



# Operational Plan

## Broad Town Pre-School and Forest School

Registered Charity No 297152

Telephone 01793 731911

[www.broadtownpreschool.co.uk](http://www.broadtownpreschool.co.uk)

email: [admin@broadtownpreschool.co.uk](mailto:admin@broadtownpreschool.co.uk)

Registered with:



Member of:



2019-2020

# Contents

<u>Operational Area</u>	<u>Page</u>
Background Information	4
Our Aims & Objectives	5
Policies & Procedures	6
Use of Space	8
The way we group our children	9
Activities & Use of Equipment	10
Staff Structure	12
Staff Deployment	13
Staff Management	15
Partnership with Parents	22

## Background Information

### History of our group

In 1982 Broad Town Playgroup began to occupy the premises until 1992 when Broad Town Pre-School opened. We are a registered charity (no 297152) and we are also active members of the Pre-School Learning Alliance (PLA). We have adopted our Constitution in accordance with the PLA constitution 2005 and adhere to this at all times.

### Location

Our Pre-School operates from a mobile classroom in the picturesque grounds of the Broad Town Primary School, in Broad Town Village, North Wiltshire. The mobile classroom is leased from the LEA. We benefit greatly from our position within the grounds of Broad Town School and have access to the school playground and playing field on a daily basis.

### Session times

Sessions are available Monday to Friday during term time as shown below:

<u>Morning Session</u>	9.00 am to 12.00 am
<u>Lunch Club</u>	12.00 am to 12.30 noon (to be taken in conjunction with morning or an an afternoon session)
<u>Afternoon Session</u>	12.30 noon to 3.00 pm

Morning Session only	3 hours
Morning Session plus Lunch Club	3.5 hours
Lunch Club plus Afternoon Session	3.0 hours
Afternoon Session only	2.5 hours
All Day	6 hours

(Day Care Sessions on Monday to Friday, term time: hours are from 9.00 am to 3.00 pm for children aged from 2 years upwards, but at the discretion of the Pre-School staff for children under the age of 3).

### Developments

In September 2005, supported by finances from The Community Foundation for Wiltshire & Swindon, we began school day care sessions and nursery sessions.

### Funding

We are an approved setting for Early Years Free Entitlement Funding. In the past we have secured funding for building improvements/refurbishment from:

The National Lottery	The Jack Lane Trust
WEYDCP	Wiltshire County Council

## **Our Aims and Objectives**

### **The Purpose of the Provision**

The aim of the Pre-School is to enhance the development and education of children primarily under statutory school age by:

- offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of the group, ensuring the group offer opportunities for all children whatever their race, culture, religion, means or ability.
- encouraging the study of the needs of children and their families and promoting the public interest in and recognition of such needs in the local areas.
- Instigating and adhering to and furthering the aims of the Pre-School Learning Alliance.

### **Expansion and Improvement**

In September 2005 The Pre-School opened a 12 place 2-3 year old nursery session between 1.15pm-3 pm on Tuesday and Thursday. It also began to offer a 16 place School Day care sessions (9.15am-3pm) on Mondays and Wednesdays. Registration was extended by OFSTED to allow us to care for up to 20 children at any one time, with due regard to staffing ratios.

In January 2007 the Pre School was completely renovated and the interior of the building was brought up to a high standard. Wiltshire County Council agreed to hand over the lease for the building to the Pre School Trustees. This will allow a greater range of opportunities and gives the possibility of further expansion of services.

### **Quality Assurance**

It is the aim of the Pre-School to work towards gaining a quality assurance certification. We are also completing the Self-Evaluation Framework for Early Years Settings in Wiltshire and Bristol Standards to recognize our strengths and areas for development, we hope that this will assist us to continually think about and improve our practice.

### **How we meet local need**

Broad Town is set in a rural community on the outskirts of Swindon and Wootton Bassett, both are rapidly growing areas and will be ideally situated to offer Pre-School provision for the new housing development planned on the Broad Town side of Wootton Bassett. The Pre-School has strong links with Broad Town School.

