



Ladybirds Preschool Physical Environment Policy **(Revised 4th November 2024)**

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Ladybirds Preschool acknowledges the important role the physical environment plays in supporting children's learning and development.

This policy provides guidelines and information on how the physical environment will be organised to support the broad program and range of activities offered to meet the individual needs of all children according to the Early Years Foundation Stage curriculum. This policy also provides guidelines on how practitioners will continually strive to improve the environment and as a result the quality of children's learning.

Procedure

1. The preschool is aware of the minimum space requirements as laid down by OFSTED: children under 2 years: 3.5 sq.m, children 2-3 years: 2.5 sq.m and children 3-5 years 2.3 sq.m.
2. The preschool space is organised to enable children with disabilities to have access to all areas and arrangements will be made to facilitate their involvement in activities.
3. The preschool space is organised so that children can move around freely and have the opportunity to self-select from resources. There is adequate storage space for personal belongings and children's records.
4. The Manager works with the cleaner to ensure that the premises are clean and well lit. There is a daily and monthly cleaning checklist for preschool staff that covers all the areas not cleaned by the contract cleaners. Requests for maintenance are made to the hall committee.
5. All age groups have access to outdoor play areas and these are used each day unless the weather is unsafe.
6. The preschool will endeavour to maintain a room temperature of 18-20° c in all areas for the comfort of staff and children. If this is not possible the preschool manager will contact the hall caretaker immediately.

7. Arrangements are made so that children can sleep or rest and mats are available for older children. Where sheets are used they will be laundered at least weekly and/or as soon as they are soiled.
8. Bibs, aprons, flannels, towels, cleaning cloths and oven cloths are laundered daily.
9. The preschool has a kitchen where snacks are prepared. Protective clothing – aprons and gloves are provided for the use of staff and there is a HACCP document on display giving staff information on hygiene and safe storage and preparation of food.
10. The children's toilet area has three toilets and washbasins for a total of no more than 24 children each day. There is also a changing mat to facilitate nappy changing. Nappy waste is taken home by a member of staff.
11. There are separate toilet facilities for the use of adults for toilet breaks etc.
13. The preschool has public liability insurance and a current insurance certificate is displayed on the parent notice board.

Legislation and Guidance:

EYFS Statutory Framework and Practice Guidance (September 2021)

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Daily Running Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *Health & Safety Policy*
- *Key Person & Settling Policy*
- *Lockdown Policy*

- *Nappy Changing Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Parent Involvement Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Toileting Policy*
- *Uncollected or Lost Children Policy*
- *Working in Partnership Policy*
- *Working from Home*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2025

This policy was adopted by the committee on 01/11/2024

Signed: *Jean De Garis*_____

Reviewed Date: 01/11/2025

Signature: *N L Mann-Rae*

Amendments: N/A