Faenol Playgroup CIC

Operational Plan

Document Reference Number: 3

Faenol Playgroup CIC's aims are described in our statement of purpose.

Organisational structure:

***Faenol Playgroup CIC*'s address:** **Ysgol Y Faenol** **John's Drive** **Bodelwyddan** **Denbighshire LL18 5TG**
Telephone: 01745 583370 or 07867846588
Email: faenolplaygroupcic@gmail.com
Operational times: 8.55 a.m. to 3.15 Monday to Friday (Term Time Only)
Legal status: Faenol Playgroup CIC is a Community Interest Company
Age range of children cared for and type of care: *Day Care for children aged aged 2.5 to 4 years old*

Faenol Playgroup CIC implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Faenol Playgroup CIC to see.

Policies procedure and risk assessments: *Faenol Playgroup CIC* implements policies and procedures that ensure the smooth operation of the provision. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Faenol Playgroup CIC to see. Regular risk assessments and emergency evacuation drills are carried out and recorded. Annual premises safety checks are maintained. *Faenol Playgroup CIC* is covered by public liability and employer's liability insurance.

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Staffing roles and responsibilities:
Faenol Playgroup CIC:

- Recruits, vets and employs staff in line with regulatory requirements
- Maintains or exceeds legal qualification levels
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement
- Carries out regular 1:1 supervision of staff at half termly intervals and annual appraisal of all employees.

Please refer to our recruitment policy and procedure.

- Staff meetings are held fortnightly and records are kept of decisions made, which contribute to our ongoing improvement plans
- Staff are available to be called in at short notice to provide staff cover for unplanned staff absences *(Example: two members of staff who are employed on a part time contract provide additional cover as needed.*

Faenol Playgroup CIC:

- Maintains or exceeds legal staff: children ratios at all times – these are 1:4 children aged two to three years; 1:8 children aged three to seven years;
- Arranges care for children under three years in groups of 4 and children over three in groups of 8. There are never more than 24 at any time
- Keeps a consistent but flexible staffing routine to enable positive relationships between staff and children to develop
- Ensures relevant information is shared routinely with parents about their child. (See also: confidentiality policy.)

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Those with specific roles *:*

- Named Playgroup assisstants – Maureen Mackenzie , Marie Bunn and Freya Barron
- Manager- Catherine Lloyd

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- Child protection officer – Catherine Lloyd/Rhian Jones
- Complaints officer – Catherine Lloyd
- Behavior management officer – Catherine Lloyd
- Safety coordinator/officer – Catherine Lloyd
- Named first aider/s – Catherine Lloyd, Maureen Mackenzie
- Person with responsibility for special/additional needs – Catherine Lloyd
- Supply cover staff - by outside agencies

Quality of care review and action plans

Faenol Playgroup CIC is committed to making improvements to the quality of care we provide. We do this by:

- Undertaking an annual review of our operational practice and management systems which involves staff, parents and children
- Reporting on the outcomes of the review and share the report of the outcomes with those who contributed to the review and make it available to others on request
- Developing action plans from the report that are monitored for timely implementation
- Applying a reflective approach to all our work and including what we learn in our staff team meetings, which in turn contributes to the overall review of care.

This **Operational Plan** for *Faenol Playgroup CIC* was passed for use

On: 7/11/19

By: Signature: Position:

Date of planned review: updated November 25

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