# Policies & Procedures

We have a comprehensive set of policies which detail the procedures of the Pre-School. Parents/Carers are welcome to view the policies and procedures, which govern the way in which the Pre-School works at any time when the setting is open, they can be found in the Foyer of the Pre-School building.

The policies are reviewed regularly by the management committee and cover the following areas:

## **1. Admissions & Fees**

- 1.1. Admissions & Waiting List
- 1.2. Payment of Fees
- 1.3. Charity Income Reserves
- 1.4. Low Income Support

## **2. Behaviour Management**

- 2.1. Positive Behaviour Management
- 2.2. Anti-Bullying

## **3. Complaints**

- 3.1. Complaints

## **4. Confidentiality**

- 4.1. Confidentiality
- 4.2. Records

## **5. Equal Opportunities**

- 5.1. Equal Opportunities

## **6. Equipment & Resources**

- 6.1. Equipment & Resources

## **7. Health & Hygiene**

- 7.1. Health & Hygiene
- 7.2. Illness
- 7.3. Medication
- 7.4. SunSmart Sun Protection
- 7.5. Nappy Changing
- 7.6. Outdoor Play

## **8. Parental Involvement**

- 8.1. Partnership with Parents

## **9. Safeguarding**

- 9.1. Child Protection
- 9.2. Procedure to be followed if a child is not collected
- 9.3. Procedure to be followed if a child is lost
- 9.4. Photography

**10. Safety**

- 10.1. Safety
- 10.2. Fire Protection
- 10.3. Accident & Emergency
- 10.4. Educational Visits
- 10.5. Risk Assessment
- 10.6. Smoking Policy

**11. Special Needs**

- 11.1 Special Needs

**12. Staffing & Employment**

- 12.1 Recruitment
- 12.2 Induction
- 12.3 Training
- 12.4 Appraisals & Performance Reviews
- 12.5 Children of Pre-School Staff
- 12.6 Maternity Rights
- 12.7 Statutory Adoption Leave and Statutory Adoption Pay
- 12.8 Parental Leave
- 12.9 Compassionate Leave
- 12.10 Disciplinary & Grievance Procedures
- 12.11 Code of Conduct

