

Operational Plan



Bryn Coch Club's aims are described in our statement of purpose.

Organisational structure:

Bryn Coch Club's address: Bryn Coch School, Victoria Rd, Mold, Flintshire CH7 1EW
Telephone: 07766152085
Email: Bryncochclub@bryncoch.wales
Correspondence address and details N/A
Legal status: Please see Statement of Purpose
Number and age range of children cared for and type of care: 2 years 0 months to age 11 years. Pre-school caters for up to 45 children and before and after school club for up to 150 children.
Operational times: 7-45 am – 6 pm

The premises and facilities available:

Bryn Coch Club has been operating for over 25 years, initially as a before and after-school club which in recent years has incorporated a local established pre-school. The club occupies a purpose-built building within a secure yard area, located within the school grounds. The building houses the pre-school during the day and the foundation phase children for before and after school club. The junior aged children are located in the small hall within the school primary setting. The club building has its own kitchen area, children's toilet facilities and a disabled toilet which is used as a staff toilet and nappy changing area also. The building also has direct access to a secure outdoor play area. The play space is set out in learning zones and also houses an outdoor classroom. Parents only enter the school yard when the school gates are unlocked for children to arrive or leave the school site, the remainder of the day the school gates and the gate to the club building remains locked. Club enjoys a professional relationship with the school's head Mrs L Williams and the head of Nursery this helps with the children's transition into school.

Policies procedure and risk assessments: Bryn Coch Club implements policies and procedures that ensure the smooth operation of the provision. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Bryn Coch Club to see. Regular risk assessments and emergency evacuation drills are carried out and recorded. Annual premises safety checks are maintained. Bryn Coch Club is covered by public liability and employer's liability insurance.

Staffing roles and responsibilities:

Bryn Coch Club

- Recruits, vets and employs all staff in line with regulatory requirements
- Maintains or exceeds legal qualification levels, all staff are qualified to at least level 2 or are studying for this qualification as a minimum.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement
- Carries out regular 1:1 supervision of staff at regular intervals and annual appraisal of all employees.

Please refer to our recruitment policy and procedure.

- Staff meetings are held termly and records are kept of decisions made, which contribute to our ongoing improvement plans
- Staff are available to be called in at short notice to provide staff cover for unplanned staff absences

Bryn Coch Club

- Maintains or exceeds legal staff: children ratios at all times – these are 1:3 children under two years; 1:4 children aged two to three years; 1:8 children aged three to seven years; 1:10 children eight to twelve years
- Maintains a key worker system
- 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 about their child. (See also: confidentiality policy.)

Organisational structure: Pre School & Wraparound, Before & After School

- Named Person in Charge - Carol Birchall (BC & ASC), Corin Ellis (PS & WA)
- Deputies - Mrs Carol Birchall (BC & ASC), Miss Chloe Jones (PS & WA)
- Child protection officer - Mrs Lynne Williams
- Complaints Manager - Ms Clare Murphy
- Behaviour management - Ms Clare Murphy

Quality of care review and action plans:

Bryn Coch Club 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 which involves staff, parents and children.
- Reporting on the outcomes of the review and share the report of the outcomes with those who contributed to the review and make it available to others on request.
- 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 team meetings, which in turn contributes to the overall review of care.

This operational plan for Bryn Coch Club was passed for use	
On:	
By:	Position:
Date of planned review:	
Ensure match with statement of purpose.	