



## Operational Plan

Kinnerton Little Acorns' aims are described in our [Statement of Purpose](#).

### Organisational Structure:

<b>Address</b>	Kinnerton Little Acorns Derwen Primary School Main Road Higher Kinnerton CH4 9AJ
<b>Telephone</b>	07594 265 652
<b>Email</b>	<a href="mailto:office@kinnertonlittleacorns.co.uk">office@kinnertonlittleacorns.co.uk</a>
<b>Correspondence address (if different from above)</b>	N/A
<b>Legal status</b>	Kinnerton Little Acorns is a Charity Incorporated Organisation (CIO) and is registered under Charity Number 1185470. It is managed by a voluntary Committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 to provide day care.
<b>Number and age range of children cared for and type of care</b>	40 children   2 years to 11 years   Full Day Care
<b>Operational time</b>	7:45am – 5:55pm weekdays - term time Holiday time operating hours will vary

### **The premises and facilities available**

Kinnerton Little Acorns is located within its own building within the school grounds at Derwen Primary School. Kinnerton Little Acorns has its own kitchen where only staff enter and prepare food (such as snacks for breakfast and afterschool clubs). Kinnerton Little Acorns has children's toilet facilities which include 3 junior toilets and 1 full sized toilet (with taller cubicle screens for the older children who attend). We also have a disabled toilet on site.

The play space is set-up in zones by encouraging free play at all our sessions. Kinnerton Little Acorns has its own outdoor space with plenty of grass, a shelter, an outdoor classroom and trees for shade where needed in summer months. Parents can only access Kinnerton Little Acorns via the side school entrance. Access is granted via a security code or fob or by a parent/carer pressing the intercom where Kinnerton Little Acorns will verify the identity of the parent/carer and then allow remote access to open the gate (and also ensure they close the gate behind themselves).

Kinnerton Little Acorns enjoys a professional relationship with the school's Head Teacher, Mr Jones and the Nursery Class Teacher, Mrs Last which helps children transition to school.

### **Policies, Procedure and Risk Assessments**

Kinnerton Little Acorns implements Policies and Procedures that ensure the smooth operation of the club. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Kinnerton Little Acorns to see. Regular risk assessments and emergency evacuation drills are carried out and recorded. Annual premises safety checks are maintained. Kinnerton Little Acorns is covered by Public Liability and Employer's Liability Insurance.

### **Staffing Roles and Responsibilities**

*Kinnerton Little Acorns:*

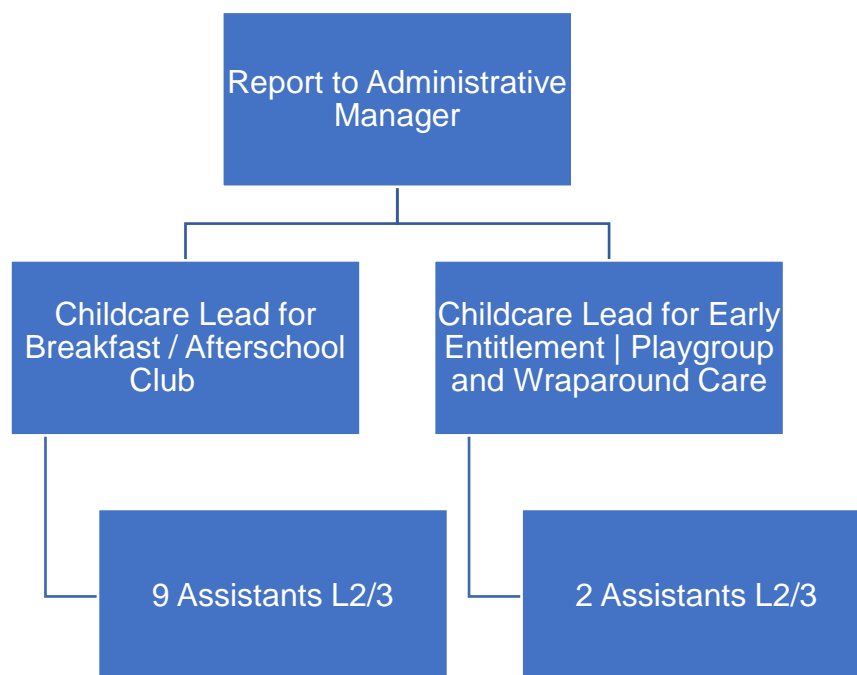
- Recruits, vets and employs 14 staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.
- Carries out annual appraisals of employees.

Please refer to our recruitment policy and procedure.

- Staff are updated daily and feedback is welcome, which contributes to our ongoing improvement plans.
- Staff are available to be called in at short notice to provide staff cover for unplanned staff absences.

Kinnerton Little Acorns:

- Maintains or exceeds legal staff:children ratios at all times:
  - 1:4 children aged two to three years;
  - 1:8 children aged three to seven years; and
  - 1:10 children aged eight to eleven years.
- 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)



Those with specific roles:

Person in Charge	Carol Rogan & Bethan Waite
Child Protection Officers	Richard Jones & Kayleigh Ho
Complaints Officer	Kayleigh Ho
Behaviour Management Officer	Carol Rogan
Safety Co-Ordinator/Officer	Richard Jones

Named First Aider	Richard Jones
Person with Responsibility for Special/Additional Needs	Richard Jones

### Quality of care review and action plans

*Kinnerton Little Acorns 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 sharing the report of the outcomes with those who contributed to the review and making 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.

<b>This Operational Plan was passed for use in Kinnerton Little Acorns</b>	
On: 15 <sup>th</sup> July 2024	
By: Kayleigh Ho	Position: Administrative Manager
Date of planned review: 1 <sup>st</sup> July 2025	