**13. Student Placements**

- 13.1 Student Placement & Work Experience

**14. Settling In**

- 14.1 Introducing New Parents & Children
- 14.2
- 14.3
- 14.4
- 14.5

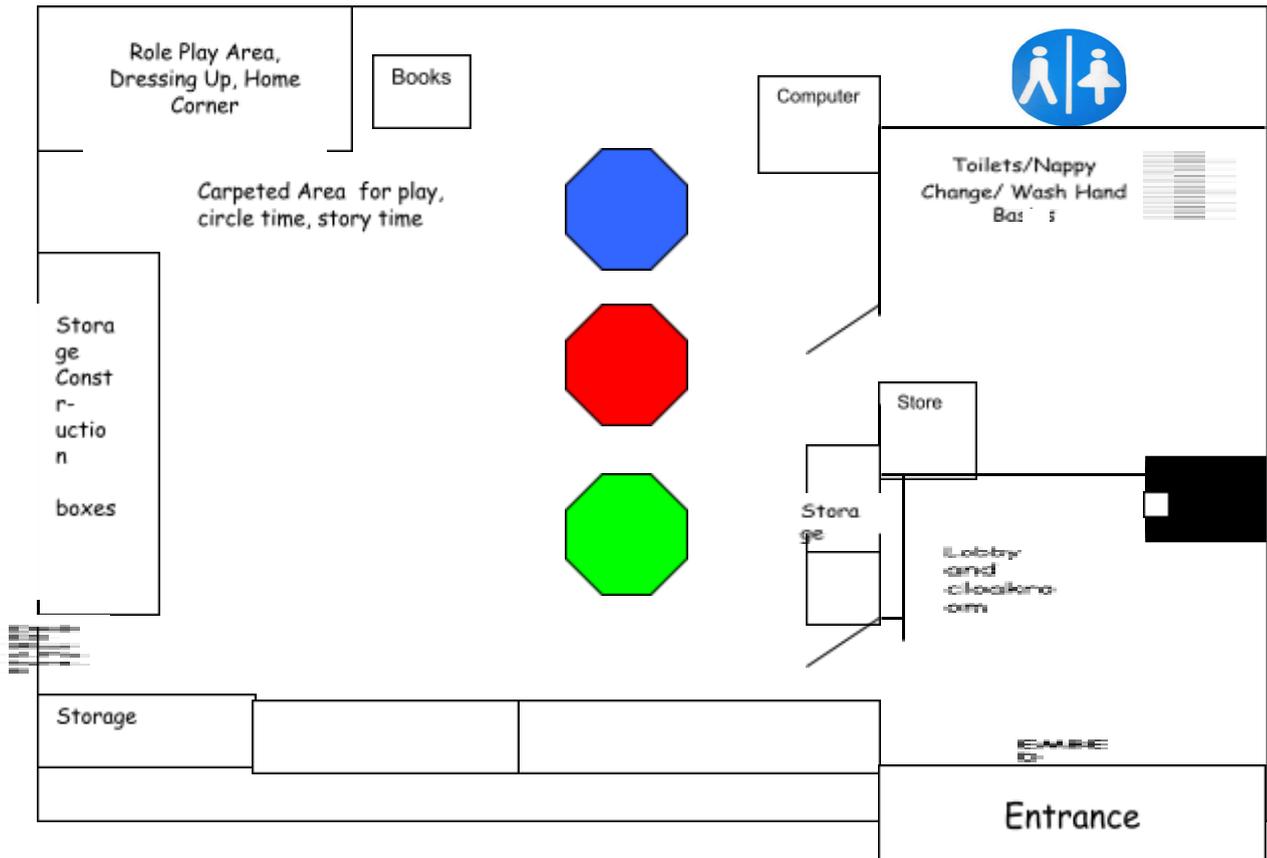
**15 Lock Down Policy**

**16 Adverse Weather Policy**

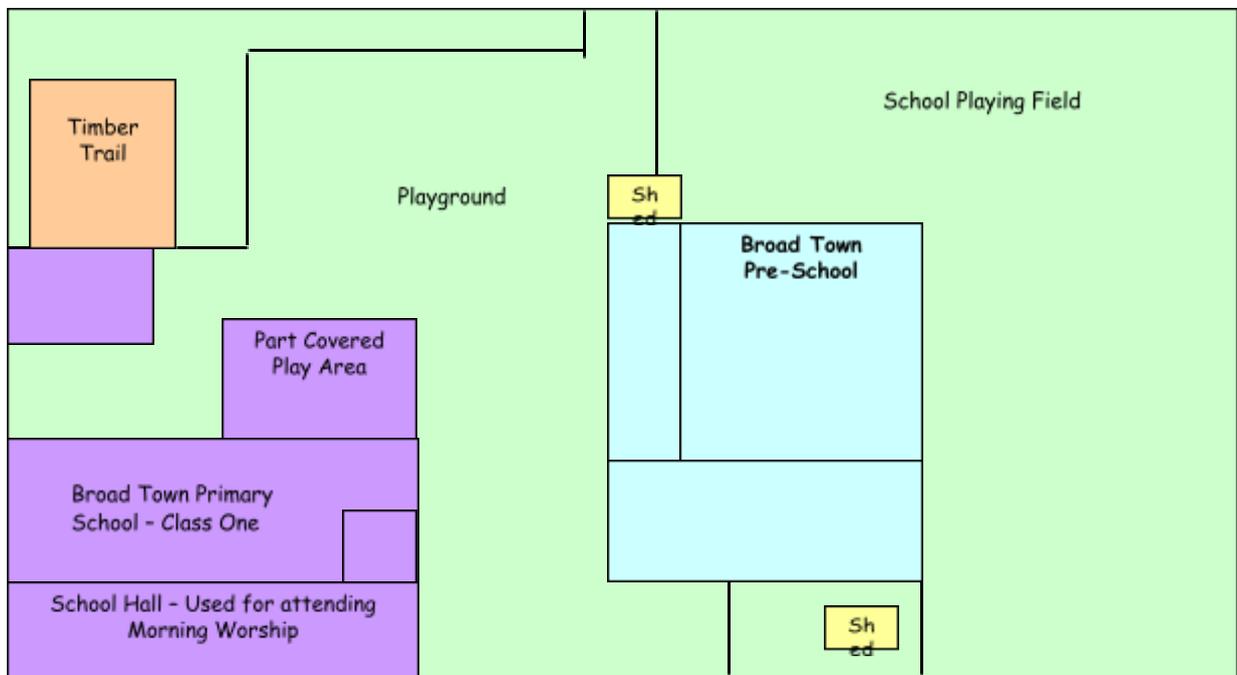
**17 Privacy Notice**

## 12. Use of Space

### Interior Space



### Exterior Space



## The way we group our children

### Key-working System

Each child has one special member of staff to relate to, which eases the settling in process. This key-working system gives each member of staff particular responsibility to tailor the group's curriculum to the unique needs of each child, enabling them to reach his/her full potential. The key-worker maintains links with the child's family and records the ongoing assessments and development of the children in her key-worker group.

The key-worker observes and works with their children, updating their records with observations as appropriate. This information is confidential and is only available to that child's parents. A parent may view their child's records at any time by contacting the Supervisor. Parent consultation evenings are organised twice a year to enable a detailed and confidential discussion to take place between the parent and key-worker about their child's progress.

Children's Records are kept securely in a locked filing cabinet at the Pre-School premises. Details of records kept, are contained in our Records Policy. Please see *Confidentiality Policy – Records* (Policy 5.2) in the Policies and Procedures documentation for further information. A letter is sent to parents asking for their permission to send on transfer records to the primary school.

### How we group our children

We group the children depending on task and ability, for example we may group older or more mature children together for more challenging activities:

We are in receipt of the Early Years Free Entitlement Funding for children aged 3+, therefore we use the *Curriculum Guidance for the Foundation Stage*. For our younger children we use the *Birth to Three Matters* framework to help us provide appropriate learning experiences. The Managers are responsible for delivering and managing these frameworks.

