

Little Sparks

Operational Plan

2022



**Adopted by Llangattock Board of Governors: January
2022**

Signed: K.Marshall

Date: 29.01.2022

Review Date: July 2022

Operational Plan

National Minimum Standard 14.1

Little Sparks operational plan supports and underpins our statement of purpose. Use and review of the operational plan identifies where and how improvements and developments can be made in the service. This in turn identifies any amendments to the statement of purpose.

Setting Name: Little Sparks

Address: Llangattock Church in Wales Primary School

Postcode: NP8 1PH

Email: littlestars@llangattock.powys.sch.uk/head@llangattock.powys.sch.uk

Telephone Number: 01873 810608/07399770175

Date Opened: 02/07/19

Registered Provider: Governors of Llangattock C in Wales School

Responsible Individual Appointed to Represent Governors: Kathryn Marshall

CIW Registration Number: W16/00001682/0001/0001 (registered for 16 children)

Age ranges of children admitted: 3-4 years

Type of setting : 3+ Setting

Opening Times:

Monday, Tuesday, Friday – 9am – 1pm

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Wednesday, Thursday – 9am – 3pm

Staff/Personnel

Name of CIW Responsible Individual: Kathryn Marshall

CIW Person in Charge: Hannah Osmond (Maternity Cover)

Kate Dykes-Lead (Maternity Leave)

Assistant: Danielle Gallop, Chelsea Viveash (lunch time cover)

Child Protection Officer: Hannah Osmond

Nominated First Aider: Dannielle Gallop

Management/Committee: Mrs Nell Cawley/George Smith/Ann Williams/Karen Jones/Joanne Jones/Jill Pritchard/Richard Thomas/Jim Retallick/Jackie Charlton/Rev Jeremy Bevan/Val Jones

Background Information

The setting provides full day care, offering Foundation Phase educational provision of 2 hours per day (9am-11am, Monday – Friday). Further to this, we offer the Welsh Childcare Offer where children can access the setting for a further 14 hours a week, either by applying for the Childcare Offer or paying the setting directly.

Aims and Objectives

- To offer excellent provision to children aged between 3 and 4 in a caring and warming environment.
- To promote independence in personal care.
- To have happy and confident children in the setting

Setting Premises/Facilities Offered

The setting is based in Llangattock Church in Wales Primary School and has the sole use of one room and a designated outdoor play area.

The setting provides appropriate areas for a range of needs including a quiet area, a large play area and outdoor play space. Toilet and first aid facilities are available as well as storage. There are 3 toilets available for use by the children attending the Setting, and separate toilets for use by staff.

Setting Routine

Arrival: Children self-register, put their coat and bag on their peg and then play with the resources

Registration: Children gather together, sing, talk about the weather, learn Welsh and join in with show and tell or circle time.

Activities: Children are invited to join in with an adult led activity. Following that, children will be supported by an adult in their free choices with continuous provision both indoors and outdoors.

Snack time: Children are invited to have their snack between 10am and 10:30am however, we are very flexible and always follow children's lead of when they are hungry. Children go to the toilet and wash their hands and are encouraged to be independent in their self-care. This is a social time where good manners and Welsh phrases are encouraged.

Activities: Children are invited to join in with an adult led activity. Following that, children will be supported by an adult in their free choices with continuous provision both indoors and outdoors.

After 11am the rest of the session is entirely child-initiated play. Adults will support children in their free choices but will not lead the play activities.

12:00pm – Lunch time: Children will wash their hands and then eat their lunch together. Once children have finished their lunch we will have an outdoor play.

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

Organisational Structure/Line Management

Responsible Individual

Person in Charge

Assistants/Volunteers/Students

On recruitment, staff (and volunteers) are vetted in line with regulatory requirements which includes DBS and receive induction which includes health and safety and child protection policies and procedures during their first week of employment. (Refer to recruitment policy if available).

Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care. 100% of staff have Level 3 childcare qualification. Staff qualifications and training needs are reviewed during their annual appraisals (NMS 13-7)

Staff meetings are held once per month to discuss any matters of concern and areas for development. Outcomes of these meetings contribute to the Setting's action plans for improvement and ongoing review of quality of care.

The setting always works to the correct adult to child ratio of 1:8, with a minimum of 2 members of paid staff present at all times (NMS 15-12; NMS 15-3)

Setting Policies and Procedures

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

The policies and procedures most relevant to parents/carers can be found in our handbook, although the complete set of policies and procedures is kept in the setting, 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/setting contract indicating acceptance.

Setting Action Plan

This form can be used for reviewing practice and developing action plans for improvement and ongoing review of quality of care and SASS form.

Date	What needs to be improved/Developed	How will be do this?	Who will do this?	By when

Date to be reviewed : September 2022