

66. Nursery Operational Plan

EYFS: All

At St Catherine's Independent Nursery 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 and internal/external feedback. We ensure we update our business/action plan at least annually and combine this information.

We welcome parent's 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 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 review this policy termly, 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

* For the purpose of this publication the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians.

Contact numbers

Contact	Name	Telephone number
Environmental health		01772 421491
Health visitor		01772 644115
Health and safety representative		0161 667 4000
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 111		111
Ofsted		0300 123 1231
Pest Control		01772 625625
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
15/09/2023	H Brockliss	15/09/2024