Nursery Operational Plan Policy

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| EYFS: All |

At **Dickory Dock 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.

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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 on a regular basis **[insert any timescale],** using reflective practice, and make and implement any necessary changes following a review.

Suggested contents to be kept in your operational plan **[*delete/insert records as required*]**:

Main index

The Early Years Foundation Stage

* Learning and development requirements
* Assessment and Progress Check at age two
* Key Person approach
* Equal Opportunities and Inclusion.

Safeguarding and Child Protection

* Emergency Contacts
* Designated Person(s).

Leadership and Management

* Suitable People
* Organisation Structure
* Senior Management Contacts
* Nursery Organisation Structure Chart
* Staff Deployment
* Training Analysis/Chart
* Recruitment and selection procedures
* Checklist for New Starters.

Health and Medicines

* Names of the Staff who are Paediatric First Aid Trained
* Contingency Plans
* Accident and Medication Procedures.

Managing Behaviour

* Policy and Procedure.

Safety and Suitability of Premises, Environment and Equipment

* Emergency Evacuation Procedures
* Emergency Locations
* Policy and Procedure Documentation
* Health and Safety Documentation
* Daily Operations Statement
* Risk Assessments
* Outings.

Information and Records

* Registration Details for Child
* Occupancy and Daily Records
* Parent Pack
* Complaints and Compliments.

Business planning

* Mission and Vision Statement
* Inspection Report
* Important Information
* Nursery Plans
* Nursery Leaflet.

Contact numbers

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| **Contact** | **Name** | **Telephone number** |
| Elas Employment Law |  | 01617852000 |
| Builders | Report to management |  |
| Computer | Report to management |  |
| Doors | Report to management |  |
| Electrician | Tomasz Podkowa | 0793530473 |
| Electricity supplier | Report Church |  |
| Environmental health | Repot to management |  |
| Fire and rescue |  | 999 |
| Fire equipment | Uk Safety Management |  |
| Fire officer | See fire Wardens |  |
| Gas board | Report to Church | Next door |
| Health visitor | Different teams for areas |  |
| Health and safety representative | See Management |  |
| Hospital |  | 999 |
| Insurance helpline | Markel |  |
| Local authority early years service | Sheffield city council |  |
| Local paper | N/A |  |
| NDNA legal helpline (NDNA members only) | NDNA | 01484407070 |
| NHS Direct |  | 111 |
| Pest control | Report to management |  |
| Ofsted |  | 0300 123 1231 |
| Police |  | 999 |
| Police Community Support Officer | Specify area | 101 |
| Plumber | Report to management |  |
| Social Services |  | **0300 456 4546** |
| Water board | Yorkshire Water |  |
| Waste management | Biffa |  |
| Window call out |  |  |

Emergency locations

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| Water main stop tap | Inventors changing area |
| Gas point | Next door |
| Fuse box | Office |
| Boiler | Staff room |

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *20th May 2022* |  | *2023* |