

Operational plan

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

Background information:

Wenvoe Playgroup CIO is a registered charity, which has been in operation for over 50 years, adjusting to changes over the years to comply with current law and legislation. It first started as a result of a successful parent and toddler group in the previous building of the village hall in 1969 and was very much in mind when planning and building the new village hall in 1974. Over the years many children and their families have worked together successfully with professionals to offer care to pre-school children.

The hall is shared by many community groups, with Playgroup having sole occupancy during operational hours. We have the use of two halls, a kitchen area, toilet facilities and a safe outdoor rear garden/play area.

Security of the premises is maintained by staff:

- **Locking the front door with a key and hanging it out of reach of the children to the side of the 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:

Wenvoe Playgroup CIO's address: Wenvoe Playgroup CIO The Village Hall Station Road West Wenvoe CF5 6AG
Telephone: (029) 20597494
Email: wenvoeplaygroup@btinternet.com Website: www.wenvoeplaygroup.co.uk
Correspondence address as above
Legal status: <i>Registered with Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010</i>

Age range of children cared for and type of care: *To provide daycare for children aged from 2 years 4 months to 4 years 11 months up to a maximum of 30 children at any one time. To provide a Breakfast Club to children aged 2 years and 4 months to 7 years.*

Operational times: Term time only:

Fees:

Monday to Friday:

Breakfast Club: 8am & onto Gwenfo School or into a morning session £6 per session

Monday to Friday: 09:00 until 12noon £15.00 per session

Monday to Friday 09:00 until 1pm and onto Gwenfo Nursery £20.00 per session

Monday to Friday:

Collection from Nursery at 11:15am and on into Playgroup until 1pm £10.00

Wednesday & Thursday only

Collection from Nursery at 11:20am and on into Playgroup until 3:15pm £20.00
9am until 3:15pm - £30

Breakfast is provided by the group.

Lunch is to be provided by means of a packed lunch from home.

Wenvoe Playgroup CIO 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 CIO to see. You can also view the documents on our website.

Staffing roles and responsibilities:

Wenvoe Playgroup CIO

- 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 above the minimum staff ratio required by National Minimum Standards , to ensure we can offer continuity of service.* On days where this cannot be met, we have people on call at level 3 who may support.

Wenvoe Playgroup CIO:

- 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 no 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
Person In Charge
Qualifications: **WPPA Diploma in Playgroup Practice**
Cache Level 3 Diploma
CCLD Level 5 (advanced & management)
Over 27 years' experience in working with under 5's
Safeguarding Children
Paediatric First Aid
Health & Safety
Food Hygiene
Group roles: Management Child Protection Issues & Complaints

Kimberley Morgan
Deputy
(Kimberley will become the Person In Charge when Sandra is not at group)
CCLD level 2 & 3
CCLD Level 5 (advanced & management)
Safeguarding Children
Paediatric First Aid
Food Safety
Health & Safety
Key Worker

Jeannette Evans
Childcare Practitioner
(Jeannette becomes the Person In Charge when Sandra & Kimberley are not at group)
CCLD Level 2 & 3
Safeguarding Children
Paediatric First Aid
Food Safety
Health & Safety

Samantha Wakely
Childcare Practitioner
CACHE Level 3 Diploma
CCLD
Currently studying towards
CCLPD Level 4
Paediatric First Aid at SCQF LEVEL 6
Safeguarding Children
Food Safety
Health & Safety

Fran Rabey
Playgroup Assistant

**25 years experience in working with
pre-school children**
Safeguarding Children
Paediatric First Aid
Food Safety
Health & Safety

Chelsey Jones
Childcare Practitioner

CCLD Level 2 & 3
Paediatric First Aid
Safeguarding Children
Food Safety
Health & Safety

Ceri Postians
Childcare Practitioner

CCLD Level 2
Currently studying level 3 CCLD
Paediatric First Aid
Safeguarding Children
Food Safety
Health & Safety

Emma Billington
Diploma in Nursery Nursing
(NNEB)

Safeguarding
Paediatric First Aid

(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.**

All staff hold up-to-date DBS checks

Quality of care review and action plans

Wenvoe Playgroup CIO 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 CIO* was passed for use from 25th April 2022

On: 24th April 2022

By: *Sandra Morgan*

Position: Person in Charge

Date of planned review: Annually or sooner if changes in practice