



OPERATIONAL PLAN

This Operational Plan has been developed to give an overview of how York Childcare Ltd (YCL) functions.

The Plan is supported by YCL's Policies and Procedures, which are made available to every parent and service user via the Policy Pack. Additional information for staff and members may be found in the Employment Policy Pack.

Information contained in this Operational Plan is subdivided into 3 sections as follows:-

1. Staff Deployment (including contingency plans)
2. Activities
3. Staff training

1. STAFF DEPLOYMENT

It is the responsibility of the Nursery Manager to ensure that the nursery is staffed in accordance with the ratios set down by Ofsted.

Every member of staff is appointed to work within a specific area, eg. Over Two's, Under Two's, Office, Kitchen. Details of where each member of staff works can be found on the Staff Notice Board.

Team Leaders are responsible for preparing staffing rotas, to ensure that they have sufficient staff throughout the day, meeting the prescribed ratios. There is an expectancy that Team Leaders will work together to discuss the staffing needs of the nursery as a whole.

CONTINGENCY PLANS

Any difficulties in achieving the ratios will be referred to the Nursery Manager, who will look at ways of meeting the required need.

Options to ensure that staffing is maintained at the correct ratios include:

- The flexible use of all staff within the nursery, such as borrowing from a different area, if this does not jeopardise the service offered there.
- Use of supply staff
- Reducing the number of areas within the nursery available for use
- Regrouping children
- Contacting parents to take children home

2. ACTIVITIES

- Activities are planned by staff, based on the interests and skills of the children.



- The daily routine includes time for children to be active both in and out of doors, as well as time to relax.
- Resources are organised so that they are safe, suitable and accessible to children.
- Staff are located within each area to support children's play and learning.
- At each of the nurseries there is a computer for use by the children and a number of programmable toys. All the children will be given the skills required to use the technology and provided with the opportunity to use it in order to promote their personal development.
- All activities offered have regard to the Early Years Foundation Stage (EYFS).

3. STAFF TRAINING

- All YCL employees receive a formal induction upon commencing their employment with the organisation. The induction includes training in YCL Policies and Procedures, Health and Safety, Child Protection and Moving and Handling.
- All the staff have the appropriate qualification and experience required for them to carry out their roles.
- All staff benefit from regular supervisions and an annual appraisal, where their training needs can be identified.
- The training needs of the company are collated by the General Manager and a schedule of training is developed.
- Nursery staff are able to benefit from the broad variety of training courses provided by the City of York Council, covering both educational issues and care of pre-school children and babies.

Further details on staff training can be found in the Staff Handbook.

Further operational details have been developed by the Nursery Managers and Nursery staff at each setting and can be made available on site for Parents and Carers to read.