## **Activities & Use of Equipment**

Our aim at our Pre-School is to provide a stimulating environment for all children where both play and learning are part of every day. A varied selection of activities will be provided throughout the day using both indoor and outdoor activities to help each child learn and understand skills, which will help them fit into the world physically, intellectually, emotionally and socially. A daily plan of children's activities is displayed on the notice board in the lobby.

### **Personal, Social & Emotional Development**

Children have to learn to live as part of a group and to co-operate in the home as well as in outside groups. Here we provide a comfortable and positive environment, where our children can develop their confidence and self-respect at their own pace. Thus, this area is given a high priority, including many opportunities for children to respond to different cultural and religious events. Each child is encouraged to help themselves and others during play as well as during refreshments. Their independence and confidence will grow as they develop within this environment. Stickers are given to the children as a reward to encourage and promote good behaviour including sharing and caring.

### **Communication**

There are many activities organised to encourage children to recognise their own names and other simple words. The children have many opportunities to become familiar with thinking, language for communication and linking sounds and letters. We take time to enable the children to share their news and to socialise. Emphasis is placed on group discussion, so that the children gain the confidence to express themselves in front of others, as well as learning to listen to the Supervisor and other children. Relevant topics and stimulating activities help accomplish this.

### **Mathematics**

We provide opportunities to help the children's development of concepts and early mathematical skills. With practical activities such as, allocating cups and plates during refreshments, which help to develop an awareness of simple addition and subtraction operations, as well as language such as "add one more" and "take one away". We also play counting & rhyming games with the children.

