

Little Bees Nature Preschool Operational Plan

At Little Bees Nature Preschool we provide quality affordable childcare for the families in and around the local community. Quality childcare brings not only huge benefits for the children but also benefits for the whole community, enabling parents to start and/or return to work, combine employment with family life and enabling employers to retain and recruit employees from the local community.

We want parents to feel confident about the quality of care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. We continuously reflect on the quality we provide and further develop our practice in line with policy, research, best practice, internal and external feedback. We ensure we update our business and action plans at least annually and combine this information.

We welcome parents' opinions and contributions to the quality improvement process and actively seek feedback through questionnaires, parents' evenings and informal discussion, which is recorded.

In order for our setting to run effectively and efficiently serve local community needs, it is important that we have an operational plan that is implemented, reviewed and revised on a regular basis. This plan is a blueprint for managing the setting. It describes how the setting is run and what type of service is provided. It describes the setting service, the structure of the setting, who is responsible and guidance on practices and procedures.

The plan is used by the setting manager, staff, parents and outside agencies as a reference tool for general day-to-day practice and a tool against which to assess the quality of the service provided. We review this policy on a regular basis **termly**, using reflective practice, and make and implement any necessary changes following a review.

Our operational plan includes:

Main index

The Early Years Foundation Stage

- Learning and development requirements
- Assessment and Progress check at age two
- Key person approach
- Equal opportunities and inclusion.

Safeguarding children and child protection

- Emergency contacts
- Designated person(s).

Leadership and management

- Suitable people
- Organisation structure
- Senior management contacts
- Setting organisation structure chart
- Staff deployment
- Training needs analysis and training matrix
- Recruitment and selection procedures
- Checklist for new starters.

Health and medicines

- Names of the staff who hold current full and emergency Paediatric First Aid certificates
- Contingency plans
- Accident and medication procedures.

Managing behaviour

- Policy and procedure.

Safety and suitability of premises, environment and equipment

- Emergency evacuation and lock down procedures
- Emergency locations
- Policy and procedure documentation
- Health and safety documentation
- Daily operations statement
- Risk assessments
- Outings.

Information and records

- Registration details for each child
- Occupancy and daily registers
- Parent pack
- Complaints and compliments.

Business planning

- Mission and vision statements
- Inspection report
- Important information
- Setting plans
- Setting leaflet.

Contact numbers

Contact	Name	Telephone number
Alarms (burglar)		
Builders		
Computer		
Doors		
Electrician		
Electricity supplier		
Environmental health		
Fire and rescue		
Fire equipment		
Fire officer		
Gas board		
Health visitor		
Health and safety representative		
Hospital		
Insurance helpline		
Local authority early years service		
Local paper		
NDNA legal helpline (NDNA members only)		
NHS 111		
Pest control		
Ofsted		
Police		
Police Community Support Officer		
Plumber		
Social Services		
Water board		
Waste management		
Window call out		

Emergency locations

Water main stop tap	
Gas point	
Fuse box	
Boiler	

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>[Insert date]</i>		<i>[Insert date]</i>