



SIMPLY PENDOYLAN

OPERATIONAL PLAN

STAFF

The Registered Persons are Amanda Baker (L3 Playwork qualified) and Nikki Olphert (L5 Playwork qualified).

Nikki Olphert & Amanda Baker are jointly in charge of bookings, changes to requirements, staff requirements, administration, invoicing and ensuring new policies and procedures are introduced according to government regulations.

Amanda Baker (also LSA at Pendoylan Primary School) is in charge of the day-to-day running of the After School & Holiday Clubs. Amanda is also in charge of daily staffing, meal planning, planning holiday club activities, holiday club staffing etc.

Additional staff present at varying sessions are:

Janet Robins (L3 Playwork) - Breakfast Club Manager

Ruth Clapham (L3 Dip Children's Learning, Care & Development)

Michelle Davies (L2 Playwork)

Eira Culverwell (L3 Playwork)

Chloe James (currently studying for L2 Playwork)

Darcy Baker (currently studying for L2 Playwork)

Most have Paediatric First Aid training certificates.

All staff have Child Protection and Safeguarding certificates.

Most staff have Food Hygiene L2 certificates.

Some of our staff are currently also employed in the school, so we are satisfied that they are suitable to care for the children. The staff have DBS checks and I ensure that they are updated with any new regulations and information about children. Obviously all information is confidential.

Staff are employed effectively within the provision to ensure the safety, welfare and development of children.

TRAINING PLANS

Most staff have achieved Level 2 or 3 Diploma in Playwork and Chloe and Darcy are currently embarking on further training. Other qualifications are updated on a regular basis as required to keep current and within regulations.

We plan to continue having regular meetings with all staff to keep them up-to-date with new rules and policies, and so that we can all learn from each other's ideas, thoughts and experiences. Regular supervisions are also done with each staff member.

If staff are unable to attend any 3 year update courses, we will endeavour to achieve these online where possible. If attendance in person is essential to a course, these courses will be booked as soon as available. Staff will be allocated roles within the team to reflect their course status.

ACTION PLAN TO ACHIEVE THIS:

Review staff qualification table on a regular basis to highlight renewal dates for each qualification and research and book suitable courses as required.

DEVELOPMENT OF SERVICE

We operate after school club at the War Memorial Hall Monday to Thursday each week. Fridays, were exceptionally quiet so not financially viable.

VOLUNTEERS

We have one regular volunteer at after school club, who helps in the kitchen and has current Food Hygiene and DBS certificates.

We sometimes have student volunteers to assist at after school club. We only take students whom we know – whose parent's work at club or who have attended club as children in the past, or relatives of staff members. There is a Volunteer code of Practice which they are obliged to adhere to and if not DBS checked they are not left alone with children at any time.

VISITORS

Our Visitors Rules Policy is displayed at all times, and a we have visitors book which must be signed by anyone (other than parents and staff) coming into the premises when children are there.

PREMISES & FACILITIES

After school club Monday to Thursday, and holiday clubs, are held at the War Memorial Hall. The Memorial Hall can be divided into areas for different kinds of play opportunities – TV corner, younger children's play area with cushions, dolls, cars etc., book corner, a corner where Wii or Nintendo games can be played, a PC for games and the central area which we use for craft tables and for dining. There is an excellent car park and outdoor play area, which are separated off for safety when outdoor play is taking place.

We are open after school until 6pm (Monday to Thursday). Holiday Club care is also available on certain days during most school holidays at the War Memorial Hall, Pendoylan, from 8am to 6pm – parents are advised by email well in advance which days we will be open for the forthcoming school holidays.

We work closely with the school and uphold their policies and procedures, as well as having our own. We also work closely with the Hall Committee. We are able to request maintenance matters are dealt with at the earliest possible opportunity. The hall is kept in good condition – it is cleaned daily and sanitizer and other PPE is available for all staff, if required.

15.00 The hall is set up club ready for children's arrival

15.15 A snack is prepared in the school hall for children's arrival

15.00/15.15 Staff collect children from the nursery and reception classes – snack is offered to these children

15.15 Staff meet in the school hall

15.30 Children from other years arrive and after hand washing & sanitising, are offered a snack (taking heed of any individual needs). Complete daily attendance register

15.40 Transport is provided for the children to the War Memorial Hall.

Arrival -18.00 Structured and free play

16.30 Healthy tea is served

18.00 All children collected [Time and signature of authorised person collecting updated on form].

18.00 Club closes, staff tidy up and put toys away.

Parents/carers may arrive to collect their children at any time up to 18.00.

Whenever a child is collected, their parent/carer must sign them out.

In the case of a parent/carer failing to collect the child, the senior Playworker calls the named contacts (including emergency contacts) to come to the Club to take the child home. In the event of no contact being made after 30 minutes, the senior Playworker contacts the Duty Officer at Social Services to advise them of the situation, and take their advice on further action. The responsible registered person is also informed. (Refer to Arrival and Collection Policy).

On recruitment, staff (and volunteers) are vetted in line with regulatory requirements which includes a DBS enhanced disclosure check. They receive induction which includes health and safety and child protection policies and procedures.

Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care and staff qualifications and training needs are reviewed regularly. Regular supervision sessions and annual appraisals are held.

Staff meetings are held whenever necessary to discuss any matters of concern and areas for development. Outcomes of these meetings contribute to the ongoing review of quality of care.

The club always works to a 1:8 adult to child ratio (to include all children under the age of 12 years of age), with a minimum of 2 members of paid staff present at all times.

Children are cared for in groups of no more than 32 children at any time.

Club Policies and Procedures

The Club has an extensive set of policies and procedures. These set out the standards to which the club runs.

The policies and procedures most relevant to parents/carers can be found in the parent handbook, although the complete set of policies and procedures is kept in the club, and can be accessed by parents upon request.

This Operational Plan, Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. Parents are informed of any changes to policies and procedures that affect them, and they will be asked to sign a new copy of the parent/club contract indicating acceptance.

List of policies, procedures and forms (which includes, but is not limited to):

1. Accident Incident Report (Adult)
2. Accident Incident Report (Child)
3. Activity Risk Assessment Form
4. Admissions Policy
5. Anti Bullying Policy
6. Arrival and Collection Policy
7. Behaviour Policy
8. Child Booking Form and Daily Attendance Register
9. Child Induction Policy
10. Safeguarding Policy and Procedure
11. Child Registration and Parent/Carer Contract
12. Children's Questionnaire
13. Complaint Policy and Procedure
14. Confidentiality Policy
15. Customer Satisfaction Survey
16. Data Protection Policy and Principles
17. Emergency Procedures
18. Equal Opportunities Policy
19. Food and Drink Policy
20. Health and Safety Policy
21. Hygiene and Health Care Policy
22. Media Policy
23. Medication Procedures
24. Medication Forms
25. Missing Child Policy and Procedure
26. Play Policy
27. Statement of Purpose
28. Sun Care Policy
29. Volunteer Code of Practice
30. Visitors Policy
31. Working in Partnership with Parents

General Data Protection Regulations

We have a GDPR file and all parents and staff have signed the required forms.