### **Knowledge & Understanding of the World**

Our children are encouraged to be aware of the world around them, both in the community and further a field. They have many opportunities to look at differences and changes over time and to record their observations. A day and weather chart is discussed and recorded each day. Science based activities are organised for the older children. Photographic displays are used to record history and the environment, for example, children's family and homes. Many outside visits are organised throughout the year, e.g. Lydiard Park, the Railway Museum, a building site, the farm and riding stables.

## **Physical Development**

The Pre-School provides a good range of indoor and outdoor activities to promote Mobility, Control and Fine Motor Skills. Our children spend time outdoors as much as possible, and make use of the playground and school playing field, using bikes, trikes, mini cars, hoops, bats, balls and skipping ropes. The children also have supervised access to Broad Town School's 'Timber Trail'. We hold a mini sports day during the summer term each year where the children (and parents) take part in mini races.

We also have a small garden area, which has been developed specifically with the children's needs in mind. Small raised beds are planted with safe/scented plants and the children participate with gardening activities throughout the year. Good manipulative skills are encouraged with small equipment such as art and craft tools and writing implements. Children are also encouraged to make sandwiches and chop food.

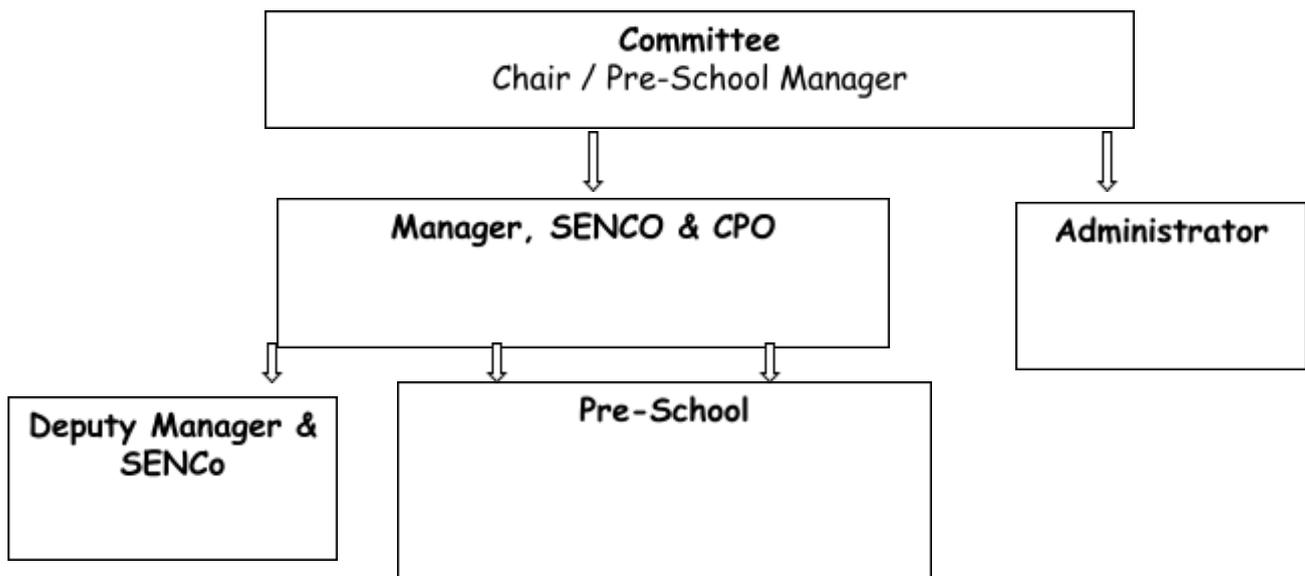
## **Creative Development**

A wide range of materials is available for art and craft activities, such as stenciling, drawing, painting and colouring to promote expression of their ideas and feelings. Children have opportunities to explore different textures such as sand, water and play dough.

Their imagination is stimulated by the use of painting, cutting, sticking and constructing their own ideas with cardboard, tubes and plastic containers. Cooking and creating collages provide endless opportunities for the children to express themselves.

