

Nursery Operational Plan

At Dinotots 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 Dinotot's 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 an annual basis using reflective practice, and make and implement any necessary changes following a review.

Our operational plan includes:

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 children 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 needs analysis and training matrix
- Recruitment and selection procedures
- Checklist for new starters.

Health and medicines

- Names of the staff who hold current full and emergency Paediatric First Aid certificates
- Contingency plans
- Accident and medication procedures.

Managing behaviour

- Policy and procedure.

Safety and suitability of premises, environment and equipment

- Emergency evacuation and lock down procedures
- Emergency locations
- Policy and procedure documentation
- Health and safety documentation
- Daily operations statement
- Risk assessments
- Outings.

Information and records

- Registration details for each child
- Occupancy and daily registers
- Parent pack
- Complaints and compliments.

Business planning

- Mission and vision statements
- Inspection report
- Important information
- Nursery plans
- Nursery leaflet.

Contact numbers

Contact	Name	Telephone number
Builders	Steve Halliburton	01670 367194
Electrician	J Roney Electrical services	01670 739987
Environmental health	Northumberland County Council	0345 600 6400
Fire and rescue	West Hartford fire station	01670 621110

Fire equipment	NE fire limited	07730269560
Hospital	Cramlington	0344 811 8111
Local authority early years service	Early Years Matters	info@earlyyearsmatters.co.uk
NHS Direct	NHS	111
Pest control	Coast and county pest control	0191 237 6341
Ofsted	Ofsted	0300 123 1231
Police	Emergency	999
Plumber	MD plumbing and heating	07841109653
Social Services	Blyth, compass house	01670 354316
Water board	Northumbrian water	02366703
Waste bins	Northumberland County Council	03301 242 535

Emergency locations

	Day-care	Childcare	Day Nursery	Children's Nursery
Water main stop tap	Under stairs	Under kitchen sink		
Gas point	Boiler room	N/A		
Fuse box	Reception	Staff room		
Boiler	Boiler room	N/A		

This policy was adopted on	Signed on behalf of the nursery	Date for review
13/7/2022	A .Jenkinson V Mason	July 2023
06/03/2023	A .Jenkinson V Mason	March 2024
11/07/2023	A .Jenkinson V Mason	July 2024