



## Operational Plan

### What is it?

This is about how your setting will operate and forms the basis of the start up and annual running costs in your financial plan. Details should include the age groups, opening hours, staffing, food preparation and cleaning arrangements, health and safety needs, equipment and administration and a description of the premises.

It pulls together your policies and procedures and provides evidence that they are effective in practice. This enables you to review practice and implement change where necessary. The operational plan helps you to consider problems, and therefore solutions, before they arise. It also allows anyone to review your daily practice without necessarily being in your setting.

Within the plan you should also briefly explain how you intend to manage your setting establishing good practice. This provides potential investors or lenders with an outline of how you will operate, and the factors which will be important to your success. Below are some sub-heading which work well:-

- Physical environment and ambience
- Settings Programme – care and curriculum
- Staff – recruitment, selection, pay and conditions
- Management style
- Parental involvement
- Equipment
- Catering, nutrition and food handling
- Hygiene, health and safety
- Record keeping and information
- Monitoring and quality control

### Why should I have one?

The Early Years foundation stage states:-

***Safeguarding and promoting children's welfare*** – *The provider must take necessary steps to safeguard and promote the welfare of children.*

*The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.*

*Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.*

**Suitable People** – *Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.*

*Adults looking after children must have appropriate qualifications, training, skills and knowledge.*

*Staffing arrangements must be organised to ensure safety and to meet the needs of the children.*

### **Suitable premises, environment and equipment**

*Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose.*

**Organisation** – *Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.*

### **Documentation.**

*Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

### **Creating an Operational Plan.**

The foundation of the plan is based on:-

- The number of children enrolled.
- The ages of the children enrolled
- The number of staff to be employed
- The qualifications of the staff employed

### **In other words how you meet the EYFS Requirements and Ofsted regulations.**

You can use the following grid to structure the Operational Plan in line with your EYFS Welfare Standards Statutory Framework.

## Safeguarding and Promoting children's Welfare.

<b>Welfare Standard.</b>	<b>Basic content of Welfare Standard.</b>	<b>How you meet the welfare standards including existing paperwork e.g. policies</b>
Safeguarding	<p>Relevant Qualification and training of staff.</p> <p>Designated Person</p> <p>Procedures in place if an allegation is made against a member of staff.</p> <p>Notifying appropriate authorities e.g. Ofsted, Gscb</p>	
Information and complaints	<p>Daily routine</p> <p>Staff organisation</p> <p>Food and Drinks</p> <p>Complaints Policy</p> <p>Safeguarding Children Policy</p> <p>Admission Policy</p> <p>Equal opportunity policy</p> <p>Collection policy</p> <p>Lost child policy</p> <p>Relevant information required on admission forms</p> <p>Administration of medication policy</p> <p>Data Protection</p> <p>Partnership with parents</p>	

Premises and Security	<p>Security indoors and outdoors</p> <p>Procedures for prevention of intruders</p> <p>Arrival and departure procedures for staff, children, parents and visitors.</p>	
Outings	<p>Risk Assessment</p> <p>Procedures to be followed for outing to take place e.g. permission slip</p> <p>Transport policy</p>	
Equal Opportunities	<p>Equal Ops Policy</p> <p>SEN Code of Practice how this is implemented in the setting.</p>	
Medicines	<p>Policy of Administration of Medicines</p> <p>Children's records</p> <p>Staff training</p>	
Illnesses and Injuries	<p>Notification of Ofsted</p> <p>First Aid Training of staff</p> <p>Records of accidents/treatment</p> <p>Sick children policy</p> <p>Health and Safety re animals in the setting.</p>	
Food and Drink	<p>Staff Training</p> <p>Ofsted notification</p> <p>Food and Drink Policy</p> <p>Children's records</p> <p>Relevant Legislation Requirements</p>	

	Registration with local Authority Environmental Health Departments  Appropriate storage of foods	
Smoking	Smoking Policy	
Behaviour Management	Behaviour Policy	

### Suitable People

<b>Welfare Standard.</b>	<b>Basic content of Welfare Standard.</b>	<b>How you meet the welfare standards including existing paperwork e.g. policies</b>
<b>Safe Recruitment</b>	<p>Safe Recruitment Policy</p> <p>Number of staff to be employed</p> <p>Relevant Qualifications</p> <p>Named Deputy Required</p> <p>Safe storage of records</p> <p>Compliance with current legislation.</p> <p>Notification of changes to Ofsted e.g. personnel, premises, hours, registered person</p> <p>Adult to child ratios including breaks</p> <p>Contingency plan for staff absences and emergencies</p>	
<b>Alcohol/other substances</b>	Alcohol and other substances policy	

**Suitable Premises, environment and equipment.**

<b>Welfare Standard.</b>	<b>Basic content of Welfare Standard.</b>	<b>How you meet the welfare standards including existing paperwork e.g. policies</b>
Risk Assessment	Carry out a risk assessment and review regularly  Health and Safety Policy  Relevant legislation	
Premises	Notifying Ofsted of any changes to premises.  Space Requirements  Adequate Temperature Requirements  Insurance Certificate Displayed  Equipment suitable for children with disabilities  Fire Evacuation Policy  Fire Risk Assessment  Relevant Legislation  Record Storage and confidentiality  Toilet facilities for children & staff  Hygienic preparation of babies feeds and changing facilities	

**Organisation.**

<b>Welfare Standard.</b>	<b>Basic content of Welfare Standard.</b>	<b>How you meet the welfare standards including existing paperwork e.g. policies</b>

<p>Organisation</p>	<p>Number of children on role</p> <p>Ages of children on role</p> <p>Key Person</p> <p>Daily routine to meet children's individual needs</p> <p>Equal Opportunity Policy</p> <p>Observational Assessment</p>	
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**Documentation**

<b>Welfare Standard.</b>	<b>Basic content of Welfare Standard.</b>	<b>How you meet the welfare standards including existing paperwork e.g. policies</b>
Documentation	Maintain records, policies and procedures.	