Imaginative Role Play is also encouraged with the use of dressing-up clothes, the workshop, house, shop and pushchairs and prams. Our children are also encouraged to join in with music, dance stories and action songs.

## Staff Structure



### **Committee – Sept 2019**

Chairperson  
Secretary  
Treasurer

John Kent  
Eleanor Louzado  
Judith Georgii

General Committee Members:

Kerby

Alison Jury

Rebecca

Zoe Dyer  
Jemma Walker

### **Staff – Sept 2019**

Manager  
Deputy Manager  
Administrator

Jennifer White  
Louise Coward  
Kerry Clark

Pre – School Assistants

Lindsey Robinson  
Louise Reay  
Tor Bowen

Kelli Aldous

Cleaner

Kelly Ody

# All Committee Responsibilities & Rights

All Committee members are required to:

- Attend committee meetings or send apologies
- Actively contribute to discussions and decision making
- Read any papers minutes prior in advance of meetings
- Be familiar with committee procedures
- Be aware of legal responsibilities
- Understand the financial standing of the organisation
- Volunteer for and carry out activities throughout the year, especially fund-raising to help maintain the smooth and effective running of the Pre-School by raising extra funds to help purchase much needed items
- Use specific skills, knowledge and expertise to help the committee reach sound decisions
- Avoid putting own personal interests before the pre-schools interests
- Act honestly and in good faith
- Respect confidentially
- Devote the necessary time and commitment to fulfil the role
- Ask questions about uncertainties
- Accept the authority of the chair.
- Rights of the committee
- To be notified of and to attend the committee meetings
- To be given the correct information
- To vote at meetings
- To have others respect you confidentiality
- To be given respect from other committee members
- To claim reasonable out of pocket expenses (To be agreed prior to spending by the administrator)
- To be notified and to attend extraordinary and Annual General Meetings
- To stand down whenever you choose with written notice

**The Committee keeps completely confidential any information regarding the children, families, Committee or Staff member which is learnt as part of the role.**

# Chair Role Description

The Chair is the public face of the elected committee, representing the Pre-school where necessary at public events and sometimes at meetings of other organisations. In rare cases, some emergency will occur between committee meetings, which require an immediate response. In this case, the responsibility rest on the Chair who should consult as many Committee Members as possible, by personal contact, telephone or email before making an interim decision. This will be reported on in the next committee meeting.

The Chair takes charge off all committee meetings. This does not mean that the committee is there to do what the chair wants. It means the chair has the difficult task of:

- Seeing to it that the meetings are effective
- Making sure that decisions are taken and implemented in a way that reflect the needs and wishes of the pre-school members and makes best use of skills and talents available.
- Being the general coordinator, delegating where necessary.
- Ensuring that communication between all members is open

## The Chair Staff responsibilities

- Is the line manager of the manager and administrator
- Keeps personnel files for each member of staff
- Interviews prospective new staff, together with the Pre-School Manager and one other committee member
- Is readily available to Staff members
- Annual Pay award for the staff of the Pre-School, with input from the Treasurer and Administrator. This does not mean automatic pay increases, this is based on the preschools financial position.
- Annual performance reviews for the Pre-School Manager and Administrator

## The Chair Committee Responsibilities

- Organises the meetings with the secretary
- Is readily available to committee members
- Supports and authorizes the work of the treasurer
- Checks accounting records at regular intervals

## Other Responsibilities:

- Negotiation on behalf of the pre-school for Rent increases
- Signature for the bank account

## Secretary Role Description

The Secretary, together with the chair prepares the agenda for the committee meetings if required.

The Secretary confirms the venue for the committee meetings, the Secretary then prepares and distributes the notice of the meetings and agenda in good time ensuring that everyone knows the date, time and venue

The Secretary takes minutes of the meetings, types and circulate them to all committee members and Staff. Once the minutes have been approved at the next committee meeting, the secretary & chair sign the master copy, which is then uploaded onto the closed Committee Facebook page.

The Secretary keeps an up-to-date list of names of the committee members, their addresses, telephone numbers and email addresses, and ensure the chair is kept up to date.

