

Incy Wincy Nursery Operational Plan

Incy Wincy Nursery's operational plan supports and underpins our statement of purpose. It describes how we organise our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the statement of purpose.

Incy Wincy Nursery's aims are described in our statement of purpose.

Background information

Incy Wincy Nursery was established in 2005 and is based in Wat's Dyke School and is for Wat's Dyke children only.

We are registered with the Care Inspectorate Wales (CIW).

Security of the premises is maintained by Wat's Dyke School.

Organisational structure

Incy Wincy Nursery's address

Wat's Dyke CP School
Garden Village
Wrexham
LL11 2TE

Telephone

Incy mobile: 07936598139 ring or text

Legal status

Karen and Glenna the registered providers are registered by CIW under part two of the children and families (Wales) measure 2010 to provide sessional day care. (The people in charge on a day to day basis are Glenna Harris and Karen Bennett.)

Age range of children cared for and type of care

Sessional care for 3 to 4 year olds.

Operational times: Monday to Friday (Term time only) 11.30am to 3pm

Incy Wincy Nursery implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Incy Wincy Nursery to see.

Staffing roles and responsibilities.

Incy Wincy Nursery:

Recruits, vets and employs staff in line with regulatory requirements.

Maintains or exceeds legal qualification levels.

Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.

Please refer to our recruitment policy and procedure.

Registered providers meet regularly to plan suitable activities for the children.

Incy Wincy Nursery:

Maintains or exceeds legal staff : children ratios at all times.

Arranges care for children of three to four years of age and never more than 16 at any time.

Keeps a consistent but flexible staffing routine to enable positive relationships between staff and children to develop.

Ensures relevant information is shared routinely with parents/carers about their child. (See also: confidentiality policy.)

Organisational Structure

Registered Persons

Glenna Harris NNEB

Karen Bennett NNEB

Qualified Staff Members

Tessa Lewis

Val Chapple

Carrie Pattenden

Wendy Keers

Those With Specific Roles

Named deputies	Karen & Glenna
Child protection officer	Karen & Glenna
Complaints officer	Karen & Glenna
Behaviour management officer	Karen & Glenna
Safety co-ordinator/officer	Karen & Glenna
Named first aider/s	Karen & Glenna
Person with responsibility for special/additional needs	Karen & Glenna
Person with responsibility for maintenance of premises	Wats's Dyke School

Quality of care review and action plans

Incy Wincy is committed to making improvements to the quality of care we provide. We do this by:

Undertaking an annual review of our operational practice and management systems.

Involving staff, parents/carers and children in the review as appropriate.

Reporting on the outcomes of the review.

Sharing the report of the outcomes with those who contributed to the review.

Developing action plans from the report that are monitored for timely implementation.

Applying a reflective approach to all our work and including what we learn in our staff meetings, which in turn contributes to the overall review of care.

This operational plan for *Incy Wincy* Nursery was passed for use

On: September 2015

By: Karen Bennett & Glenna Harris

Position: Registered Persons

Date of planned review: September 2017