

1.5 Management and Administration

Newton Flotman Pre-School is a registered charity and is managed by a management committee. The committee operates to the Early Years Network Constitution.

1.5.1 Confidentiality Policy

Information received by the setting is often confidential and in order to maintain parent's confidence in our professional approach to this information our setting ensures:-

- All parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to information kept on other children and their families.
- Feedback given to parents on their children's progress will be given directly to the parents unless they state a third party can be involved e.g. childminder.
- Information about a child's medical needs or status ie. HIV or concerns about Child Protection issues will be kept in a separate file and will only be available to authorised personnel.
- Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting.
- Information about individual members of staff will not be given out to anyone without permission of that person except in the case of Safeguarding.
- Newton Flotman Pre-school is registered with Data Protection.

1.5.2 Emergency Closure Procedures

In the case of emergency evacuation we transfer children and staff to Newton Flotman Primary School. The parents/carers will be contacted by a member of staff and informed about the closure and whereabouts of the child/children. The staff and children will remain at the primary school until the children are all collected by a parent/carer.

In addition to the first aid kit, care plans & medication, mobile phone, daily register and contact details, the pre-school had an evacuation bag containing essentials which would be required if we were unable to return to our setting in the case of a full evacuation. This includes: plastic gloves, tissues, foil blankets, bottled water etc.

There are times when Newton Flotman Pre-school may need to close for a variety of reason. It is essential that we have contingency plans in place to ensure that any closure operates smoothly and effectively with little or no disruption to parents, practitioners and children.

We have detailed our guidance below to use in the event of an emergency closure. Emergency closure procedures may be put into practice in the event of any of the following:

- Fire damage
- Flood
- Snow and ice
- Natural disasters
- High level of sickness with practitioners or children
- Pandemic or outbreak of notifiable disease
- Loss of heating, water or electricity
- Gas leak
- A bereavement
- Damage to buildings, such as vandalism

The pre-school leader has overall responsibility to make a decision to close Newton Flotman Pre-school. Parents will not be charged for closures. Any payment already made will be reimbursed. The manager is responsible for contacting ofstead as necessary. Pre-school have an incident log where closure of the setting is documented.

1.5.3 Ratios of Adults to Children

The ratios required for Pre-School to operate are:

- Between 2 years and 3 years of age 1 : 4
- Age 3 to 5 years of age 1 : 8

In practise the Pre-School always tries to operate above these ratios.

1.5.4 Fees

The fees ensure a place at Pre-School for half a term. The fees are reviewed annually by the Committee at the Annual General Meeting.

There is no registration fee.

Fees are paid at the start of each term, and no refunds are given if a child leaves or is absent during the half term. In the case of a long term absence, the matter will be reviewed at the end of each half term.

Parents are advised of the fees due at the start of each half term.

If fees remain unpaid by the end of the half term, the child/children will not be permitted to start the next half term until the arrears have been paid.

Outings, treats, parties etc. are organised by the Committee and Staff and generally paid for by monies raised at fund raising events. Any additional costs will be notified separately.

It is not the policy of the Pre-School to subsidise or sponsor places.

There is a minimum of half a term's notice if you need to withdraw your child from the Pre-School.

We accept 2year old funding which can be applied for by calling 03448008020 or visiting www.nofrolg.gov.uk/take2

All children are funded for 15 hours from the term after their 3rd birthday.

1.5.5 Community Liaison & Transition policy

The Pre-School sends a representative to the Village Hall Committee meetings, and also take part in other village organisations including village fetes.

Visits are made to and by the Primary School on regular occasions throughout the year. The staff liase closely with the school to ensure continuity for the children.

We try to ensure a smooth transition for pupils between pre-school and school. We implement a range of strategies and activities to ensure a smooth and happy transition.

Aims:

- To provide a smooth transfer from home to pre-school or pre-school to school.
- To ensure that the children's emotional well being is a priority.
- To ensure good communication between staff, parents and pupils.

Home to Pre-school.

We have an open morning in the summer term for all parents in the village and surrounding area. Parents/carers can register their children immediately or at a time convenient to them.

Children are given the opportunity to visit the setting in order to 'stay and play' with their paretns/carers. This gives staff and parents the opportunity to liaise and discuss the child's individual needs.

Staff will visit the children in their own home if the parent/carer wishes.

Pre-School to School.

During the year the pre-school will visit the school. This is a planned visit to the reception class or to the school hall, this familiarises the children with the school environment. The reception class teacher also visits the children in pre-school. This give the teacher the opportunity to see the children in the pre-school environment.

The pre-school prepares the children for school with various activities including changing for PE and offering a book to take home and look at and return each week.

Pre-school has a book of the school, this includes classrooms, activities and adults that the children can look at.

Pre-school prepares a transition report that is shared with the school with parental permission.

1.5.6 Student Placement Policy

Newton Flotman Pre-School recognises that qualifications and training make an important contribution to the quality of care and education provided by early years settings. As part of our commitment to equality we offer placements to students undertaking early years qualifications.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

We require students to meet the “suitable person” requirements of Ofsted.

We require schools placing students under the age of 17 years to vouch for their good character.

We supervise students under the age of 17 at all times and do not allow them to have unsupervised access to the children.

Students are not counted in our staffing ratios.

We take out employers’ liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

We require students to keep our confidentiality policy.

We co-operate with student’s tutors in order to help them fulfil them requirements of their course of study.

We provide students, at their first session, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

We communicate a positive message to students about the value of qualifications and training.

We make the needs of the children paramount by not admitting students in numbers that hinder the work of the setting.

We ensure that students placed with us are engaged in bona fide early years trainings, which provides the necessary background and understanding of children's development and activities. The care of the children is paramount.