The Secretary:

- Organises the AGM (including writing to prospective parents, Advertising, booking the Venue etc)

# Treasurer Role Description

The Committee **as a whole** is responsible for making financial decisions

In preparing all accounts and reports, the treasurer will find assistance from the pre-school administrator.

## **Planning:**

- The Treasurer will prepare in advance a Receipts and Payments budget for the year, The Treasurer maintains the pre-school bank accounts, updating the list of signatories as necessary.

## **Day to Day.**

- The Treasurer carries out banking as required and authorizing payments of all bills.
- The Treasurer oversees all financial duties carried out by the pre-school administrator.

## **Reporting**

The Treasurer reports to the committee at every meeting

- Presenting a Receipts and Payments account for the year to date and term to date.
- Presenting the latest accounts book balance and likely movements in the coming term, recommending any action necessary.

The Treasurer checks and authorizes an Annual Receipts and payments account.

The Treasurer arranges for the independently examined accounts to be available to the whole pre-school at the Annual General Meeting

The Treasurer makes recommendations to the preschool about its finances and checks and authorizes an annual budget for the committees approval.

## Staff Deployment

The Manager is responsible to the committee and responsible for the Pre-School Assistants. Her role is to provide a safe environment and high quality education and care for Pre-School children; to fulfill legal and statutory requirements; to supervise staff on a day-to-day basis and to contribute and implement Pre-School policies. Jennifer White is the Child Protection Officer. Louise Coward is the Special Education Needs Co-ordinator (SENCO). Information about these roles can be found in the Policies and Procedures documentation.

In the absence of the Manager the Deputy Manager will take charge. If due to unforeseen circumstances, neither person is able to be present, the Chairperson must be informed. It is essential that an NVQ3 qualified person (or equivalent) or NVQ2 qualified person working towards an NVQ3 is available to lead the session.

### **NVQ 3 Equivalent Qualifications include:**

- Diploma in Nursery Nursing (NNEB)
- B Tec National Diploma / Certificate in Early Childhood Studies
- NVQ Level 3 in Childcare and Education
- PLA Diploma in Playgroup Practice
- Teaching Certificate
- Qualified Teaching Status (QTS)
- Health Visiting Certificate
- Appropriate level 3 social work qualifications
- Appropriate level 3 nursing qualifications

If one of the Pre-School Assistants is absent for any reason, the next Pre-School Assistant is to be telephoned and asked to provide cover for the session, to ensure minimum staffing ratios are maintained:

- 1:4 Children aged 2 years
- 1:8 Children aged 3-7 years

If another Pre-School Assistant is unavailable a member of the committee is telephoned and asked to provide cover. If a parent or committee member with a child registered at pre-school provides cover for a session/lunch club then a corresponding fee for the following term will be credited for their child.

### **Volunteers, Students and Parent Helpers**

Committee members have checks carried out on them via the Criminal Records Bureau after completion of form EY2.

Any person who has not been vetted is never left alone with children i.e. adults who have not been confirmed via police checks as 'suitable' persons will not take children unaccompanied to the toilet.

An opportunity will be given to school age work placement students, however they are supervised at all times and are not counted in the staffing ratios. Each will be given a short induction and job description before commencement of placement. See *Student Placements*

*Policy – Student Placement & Work Experience* (Policy 13.1) in the Policies and Procedures documentation for further information.

The Supervisor will discuss with each volunteer what they feel happy and confident about them doing during the session.

A daily record is kept of all staff, children, volunteers and visitors on the premises.

**Visitors**

A visitor's book is held in the lobby to record arrival and departure times. During the visit, all visitors are supervised at all times. If anyone is unsure of the visitor's identity, a form of identification must be asked for and a telephone call to their department to double check should be made.

## **Staff Management**

Broad Town Pre-School is run by a Parent Committee, whose members and officers are elected by parents. This committee ensures that major decision-making is in the hands of parents who use the group. It is responsible for reviewing both policy and practice and for the employment and appraisal of staff. The procedures we use to manage our staff are detailed in our policies and procedures.

