

P07 Operational Plan Policy

Updated September 2023

This policy should be read in conjunction with policy P13 Safeguarding Child Policy, P06 Health and Safety Policy and PC05 Guidance for Safer Working Practices.

The registered person together with the senior member of staff on the day ensures that we meet required adult/child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

How we achieve this

The registered person together with the Play Leader on a day to day basis demonstrates that staff is deployed effectively within the premises to ensure the safety, welfare and development of children.

Controlling group size

The size of a group never exceeds 24 children.

Following the operational (weekly) plan

The staff have developed and regularly reviews an operational (weekly) plan: this is displayed in the planning file. The aim of this plan is to allow the staff maximum flexibility in organising the provision according to available resources. It includes how staff will be deployed within the provision where appropriate, how and what activities will be provided and how the continuing training needs of staff will be met. The Play Leader's opinion on staff training requirements is discussed with the directors to ensure that time and finances are released to allow these to happen.

Monitoring staff training and qualifications

The registered person ensures that:

- There is at least three qualified members of staff present at each session. If the Play Leader is away then the Deputy Leader is in charge.
- All staff have induction training which includes the health and safety and child protection policies and procedures in their first week of employment.
- Trainees less than 17 years of age are supervised at all times and are not counted in the staffing ratios; where the registered person is satisfied that trainees of 17 years or over are competent and responsible, they may be included in the staffing ratios.
- Accessible individual records are kept on the premises containing the name and address of the staff members, any volunteers and directors, and information about recruitment, training and qualifications. This information can be found in the documents cupboard.

We adhere to statutory staffing ratios; the minimum staffing ratios are:

- 1:5 children aged 2 years

- 1:8 children aged 3-7 years

These ratios include any children of staff or volunteers. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not. Trustees that have been DBS/CRB checked can be taken into account in the staffing ratios, but we do not normally use parents in our ratios except in unusual circumstances.

We ensure that there are always a minimum of four staff on duty.

The adult to child ratio on our outings will be 1:2 where possible and always within EYFS staff ratios. All local outings in the village are notified to the parents and volunteers are requested to accompany the walk. We will take a mobile phone, contact sheets and first aid kit with us. The children also take drinks bottles as necessary. If the outing is out of the village parents will be advised and will accompany their child. The parents transport their own children under their insurance. All staff led educational outings will have a full risk assessment.

The registered person ensures that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences, and sufficient suitable staff and volunteers to cover staff breaks, holidays, sickness and time spent with parents. The directors are responsible for covering the planned or unexpected absence of the Play Leader by calling in another suitable person, if no person is available then the playgroup will have to close for the session. The Play Leader is responsible for covering the Senior Team Play Assistants or Play Assistants which is usually done by calling in supply staff or parents.

Operating an effective registration system

There is a system for registering children and staff attendance on a sessional basis. The name, home address and telephone number of each child who is looked after on the premises is recorded in the children's information file and in the register. A password for collection of a child by a person other than parents is also recorded in the register. Children arriving or leaving during a session are timed in/out in the register.

Absence Procedure

Parents are requested to inform Playgroup before 9am if their child will not be in that day. If a child is absent but the parents have not been in contact with Playgroup before 10am then they will be contacted. A record of all absences, reasons for absence and the name of the person contacted will be kept. Where staff have a cause for concern related to poor attendance the Safeguarding policy will be followed. Where a child is in receipt of Early Years funding and is persistently absent this will be reported to the Early Years Team after a period of 2 weeks or more absence.

Arrival and departure procedures for children

Dropping Off

When you arrive ready for the session at 9am please wait for a member of staff to open the door and welcome the children into the hall one at a time.

On entering the hall the children are marked into the register at the time they arrive.

Activities will be set up in the hall and sometimes in the garden for your child to have free choice.

If you need to speak to a member of staff, please wait until the end of the session unless the information is directly relevant to the session that is starting. An example of things that you might like to mention at the beginning of a session may include "my child went to the circus at the weekend and has brought in the programme to share with you". This type of information is useful to the staff so that they can share the experiences with the group and again strengthen the home / setting bond.

The front door will be secured once all the children have arrived, if you arrive late you will need to ring the bell and a staff member will let you in. This is for all children's security. You are welcome to stay if your child is not ready to let you go. We believe in a child centred approach and will take the lead from yourself and them as to how you want the parting to be handled.

You need to tell a member of staff if a different person will be picking up your child as we cannot allow an unspecified person to take your child without your permission. This adult will need to give the correct password to collect your child to the staff member. This information will be given to all staff so that they are aware. You can collect your child early if needed but you need to inform staff when you drop off.

Picking Up

At the end of a session a member of staff will open the door and let each child out one at a time to their parents or carer with their belongings. Some days your child will not have items to bring home; not all activities have a physical product and although encouraged to take part in set activities, we do not insist. A child's learning is through many types of play not through mandated activities.

Please try to ensure that you are punctual in collecting your child as lateness can cause a child distress. If you know that you will be late please telephone 07780 258555 to let us know so we can reassure your child you are coming. We will keep your child with us until you or someone you approve can collect them.

Procedures for non-collection of a child

If a child has not been collected by 12.40pm if only staying for the morning session and by 3.10 if staying all day a member of staff will phone ALL documented contacts on the child's emergency phone numbers list and a member of staff will stay with the child until collected. If after a considerable amount of time and no contact from parents or carers social services will be contacted and arrangements made for the care of the child.

