

## PROTOCOL AND POLICY

### Introduction

The Preschool is Parent Management Committee (PMC) led. It is governed by the Preschool Learning Alliance Constitution 2011 and regulated by Charity Commission, Ofsted and Early Years Services as well as local authority regulations.

All parents/guardians are Family Members of the Impstone & Cherry Trees Preschool. This membership is valid for the period the child(ren) attends the preschool, either funded or through paid sessional attendance.

All Family Members are welcome to attend meetings, and encouraged to attend the AGM or EGM, however, only those members nominated and elected as Trustees can vote in any decision-making process. The Committee, led by the Chair, has the final decision.

### Summary of Overall Responsibility

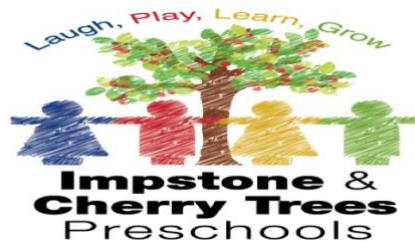
The Parent Management Committee is responsible for all major decisions within the setting, including staffing, however, the Committee may, through the Chair or Secretary, delegate roles and responsibilities to the Manager, nominated staff or family members.

In the case of Impstone & Cherry Trees Preschool, the PMC has delegated the responsibility of the day to day running of the setting to the Manager.

### Committee Legal Responsibilities

*N.B these points detail what the committee is responsible for, but may not necessarily be directly involved in.*

- Complete DBS forms and attend a Safeguarding/HSE session with the Manager as soon as possible after election to the committee to fully understand your role in helping to safeguard the children in the preschool
- Ensure that preschool complies with its constitution, charity law, Ofsted and local authority requirements
- Ensure that Safer Recruitment procedures are followed for all appointments of committee, staff and volunteers in the preschool
- To adhere to all preschool policies and review them according to the policy review schedule



### **Other Committee Responsibilities**

*N.B these points detail what the committee is responsible for, but may not necessarily be directly involved in*

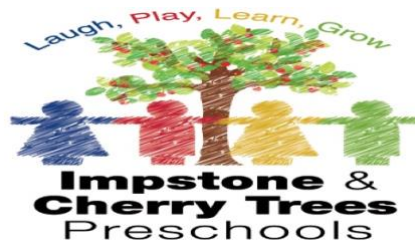
- Maintain a strict confidential approach to all committee/preschool matters and understand the reasons why
- Attend meetings
- Always work in the best interests of the preschool and follow policies accordingly
- Act with integrity, avoid any personal conflict of interest, or misuse of charity funds or asset
- Be pro-active in presenting the preschool as anti-discriminatory establishment that welcomes all families
- Ensure that two-way communication and support between staff and committee takes place i.e. consult with staff and utilise their qualifications and experience and offer support and individual expertise to staff.

*The Charity Commission has a statutory obligation to regulate and monitor charities and failure to run a charity in accordance with the constitution could lead the committee open to investigation*

### **Impstone & Cherry Trees Preschool Main Functions:**

#### **Staffing**

- Ensure that sound management of staff is undertaken by the Manager and that strategic direction and targets are provided to staff through an appraisal and one to one system usually undertaken by the Manager and a nominated Committee member
- Agree staffing policies
- Review pay scales and salaries annually
- Agree when salaries are to be reviewed (e.g. when a staff member completes an NVQ level or other qualification)
- Review ancillary costs e.g. overtime
- Agree staffing budget and staff: child break even ratios to allow Manager to adjust staffing needs as necessary (e.g. when child numbers rise or fall), without the need to wait for Treasurer's decision
- Nominate Personnel Officer to undertake Safer recruitment training (\* a legal requirement) to work alongside Manager to appoint staff as needed. Confirm any appointments with the Chair, not necessarily the whole committee



### **Fundraising**

- Provide funds for additional resources other than those funded by the local authority e.g. play equipment, outings, IT resources, building improvements, staff uniforms
- Agree priorities for use of monies raised from fundraising through discussion with staff as to the needs of the preschool and, wherever possible, consultation with parents and children
- Adopt fundraising policy and ensure that Charity Commission fundraising ethics are always followed

### **Budget setting**

- Before the start of each academic year, budgets should be set for each revenue stream and cost category. These will be set as per the agreed template, following consultation with staff and committee

### **Finance**

- At the start of the school year, the Chair will agree a monthly expenditure budget (within pre-existing control procedures). This will be reviewed in consultation with the Manager and the Accountant as required. This expenditure does not require consultation with/feedback to the Committee
- The Chair, Treasurer and Secretary roles are authorised to sign cheques
- The accountant is responsible for internet banking
- The committee should be advised of the current financial position at every meeting
- The equivalent of 12 weeks running costs MUST be set aside as 'emergency funds'
- Regularly review banking arrangements to maximise cash flow and interest returns

### **Protocol/Code of Practice**

This code of practice is written based on the Conditions of Employment for staff and in support of various Policy and Procedure. It outlines the practice and conduct expected from any adult working in the setting including volunteers and students.

- Clothes should cover personal areas of the body, and any tattoos or body piercings or similar that could cause offence to others should be covered
- Appropriate footwear with a solid base should be worn
- Mobile phones should only be used with permission in emergencies and in compliance with all relevant policies
- Adults must not work when under the influence of alcohol, drugs\* or substance abuse
- Adults should not smoke in or around the preschool
- Adults should not swear or use offensive language
- Hair should be tied back when cooking or handling food

\*prescribed and non-prescription drugs - Subject to Doctor and pharmaceutical advice.