. Where an open window of several dates is given they must be completed within the dates given. Managers absent for the specified dates due to annual leave must ensure that the tasks are completed before leave.

What tasks are required for end-of-year paperwork and what documents are required by head office?

- There are a number of tasks that need to be compiled on 31st May. All these documents and papers below need to be included in the Year End pack to be prepared for the Company Director. Print the chart below and use it to ensure all tasks are complete then place it in the Year End papers as a record. Actions are:
- Petty cash - please ensure that the sheets are completed correctly for the previous 12 months. Complete the annual log sheet for every month. Once complete please ask Deputy Manager to check and countersign.
- Credit card log – record of spends and receipts of credit cards divided by months.
- Year End fees sheet – logging any outstanding fees from previous 12 months.
- Invoices, government funding, remittance advice, receipts – all documents divided by months
- Debt write offs – gain head office consent, print account details and email of consent to write off.

Organisation Policy - Policy 2

Updated: October 2022

End-of-Year paperwork sign off:

Week in May	Tasks to be completed	Nursery Manager sign as complete
First week	<p>Complete all stock orders from suppliers for the full month other than groceries. Pay by credit card at time of order – ensure enough stock to last until second week of June. (Food can be ordered weekly).</p> <p>Check there are no outstanding invoices from any suppliers for the previous 12 months.</p> <p>Send details of any overdue accounts to Sarah and discuss possible write offs.</p>	
Second week	<p>All fees from May must be settled in full.</p> <p>Confirm with Company Director any fees which are due to be written off for last financial year. Write off with code provided by Sarah. Print and file each final statement in annual folder.</p>	
Third week	<p>Email payroll and suppliers payments to accountants as per normal schedule.</p> <p>Ensure any parental refunds are included.</p>	
Final week	<p>Update annual petty cash totals log ready for collection, checked by Deputy Manager.</p> <p>Print May fees sheet and put into the Year End Papers</p> <p>Collect all credit card receipts with the statement in a folder ready for head office.</p>	
1 st June	<p>Calculate June fees.</p> <p>Head Office send through from all June credits from 22nd May to 1st June.</p> <p>Update accounts with June credits.</p>	