Lost Child procedure

For a child being lost (or suspected lost)

1. Gather all the children together and perform a head count and check against the register to identify the missing child.
2. Secure access to and from the setting.
3. Ensure that a qualified member of staff remains with the children while initiating a search by other staff for the missing child.
4. Notify the missing child's parents.
5. Notify the Police.
6. Record the circumstances surrounding the disappearance by completing in full the "uncollected or missing child form" which can be found in the medication and emergency procedures file.
7. Finally, at the earliest opportunity, formally notify OFSTED that that a child was lost and of the outcome of the search and subsequent actions.

Arrival and departure procedures for staff, parents and visitors

Staff – all staff will be present prior to the children's arrival unless ratios allow for late arrival. The senior member of staff will remain until the last child leaves the premises. Staff numbers are recorded daily in the register.

Parents – all parents should arrive punctually to drop off and collect their children. Should they be late then they should phone the setting advising staff of this so staff can reassure the child.

Visitors – all visitors are required to sign in and out of the visitor's book.

In the event of heavy snow Playgroup will be cancelled.

Hall Policy

The hall committee ensure that the premises are cleaned regularly. During the session it is the responsibility of staff to keep the areas clean.

The staff are able to control the lighting and heating during the session and if for any reason there is a problem with these the playgroup will not open. The directors and senior member of staff will be responsible for contacting as many parents as possible and a note will be left on the door of Playgroup. If the children are already at the group staff will telephone parents if it is felt that it is unsuitable for the children to remain.

In the case of the senior member of staff arriving to set up and finds a situation that is out of the ordinary for example vandalism that has caused any damage to the rooms used by the playgroup then she will use her discretion and may cancel the session.

Procedure for Personal Care at Ridgeway Playgroup

Guidelines for changing children who are in wet/dirty nappies or have wet themselves and need changing:

Any member of employed staff will change children in nappies or wet clothes.

Staff member changing child have plastic gloves available to them.

The nappy changing will take place in the disabled toilet where there is a changing station.

Children who have wet themselves will be changed in the toilet or disabled toilet, whichever

is most appropriate to the accident. The Pre Schoolers will be encouraged to try and change themselves with help if needed.

Children's own wet wipes will be used where supplied or non fragrant wipes kept by Ridgeway where parents have not supplied any.

The nappy will be put in a nappy sack and disposed of.

Wet pants and any other clothes will be put in a plastic bag and put in the child's bag or on the coat hooks.

Children's own change of clothes will be put on them if supplied otherwise Ridgeway keeps spare clothes and these will be used.

Parents will be asked to wash and return Ridgeway clothes.

The staff member changing a child will use wipes to clean the changing mat or the area where the child has been changed.

The staff member must wash their hands before returning to the main room.

If plastic gloves were used these will also be disposed of.

If a staff member notices any marks, rashes, injuries on the child a note will be made. If there is no concern of abuse, there will be a note for parents that will be shared with them at the end of the session. This will also apply if a child is distressed by the situation.

Records

The senior member of staff and trustees keep records of the following:-

- Attendance
- Programme of activities planned, including specific activity plans
- Individual medical problems occurring whilst at Playgroup or notified to us by parents
- Accidents and any medication or first aid treatment given
- Sanctions applied for unacceptable behaviour
- Fire drills and fire equipment maintenance
- Names and addresses of Playgroup directors
- Names and addresses of staff and regular helpers
- Training details and appraisals for staff
- Duty for staff and regular helpers during the last three months
- Fees received
- Current Insurance Policies
- Special Needs information and Action Plans
- Charities Commission paperwork
- OFSTED Reports
- Observations and individual child records

Staffing Arrangements

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

The premises are made welcoming and friendly to children and parents.

The premises are clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration. The village hall committee are informed of any defects in the premises so that equipment will be repaired safely or replaced.

The registered premises are for the sole use of the facility during the hours of operation. All outer doors are secured during the session and can only be opened by the play leader and staff.

There is access to a telephone on the premises (the playgroup's mobile).

The hall is maintained at an adequate temperature and the playgroup staff can change the thermostat to adjust the temperature accordingly, the staff can also open the windows to ensure there is sufficient ventilation.

There is adequate storage space for equipment.

There is an indoor play area

The following space standards represent minimum space per child for the whole provision.

Age	Area
Under 2 years	3.5m ²
2 years	2.5m ²
3-7 years	2.3m ²

A carpeted, partitioned area is provided with suitable furniture where children who wish to may relax or play quietly.

Play areas are large enough to give scope for free movement and well spread out activities.

There are separate areas for different activities.

We have an outdoor play area adjoining the premises that is safe, secure and well maintained.

Toilet facilities

There is one toilet and one wash hand basin with thermostatically controlled warm water available for every ten children over the age of two years.

Private area for parental consultation

Parents may talk to staff confidentially in the Kitchen area which is not accessible to children and may be closed off to other adults.

Staff facilities

There is a kitchen area which is adequately equipped for the preparation and storage of snacks and drinks for children and staff on the premises. Snacks are taken out of the children's bags in the morning and are kept in the kitchen until snack time.

Food preparation areas conform to environmental health and food safety regulations.

There is a bolt on the kitchen door which is not accessible to children which is kept locked when the kitchen is not in use.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup October 2022

Review Date: September 2024