

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, sensory room/ quiet area. There is a varied range of resources 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 9:30am so that children have access to free flow play in the outdoor space.

Organisational structure:

Bradley Playgroup's address: Bradley Village Hall, Glanllyn Road, Bradley, Wrexham, LL11 4BB
Telephone: 07547691301
Email: bradleyplaygroup@outlook.com
Correspondence address and details (if different from above): Alex – 25, Vicarage Fields, Ruabon, Wrexham. LL146LG.
Legal status: Bradley Playgroup is managed by a voluntary committee.
Age range of children cared for: 2 years to school age
Playgroup operational times: Monday – Thursday 9.00am – 12.10pm (term time only) Playgroup Plus operational times: 11.45 – 2.45pm, Jan – July – term time only.
*We will only operate Playgroup Plus if there are sufficient numbers.

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. A full list of policies is available to view in the setting.

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 2 years of age 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 and GDPR policy.)

Playgroup Plus

- During our afternoon Playgroup Plus sessions we operate provision for children who require a rest period. 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.

Organisational structure:

Person in Charge and Lead Supervisor/ Responsible Individual – Alexzandra Newland

Supervisor - Wendy Thomas

Those with specific roles:

- *Named deputies – Wendy Thomas*
- *Safeguarding officer – Alexzandra Newland*
- *Deputy Safeguarding Officer – Wendy Thomas*
- *Complaints officer - Alexzandra Newland*
- *Behaviour management officer - Alexzandra Newland*
- *Safety co-ordinator/officer - Alexzandra Newland*
- *Named first aider/s - Alexzandra Newland + Wendy Thomas*

- *Person with responsibility for ALN - Alexzandra Newland*
- *Prepare snack - Alexzandra Newland + 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 Wrexham Funded 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.

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

On: 1st March 2024, 22nd March 2023, 1st April 2022, 30th April 2021, 01/04/19, 24th April 2018,

Amended on: 19th July 2024, 11th July 2024, 12th January 2024, 29th September 2023, 11th September 2023, 22nd March 2023, 6th September 2022, 1st March 2022, 17 September 2021, 31st January 2020, 14th November 2018, 13th July 2017, 17th September 2021

By: Alexzandra Newland

Position: Lead Supervisor

Date of planned review: March 2025

Ensure match with statement of purpose.