



Organisation Policy (Whole School including EYFS)

Rationale

In our setting we are committed to organising the staff, resources and environment to ensure that we provide high quality care that meets the needs of the pupils.

Our main concern is for the safety, welfare and security of the pupils. We therefore ensure that there are always sufficient staff to maintain the minimum adult:child ratio.

Implementation of the policy in our setting

The Leadership Team must ensure that:

- the required adult:child ratios are met.
- the health, safety and security requirements relating to this policy are met.
- 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 pupils.
- the procedures for pupils' arrival and collection will ensure their safety.
- a procedure is established that should be followed if a pupil goes missing or is not collected.
- an efficient and effective registration system is set up for pupils, staff and visitors.
- a house system is provided to ensure consistency of care for individual pupils.
- 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 pupils.

Adult:child ratios and the use of staff

- 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 unless they have been checked in line with our recruitment policy.
- 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.
- In order to maintain the minimum ratio, and to ensure that there is always an adequate number of staff working with the pupils, general routine cleaning and maintenance tasks are carried out when the pupils are not on the premises.
- When staff are absent the adult:child ratio is maintained. The school will provide cover.
- When staff take breaks the ratios are maintained.



Trips

- If pupils are taken off the premises for an outing or walk in the locality there will be an appropriate adult:child 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 and will include a first aider.
- The person in charge of the outing will carry the school mobile phone for use in an emergency.
- Details of the journey and visit, and a list of all pupils and adults leaving the premises, will be left with the senior person who remains at school.

Organisation of space and resources

- 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 pupils move around the different areas. We make every effort to keep the flow of pupils safe and supervised.
- The daily routine of the setting is organised in a way that provides security, consistency and continuity for the pupils.

Registration

The class teacher or a member of the teaching team is responsible for keeping the following records up to date:

- Records on individual pupils' details and specific needs
- Emergency contact names and telephone numbers for each pupil (in conjunction with the School Administrator)
- 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 (in conjunction with the School Administrator).
- Details of the person who collects each pupil and an additional contact name and address for emergency purposes (if a pupil is not collected).
- Alternative person to pick up by using previously supplied password or photograph from parent.
- A register of pupils' attendance. Registers will be monitored by the main school office and the Deputy Head.
- A record of all visitors. Visitors will be required to sign in and out and will be given a visitor's badge.



- Pupils who leave school during the day once registration has taken place need to be signed out on the official form in the school office. A copy of the form will be given to the parent.

Staff training

- Job descriptions set out the roles and responsibilities of staff.
- Staff, students and volunteers are informed about the organisational routes and systems in the school as part of the induction process.
- Training meets the national standard of skills and qualifications, is identified through staff appraisal and is included in the action plan for training. This will be reviewed on an annual basis.

Reviewed September 2017 AC

Reviewed September 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 AC