### **Staff Appraisals**

Appraisal meetings will take place once a year prior to the AGM between members of staff and their immediate line manager. Appraisal reports are kept highly confidential, a record of which is kept on the employee's personnel file.

Regular meetings will take place throughout the year to review the objectives set and progress made against them. See *Staffing & Employment Policy – Appraisals & Performance Reviews* (Policy 12.4) in the Policies and Procedures documentation for further information.

### **Induction Training**

All staff have induction training which includes Health & Safety and Child Protection policies and procedures in their first week of employment. See *Staffing & Employment Policy – Induction* (Policy 12.2) in the Policies and Procedures documentation for further information. All staff receive a contract of employment and are issued with a staff handbook.

### **Staff Training & Qualifications**

The Pre-School positively encourages its employees to undertake additional professional training. See *Staffing & Employment Policy – Training* (Policy 12.3) for further information.

For all staff to carry out their job responsibilities effectively they need to understand how the Pre-School works and what is expected of them. This can only be achieved by ensuring that they have the necessary skills and experience to do their job.

Continuous training helps individuals, and the staff group as a whole to maintain an appropriate skill base for the care of the children. All staff will be encouraged to maintain their professional development whilst being supervised by the Supervisors & Committee. Staff are required to attend regular staff meetings and in service training as deemed necessary.

### **Calendar of Management Activities**

The management committee of the Pre-School work to an annual calendar of activities to ensure the good and effective operation of the Pre-School. This ensures that, even when committee members change, management activities continue to follow a planned agenda.

The calendar is a part of each Committee Meeting agenda to ensure that all activities due that month have been actioned.

## **Partnership with Parents**

At Broad Town Pre-School we believe that an open access policy to information is the best way of encouraging participation.

We encourage all parents to take an active role in the running of their Pre-School, and will work with them to provide quality care for all children. As a member of the Pre-School Learning Alliance we recognise parents as the first and most important educators of their children. All the staff see themselves as co-workers in providing care and education for a child. There are many ways we ask parents to help make the Pre-School a welcoming and stimulating place for example:

- exchanging knowledge about their children's needs, activities and progress
- helping at Pre-School sessions
- sharing their own special interests with the children
- helping to provide, make and look after the equipment and materials used in the children's play activities
- being part of the management of the Pre-School
- taking part in our events
- building friendships with the other parents and carers in the Pre-School

Exchanging information with parents is achieved in many ways: through regular discussions; newsletters; letters; displays of posters and notices on the notice board and by using the wipe board. Parent consultations are held twice yearly. We also use questionnaires to collect the views of the parents on a yearly basis.

Should a problem arise there is a complaint system in place – See *Complaints Policy – Complaints* (Policy 4.1) in the Policies and Procedures documentation for further information.

The committee and staff of Broad Town Pre-School aim to ensure a good partnership with parents by promoting:

### **Effective Communication**

- Regular newsletters are produced to keep parents up-to-date with events in the current term. Letting parents know of meetings and events, planned themes for the next half term, fundraising activities, committee activities and other information that the parent should be aware of. We also have a Facebook page for current parents only where we also share important information
- There are notices/information displayed on the parent notice board in the entrance area.
- A handbook of the group's policies is available in the lobby and can also be found on our website.

### **Involvement in Decision Making**

- A parent management committee, whose members are elected by the parents of the children, manage the running of the Pre-School. The elections take place at the Pre-School's Annual General Meeting which is held in July each year. The committee is responsible for:
  - managing the Pre-School's finances and arranging fund raising events
  - employing and managing our staff
  - making sure that the Pre-School has, and works to, policies which help it to provide a high quality service
  - making sure that the Pre-School works in partnership with the children's parents.

The Annual General Meeting is held in July each year and is open to the parents of all of the children who attend the Pre-School. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

We encourage all parents to join the committee and help the Pre-School in whatever way they can. The committee generally meets monthly to discuss, plan and review the work of the Pre-School.