55. Nursery Operational Plan

At St Catherine’s Independent Nursery we provide quality affordable childcare 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 St Catherine Independent Nursery 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 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. We will review this policy on a termly basis**,** using reflective practice, and make and implement any necessary changes following a review.

Main index:

The Learning and Development requirements

The Assessment requirements

The Safeguarding and Welfare requirements – Child Protection

Suitable people

Staff qualifications, training, support and skills

Health

Managing behaviour

Safety and suitability of premises, environment and equipment

Equal opportunities

Information and records

The Safeguarding and Welfare requirements – Equal opportunities

The Safeguarding and Welfare requirements – Information and records

Self-evaluation

Information for staff

Premises

Contact numbers

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name** | **Telephone number** |
| Environmental health |  | 01772 421491 |
| Health visitor |  | 01772 644115 |
| Health and safety representative |  |  |
| Preston Hospital |  | 01772 716565 |
| Insurance helpline |  | 0300 303 2436  0141 332 2222 |
| Local authority early years service |  | 01772 456405 |
| Local paper |  | 01772 838157 |
| NDNA legal helpline (NDNA members only) |  | 0845 900 3583 |
| Citation |  | 0345 234 0404 |
| NHS Direct |  | 111 |
| Ofsted |  | 0300 123 4234 |
| Police |  | 0845 1 25 35 45 |
| Police Community Support Officer | PC Paul Connelly | 01772 415855 |
| Social Services |  | 0845 053 00 09 |
| Water board |  | 0345 672 3723 |

Emergency locations

|  |  |
| --- | --- |
| Water main stop tap | Site Manager’s Office in School |
| Fuse box | High on nursery wall next to door into school |

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| --- | --- | --- |
| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| 30/9/16 | H Brockliss | 30/9/17 |