

65. 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 1231
Police		0845 1 25 35 45
Police Community Support Officer	PC Paul Connelly	01772 415855
Children's Services		0300 123 6722
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

This policy was adopted on	Signed on behalf of the nursery	Date for review
13/10/2020	H Brockliss	13/10/2021