Fledglings Day Nursery

# Leadership, Organisation and

# Management Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## **Introduction**

## The ‘person in charge’ is responsible for the overall, everyday management of the EYFS provision (e.g. the headteacher, setting manager, EYFS leader). They must have the necessary qualifications and experience to effectively lead a staff team to deliver the revised EYFS (Sept 2014) and good or better outcomes for children.

## **Aims and objectives**

## The aim of this policy is to ensure that the leadership, organisation, and management of the school/setting is effective and is understood by all staff.

The objective of this policy is to ensure that effective leadership, organisation and management underpins the overall effectiveness of the school/setting.

**3 Leadership organisation and management**

We believe that high quality leadership, organisation and management is the key to high quality provision.

**3.1** Our management team will ensure that all staff work in an organised way, as a team, to promote children’s learning and development.

**3.2** All staff will be supported and encouraged to be involved in planning and making decisions about children’s welfare, learning and development.

**3.3** Key areas of responsibility will be delegated to nominated staff to support the daily organisation of the school/setting.

**3.4** Leadership will ensure that the statutory adult-to-child ratios will be in place at all times.

**3.5** The leadership, organisation and management systems of our school/setting will ensure that all staff employed to work with children are suitably experienced, qualified and trained to work with children.

**3.6** We will ensure that the required standards for training, qualifications, space and equipment to meet the children’s needs are fully in place.

**3.7** All records, policies and procedures in our school/setting will ensure a consistent approach to keeping children safe and healthy.

**3.8** Through successful management, organisation and leadership all children will make good or better progress including children with special and additional needs. To achieve this we will ensure that:

* All staff have a robust approach to keeping children safe;
* We continue to improve/maintain our practice towards being outstanding;
* We provide stimulating/inspiring environments which enable our children to enjoy and achieve;
* We provide an ethos where children are warmly welcomed and adults show how they value each child as unique individuals;
* Every child will be treated as an individual.

**4 Assessment and planning**

We are committed to leading a team who have high expectations for all our children.

**4.1** We will ensure that initial and ongoing assessment identifies what children can do, what they like to do, and what they need to do to maximise their potential.

**4.2** Our staff will be supported to use this assessment information and their understanding of child development to effectively plan the next steps/challenges for children.

**5 Organisation**

We will give time and thought to providing and monitoring a quality, enabling environment where children can self-select activities and equipment to pursue their own interests.

**5.1** Our staff will be supported by management to help children understand how to keep themselves safe and healthy and maintain their personal care.

**5.2** Children will be supported to learn how to manage their own behaviour and act as positive role models for younger children. We have a Behaviour policy in place which outlines how we will do this in practice. Management will monitor this aspect.

**5.3** Management will ensure that our EYFS provision is well organised and that all children are provided with varied and exciting experiences which enrich their overall development. We will ensure that all staff encourage children to participate with enthusiasm in activities at our school/setting.

**5.6** Our organisation of the school/setting will ensure that all children have appropriate opportunities for both quieter and more boisterous activities, indoors and outdoors.

**5.7** We will ensure that children with learning difficulties and/or disabilities benefit from support from the staff within our school/setting and where appropriate with staff from other involved agencies.

**5.8** We will make sure that our trained Special Educational Needs (SEN) lead works with all our staff to ensure children’s particular needs are identified early and children are effectively supported.

**6 Parents/carers as partners**

All our staff aim to make parents/carers feel valued and welcomed. We are committed to work with parents/carers as active partners and to communicating with them about their child’s development.

**6.1** The headteacher/manager and key staff will take time to gather information from parents/carers about their children.

**6.2** Parents/carers will be consulted and their views responded to. Our policy on parental partnership outlines in more detail how we aim to work with all parents/carers.

**7 Active risk management**

We undertake ongoing risk management/assessment which helps children to stay safe. We are careful in monitoring assessment of potential risks and then taking effective steps to prevent accidents, while allowing children freedom to discover and learn safely.

**8 Self motivated and visionary management team**

We are committed to providing a management team of good communicators who are able to get the best from all staff. We regularly review what we do and plan for ongoing improvement. We will ensure that all staff share responsibility for continuously improving outcomes for children.

**8.1** We will ensure that our management team have a clear sense of purpose, an ambition for excellence and a clear vision for the future of our school/setting. This is supported by clear plans for the development and improvement for all children.

**8.2** Our staff are led by a self motivated and visionary management team and are committed to continuous improvement, by further developing their knowledge and skills, reflecting on their practice, and enhancing what they do to promote the best outcomes for children.

**8.3** The training provided by management is of a high quality and ensures staff are able to respond with confidence and knowledge to child protection and child development concerns. Good use is made of outside trainers and training is cascaded effectively to all staff in the school/setting, improving effectiveness and consistency of provision for children.

**8.4** We will record evidence about the practice and provision observed. This is used as part of staff supervision and the school/setting self-evaluation process.

**9 Responding to Early Years guidance and support**

We take full advantage of Early Years guidance and other support to review, plan and improve our educational programme. We aim to be forward-thinking and well prepared for changes in regulations.

**9.1** We are committed to introducing changes that successfully safeguard children and promote their welfare, learning and development.

**9.2** We will ensure that we always learn from inspection and external support and that we have successfully addressed any recommendations set at our last inspection.

**10 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**