

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 the 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 i.e. 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 case of Child Protection.

1.5.2 Emergency Closure Procedures

If for any reason the Pre-School has to close during a session the following procedure will be applied.

- Children will be assembled in a suitable safe place supervised by the

correct number of adults.

- A member of staff will ring specified contact numbers on the admission forms.
- If no contact can be made with any adult the child/children in question will be taken to the home of a member of staff with a minimum of two staff members. (Adult/Child ratios will be maintained.)
- A notice will be posted on the building telling adults of their child's whereabouts.

1.5.3 Ratio of Adults to Children

The ratios required for Pre-School to operate are

Below three years of age 1:4

Age three to five years of age 1:8

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

1.5.4 Fees

The fees ensure a place at the 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.

1.5.5 Community Liaison

The Pre-School sends a representative to the Village Hall Committee meetings.

Visits are made to and by the Primary School a minimum of 6 times a year. The Staff liaise closely with the school to ensure continuity for the children.

The Pre-School also takes part, along with other village organisations, in the village fete.

The Pre-School also involves the Church, especially at Christmas and Easter.

1.5.6 Student Placement Policy

Newton Flotman Pre-School recognises that qualifications and training make an important contribution to the quality of the 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 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 children.

Students who are placed on a short term basis 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 our students to keep our confidentiality policy.

We co-operate with student's tutors in order to help them fulfil the 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 training, which provides the necessary background and understanding of children's development and activities. The care of the children is paramount.