



Early Years Policy

September 2016

Early Years Policy

Charterhouse Square School

The Early Years at Charterhouse Square School consist of the Green (Nursery) and Red (Reception) Room classes. They follow all the main policies of the school but due to their young age the following additional measures are put in place to ensure their safety and well-being whilst at school:-

- Staffing ratios are in line with the Government guidelines.
- Break and lunch times are carefully monitored by staff. In September it is timetabled, that where possible there is always a member of the EY team on duty.
- Disinfectant sprays are regularly used and always before eating.
- Green Room children are always handed over at the end of the day by one of their teachers. Photos are requested and passwords used if the adult is unknown to the child.
- Toys are disinfected as necessary, but routinely every 6 months. Checked for damage daily.
- The water tray is changed daily and the sand replaced regularly.
- Every child is allocated a link teacher.
- Green Room children are aware not to touch glass doors and to keep away whilst they are opened.
- The children are head counted when they leave the garden and outdoor learning sessions.
- Within the EY staff team several members are pediatric first aid trained and policy is that all new members of staff receive the training.
- The day is more structured to provide security, consistency and continuity for the children.
- The children follow the EYFS as dictated by the Government.
- Extra emphasis is placed on the Reading Record as a form of home/school communication.
- As stated in the school Behaviour Policy staff ensure that the child knows that it is the behaviour that is wrong and not them individually that is bad.
- One member of the team is a Behaviour Co-ordinator.
- A member of the EY team is a DSL and another the Deputy.
- A record is kept of when a child has an accident and who has changed the pupil. Staff are aware to never do this in isolation.
- EY parents are asked to complete a medication form detailing dosage, timings, medication etc.
- The EY has a no mobile phones policy.
- A daily risk assessment is carried out of the EY classrooms.
- Children are assessed according to our Assessment Policy.