

## Operational plan

*Wenvoe Playgroup's* operational plan supports and underpins our statement of purpose. It describes how we organise 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.

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

### Background information:

*Wenvoe Playgroup has been in operation for over forty years in the village of Wenvoe. It first started as a result of a successful parent and toddler group here at the village hall. We have use of two halls, a kitchen area, toilet facilities and outdoor play area.*

### Security of the premises is maintained by staff:

- **Operating a small bolt out of reach of the children to the front door. The use of a doorbell is in operation when children are on the premises to gain access and egress.**
- **Securing lockable outside rear gates (keeping the keys on their person at all times)**

### Organisational structure:

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|---|
| <b>Wenvoe Playgroup's address:</b> The Village Hall<br>Station Road West<br>Wenvoe<br>CF5 6AG   |
| <b>Telephone:</b> (029) 20597494  |
| <b>Email:</b> <a href="mailto:wenvoeplaygroup@btinternet.com">wenvoeplaygroup@btinternet.com</a><br><b>Website:</b> <a href="http://wenvoeplaygroup.co.uk">wenvoeplaygroup.co.uk</a>  |
| <b>Correspondence address and details (if different from above):</b><br>15 Whitehall Close, Wenvoe, CF5 6DB   |
| <b>Legal status:</b> <i>Registered with Care and Social Services Inspectorate Wales (CSSIW) under part 2 of the Children and Families (Wales) Measure 2010</i>  |
| <b>Age range of children cared for and type of care:</b> <i>To provide care for all children aged from 2 years 4 months to 4 years 11months up to a maximum of 30 children at any one time.</i><br><br><b>To provide daycare Wednesday for children aged 3 years and above.</b><br><br><b>Children under 3 years of age may only attend a maximum of 5 sessions per week, one session per day. Children under 3 may not attend day care or 2 sessions in one day.</b> |

**Operational times: Term time only:**

**Monday to Friday** 09:00 until 11:45 hours Fees: £13.00 per session

**Monday to Friday** 09:00 until 12:45 hours and onto Gwenfo Nursery £16.00 per session

**Monday to Friday** Collection from Nursery at 11:20am and on into Playgroup until 12:45pm  
£8.00

**Wednesday Only**

Collection from Nursery at 11:20am and on into Playgroup until 3:15pm £16.00

For children from 2 years and 4 months 11:30am to 3:15pm £16.00 per session

12:30am to 3:15pm £13.00 per session

Day Care for children aged 3 years and above will operate Wednesday only from 9am until 3:15pm – Fee £28 per day.

*Wenvoe 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 in the foyer for all who visit, work in or use Wenvoe Playgroup to see. You can also view the documents on our website.

**Staffing roles and responsibilities:**

Wenvoe Playgroup

- Recruits, vets and employs *all* staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans. The continual professional development plans reflect our commitment to continuous improvement.
- Staff meetings are held *each half term* and records are kept of decisions made, which contribute to our ongoing improvement plans.
- *We work to and above the minimum staff ratio required by National Minimum Standards.* On days where this cannot be met, we have part time staff to contact or volunteers who have DBS (Data and Barring Service) checks.

**Wenvoe Playgroup:**

- Maintains legal staff: children ratios at all times.
- Has a minimum of two staff on site at all times whilst the group is in operation.
- Arranges care for children over the age of 2 years and 4 months in groups of 16 and never more than 30 at any one time.
- Maintains a key worker system to share information with parents/carers with regard to their children's care, learning and development.
- Staff collate written observations and keep records for individual children. Staff share the information with each other to assist in planning and the way forward for individual children's learning and development.
- Ensure relevant information is shared with parents/carers about their child. (See also: confidentiality policy).

## Organisational structure

**Sandra Morgan**  
**Registered Person/Leader**  
**(Responsible person in charge)**  
Qualifications: WPPA Diploma in Playgroup Practice & Cache Level 3 Diploma  
**CCLD Level 5 (advanced & management) 2014/15**  
Child protection level 1 & Safeguarding level 2  
Paediatric First Aid  
Group roles: Management Child Protection Issues & Complaints  
**(Sandra is not at group everyday)**

**Victoria Jones**  
**Deputy**  
**(Victoria will become the responsible person when Sandra is not at the group)**  
**CACHE Level 3 Diploma in Child Care and Education**  
Child Protection level 1 & Safeguarding Children (V2)  
Paediatric First Aid  
Group role: Key Worker & SENCo  
**Currently studying towards Level 5 CCLD**  
**Vicki is on maternity leave until 2018**

**Kimberley Morgan**  
**Deputy**  
**(Kimberley will become the responsible person when Sandra is not at group)**  
**CCLD level 2 & 3**  
Child Protection  
Paediatric First Aid  
Health & Safety  
Group role: Key Worker -

**Fran Rabey**  
**Playgroup Assistant**  
Child Protection  
Paediatric First Aid  
Food Hygiene  
Health & Safety

**Jeannette Evans**  
**Playgroup Practitioner**  
**CCLD Level 2 & 3**  
Child Protection  
Paediatric First Aid  
Food Hygiene  
Health & Safety

**Heulwen Jenkins**  
**Wednesday lunch cover**  
**Emergency Cover**

**All above staff hold up-to-date DBS checks**  
**(CCLD - Children's Care, Learning & Development)**

**More information can be found in the foyer in our staff individual folders including many more qualifications and certificates.**

## Quality of care review and action plans

*Wenvoe 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.
- Reporting on the outcomes of the review.
  - Sharing the report of the outcomes with those who contributed to the review.
- 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 *Wenvoe Playgroup* was passed for use

On: 19.09.2017

By: Sandra Morgan

Position: Registered Leader

Date of planned review: Autumn 2018 or if changes in practice