

## **5. Operational Plan**

**Bradley Playgroup's Operational Plan supports and underpins our statement of purpose. It describes how we organize our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the statement of purpose.**

**Bradley Playgroup's aims are described in our statement of purpose.**

### **Background information:**

*Bradley Playgroup* was established in October 1972 and operates from Bradley Village Hall. The children have access to the main hall and a smaller room off the main hall which is used as a cloak room, story time and singing. There is a varied range of toys and equipment that are age and developmentally appropriate on offer to the children every session. The large playing space provided allows the children to experience different aspects of play at their own pace. Outdoor play is provided. Individual and group play is encouraged.

**Security of the premises is maintained at all times, doors are locked and all staff members have keys on them at all times. The gates are locked at all times while the children are outside.**

### **Organisational structure:**

<b>Bradley Playgroup's address: Bradley Village Hall, Glanllyn Road, Bradley, Wrexham, LL11 4BB</b>
<b>Telephone: 07547691301</b>
<b>Email: bradleyplaygroup@outlook.com</b>
<b>Correspondence address and details (if different from above):</b> <b>Amy - 1, Pultation Cottages, Rossett Road, Trevalyn, Rossett, Wrexham, LL12 0DY</b>
<b>Legal status: Bradley Playgroup is privately managed by a voluntary committee.</b>
<b>Age range of children cared for: 2 years 3 months to school age</b>
<b>Playgroup operational times: Monday – Thursday 9.15am – 11.45am (term time only)</b> <b>Playgroup Plus operational times: 11.45 – 2.45pm, Jan – July – term time only.</b>
<b>*We will only operate Playgroup Plus if there are sufficient numbers.</b>

Bradley Playgroup 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 Bradley Playgroup to see.

### **Staffing roles and responsibilities:**

Bradley Playgroup

Recruits, vets and employs 2 staff and temporary staff, when required, 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.

Please refer to our recruitment policy and procedure

- Staff meetings are held monthly and records are kept of decisions made, which contribute to our ongoing improvement plans.

Bradley Playgroup

- Maintains or exceeds legal staff:children ratios at all times.
- Arranges care for children over two years 3 months and is registered to care for 19 children per session.
- 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/carers about their child. (See also: confidentiality policy.)

### **Organisational structure:**

Person in Charge and Lead Supervisor – Amy Cheetham

Supervisor - Wendy Thomas

### **Those with specific roles:**

- *Named deputies – Wendy Thomas*
- *Child protection officer – Amy Cheetham*
- *Deputy Child Protection Officer – Wendy Thomas*
- *Complaints officer - Amy Cheetham*
- *Behaviour management officer - Amy Cheetham*
- *Safety co-ordinator/officer - Amy Cheetham*
- *Named first aider/s - Amy Cheetham + Wendy Thomas*
- *Person with responsibility for special/additional needs - Amy Cheetham*
- *Prepare snack - Amy Cheetham + Wendy Thomas*
- *Person with responsibility for maintenance of premises – Bradley Village Hall Committee*

## Quality of care review and action plans

Bradley Playgroup 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.
  - Involving staff, parents/carers and children in the review as appropriate.
  - Outside agencies, Gwersyllt C.P. School and Early Education.
- Reporting on the outcomes of the review.
  - Sharing the report of the outcomes with those who contributed to the review.
- 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.
- As of January 2019 we will operate provision for children who require a rest period in the Playgroup Plus session. If a child requires a rest period, soft mats will be provided. Children are required to bring a labelled blanket with the child's name. This will be sent home at the end of each session.

This **Operational Plan** for Bradley Playgroup was passed for use

On: 1<sup>st</sup> April 2022, 30<sup>th</sup> April 2021, 01/04/19, 24<sup>th</sup> April 2018,

Amended on: 1<sup>st</sup> March 2022, 17 September 2021, 31<sup>st</sup> January 2020, 14<sup>th</sup> November 2018, 13<sup>th</sup> July 2017, 17<sup>th</sup> September 2021

By: Amy Cheetham

Position: Lead Supervisor

Date of planned review: March 2023

*Ensure match with statement of purpose.*