



Nursery Operational Plan

At Brentwood Day 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/ren 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, internal and external feedback. We ensure we update our business and development plans at least annually and combine this information.

We welcome parents' opinions and contributions to the quality improvement process and actively seek feedback through questionnaires and informal discussion, which are 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 (at least yearly) 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
- 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 location
- Policy and procedure documentation
- Health and safety documentation
- Daily operations statement
- Risk assessments
- Outings

Information and records

- Registration details for each child (online App)
- Occupancy and daily registers (electronic)
- Parent pack (online)
- Complaints and compliments

Business planning

- Mission and vision statements (development plan)
- Inspection report
- Important information
- Nursery plans
- Nursery website

This policy was adopted on	Signed on behalf of the nursery	Date for review
28.05.24	<i>RL Austin</i>	29.05.25