At Enfys Hapus Nursery we provide quality affordable childcare (in the meduim of Welsh and English) for the local community. Quality childcare brings benefits for the whole community, enabling parents to return to work and 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. To continuously develop our practice we regularly complete a self-evaluation cycle where we publish our opinions about the quality of our childcare and an action plan to implement emerging good practice from the sector. We welcome parent’s opinions and contributions to the self evaluation process and actively seek feedback through questionnaires, parents’ evenings and informal discussion which is recorded.

In order for Enfys Hapus Nursery to run effectively and efficiently to 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 nursery. It describes how the nursery is run and what type of service is provided. It describes the nursery service, the structure of the nursery, who is responsible and guidance on practices and procedures.

The plan is used by the nursery 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. Further information to support this can be found at:

http://cssiw.org.uk/docs/cssiw/publications/160411regchildcareen.pdf

We will review this policy on an ongoing regular basis, using reflective practice, and make and implement any necessary changes following a review.

Our operational plan will contain the following information:

Main index

* The Children and Young People’s National Participation Standards
* The Foundation Phase
* Nursery leaflet
* Mission and vision statement
* Care objectives
* Inspection report
* Organisation structure
* Senior management contacts
* Nursery organisation structure chart
* Staff deployment
* Training analysis/chart
* Designated person(s)
* Important information
* Nursery action plans
* Emergency evacuation procedures
* Emergency locations
* Emergency contacts
* Keep.In.Mind (K.I.M.)
* Policy and procedure documentation
* Health and safety documentation
* Daily operations statement
* Checklist for new starters
* Parent pack
* Training
* Names of the staff who are paediatric first aid trained.

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name** | **Telephone number** |
| Alarms (burglar) |  |  |
| Builders |  |  |
| Computer |  |  |
| Doors |  |  |
| Electrician |  |  |
| Electricity supplier |  |  |
| Environmental health |  |  |
| Fire & 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 Direct |  |  |
| Pest control |  |  |
| AGGCC |  |  |
| 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 nursery** | **Date for review** |
| *11 June 2018* | *Danielle O’Sullivan* | *On or before 11 June 2019* |