

Management & Administration Policy

Clear management and administration structures are the key to the delivery of an effective and efficient service. Good policies and procedures enhance the quality of service we provide and ensure that standards are consistent and maintained. To remain effective, they are regularly reviewed and updated.

Staffing

- ↗ There will be a normal staffing level of one adult for every five children aged 2 and one adult for every eight children aged 3 and over, under Ofsted Standard guidelines. We may adopt the old guidance of one adult for every four children aged 2 if it is believed extra support is needed e.g. New starters
- ↗ The Pre-School Manager will hold a minimum of Level 3 qualification and have the required experience required in the Statutory Requirement. Staff training is ongoing and continuous and either 'in-house', or formal external training sessions.
- ↗ On trips and outings the adult: child ratio is 1:2 for 2 year olds and may be higher for older children. Groups are divided so that each has a member of staff or DBS cleared adult accompanying them.
- ↗ A register of parents who are DBS cleared will be formulated to help cover for staff sickness.
- ↗ All staff have Job Descriptions, Roles and Responsibilities and Contracts of Employment which cover grievance procedures.
- ↗ Staff Appraisals are held annually and these are held confidentially by the Preschool Leaders.
- ↗ Any Job vacancies will be advertised and interviews for candidates will take place. New employees will follow an induction procedure and will be supervised until they are confident in their role.

Budgeting

The Pre-school Committee is responsible for working the annual budget. This will cover the rent of the room and the salaries for the staff as well as the purchase of any necessary pieces of equipment.

Any increases in parent's fees and salary increases will be discussed termly by the committee for implementation on a determined date the following term (either start of term or after the half-term holiday). Parents will be informed of the date of implementation.

Risk Assessment

All staff will be involved in Risk Assessment which will be a formal process held annually as well as a continuous appraisal of the surroundings, both indoors and outdoors. Any issues arising will be brought to the attention of the Pre-school Manager. Fire Evacuations are held at least termly to familiarise new children with the drill.

Accidents are recorded on an Accident record as they occur, parents signatures are obtained at the end of the session. The Accident records are checked regularly to see if there are any patterns of accidents which should form part of the Risk Assessment. Any serious accidents are reported to Ofsted immediately.

Business Plan

The Pre-School Manager and Committee are responsible to formulating the Business Plan annually and all staff and Committee are involved with the self-appraisal (SEF)

Inventory

- ↗ All staff take part in the checking of the inventory annually. Purchased items are added to this as an ongoing process and damaged items are repaired or discarded continuously.

Administration Systems

- ↗ The Accountant works out the salaries to be paid monthly and organises payment via Internet.
- ↗ The Accountant completes Inland Revenue forms and is responsible for payments of Tax and National Insurance as well as electronic sending of information.
- ↗ The Accountant is responsible for arranging the checking of accounts annually.
- ↗ The Preschool Manager claims the Free Entitlement, termly, and responsible for banking all monies.
- ↗ The Preschool Manager holds confidential staff and children's records in a locked filing cabinet.
- ↗ All staff are involved in Child Protection systems and report any findings to the Preschool Manager who takes further action if necessary. All such reports are logged.
- ↗ The Preschool Manager and Key Person are responsible for carrying out the children's assessments against EYFS criteria. These assessments are carried out at least termly, and minor assessments are carried out by observations and annotated as they occur.
- ↗ Policies and procedures are reviewed and updated annually and agreed by parents and signed by the Chair of the Management Committee and all staff.
- ↗ The Preschool Manager is responsible for ensuring the Two Year Progress check are carried out by the Key Worker.

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).