**Stratton Playgroup**

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Operational Plan



**September 2023**

**Ofsted No.:** 102959 **Registered Charity No.:** 1038250

***Organisational History***

Stratton Playgroup was established by local parents, with help from the Pre-school Learning Alliance (now the Early Years Alliance), with the purpose of supplying quality sessional care for pre-school children in the local community. Stratton Playgroup originally opened in 1983, for many years the playgroup ran at the Stratton Community Centre for 2 mornings per week. In 1986 it moved to the Stratton Primary School campus and finally, in 1991 to its current location. The playgroup has gone from strength to strength, expanding to accommodate more and more children as demand has increased in the area, in response to working patterns and social change.

Stratton Playgroup is a registered charitable organisation, which is dedicated to providing quality sessional pre-school care and education for 2- to 5-year-olds in our community. We are a warm, friendly and professional group. We run in partnership with parents to offer high standards of care and education to each individual child. We are registered with Ofsted, Cornwall’s Children’s Services and the Early Years Alliance - a highly regarded organisation that provides early years settings with support, guidance and training opportunities.

**Since the academic year 2017-18** we are offering an 8.30 start each day, for families that may need to work, access college, etc from 9am, giving more flexibility. This half hour “Early Start Session” is bookable in advance.

Normal sessions start at 9am. AM sessions will be 3 hours, with Lunch Club - half hour: and PM session - 3 hours, so still finishing our day at 3.30pm.

Each AM session - we are offering mixed sessions; where we include the younger children. We can take up to a maximum of 12 2–3-year-olds in these sessions.

By offering the early start & lunch club, we are providing more flexibility for families, to access more all-day sessions – to cater for the 30 hours extended funding for working parents. This also provide some additional hours for greater access for 2-year-old funded children as well.

**Since the academic year 2021-22** we are offering a slightly earlier time (8.15am each day), and now provide a breakfast for the children that attend this early start session.

**Since the academic year 2023-24** we are offering all children to attend all day sessions, in preparation for the 2-year 15 hours funding for working parents, from April-2024.

***Ofsted***

##### Our Last Ofsted Inspection was in May 2023, with an overall grade of “2 - GOOD”, (see Appendix 20).

Please see below some key findings from our recent inspection:

* Children are happy and confident in this nurturing playgroup. Staff support children to feel welcome and secure.
* Children explore a wide variety of activities that enable them to make good progress in their learning and development.
* Staff are confident in the curriculum, and use their observations of children, and knowledge of their interests to adapt activities to each child
* Managers have created a strong team of staff, and staff are confident in their roles and enjoy coming to work. Staff feel well supported and have lots of opportunities to continue their professional development.
* Managers have ensured there is a strong focus on language and communication in the curriculum, and children make good progress in this aspect of their learning. Children confidently use sign language to communicate.
* Staff guide children to explore and understand their emotions. Children new to the setting are well supported to be comfortable and happy, and develop confidence in their new surroundings. Children know their opinions matter.
* Children with special educational needs and/or disabilities (SEND) achieve good outcomes. Parents of children with SEND comment that their children are happy and confident to attend the playgroup, and that they make good progress in their social and communication skills. Staff guide children to explore and understand their emotions.

***Aims and Objectives***

1. To provide you and your child with:
* Quality care and education within a safe and stimulating environment which provides a secure foundation, within which learning & development can take place.
* Quality learning through play, fun and new experiences.
* A broad and balanced educational programme which encompasses each and every child’s individual needs and abilities.
* Equal opportunities for all children and their families within our community.
* We achieve these aims through a working partnership between parents/carers & the playgroup.
1. ***Values***Stratton Playgroup is committed to:
* Providing high quality care and education.
* Carrying out thorough planning, preparation, monitoring and evaluation of all our work.
* Practising and advocating equal opportunities in employment and service delivery.
* Supporting the professional development of our staff to meet the needs of the organisation and to ensure an excellent service.

***Mission Statement***

At Stratton Playgroup we aim to provide quality pre-school care and education within a safe and stimulating environment that promotes social, emotional, intellectual and physical well-being in our children.

In addition, we aim to provide a broad and balanced curriculum to encompass each and every child’s individual needs and abilities.

***The Location of the Setting***

Stratton Playgroup is situated within the grounds of

Stratton Primary School, just off the A39.

Our address is New Road, Stratton, Bude,

Cornwall EX23 9AP.

***Successful Funding Applications / Expansion / Fundraising***

Over the years, we have successfully obtained grants and funding for various small projects and equipment. Our biggest supporters so far, have been: Cornwall Council, The Blanchminster Trust, and the Cornwall Community Foundation.

New Build

In November 2008, we successfully applied for and won a £136,000 grant from Cornwall County Council to cover the cost of a new build. We also received a £30,000 grant from the Blanchminster Trust to cover additional costs required for an additional bay & canopy covered transitional area, ensuring that we had a bigger playgroup, allowing us to expand and provide more quality education to a larger number of children in the local community; and in addition enabling us to recruit more staff.

September 2009 saw the culmination of the five-year project, with the completion of a brand new building; and in April 2010, a canopy to cover the extended transition area from the indoor to outdoor pay areas.

Outdoor Play Area

In February 2010, we again applied for and won another grant from Cornwall Council, for the amount of £14,150 to help cover the costs of outdoor improvements that were desperately needed. Over the summer months of 2010 and 2011, we worked on improving our outdoor play area and created a growing area, so the children can have an improved outdoors experience.

Fundraising / Events / Sponsored Walks

We ask parents to sign up to EasyFundraising to support us, also we have a Bag2School collection twice a year.

Over the last few years, we have also held raffles and sponsored walks - we usually manage to raise between £1,000 and £1,500 each year, which hugely benefits the children when toys and equipment need replacing.

***Children***

Playgroup runs a key person system which gives each member of staff particular responsibility for a group of individual children. The key person will form a bond with each child and liaise closely with parents/carers to support the children in reaching their full potential. Key persons are in the position to tailor activities to the unique needs of each child. All staff liaise regularly to ensure any special needs for each child are met and either their key person or a member of staff with particular training can give help and support in any activities or routine where an individual may need it. Where necessary, staff will co-ordinate with other professionals to ensure every child’s needs are met.

Every key person is responsible for observing and recording their key children’s progress enabling us to give extra support where necessary. These files are totally confidential to staff and children’s parents/carers and when, at any time, a parent/carer would like to see their child’s notes and pictures, they are welcome to ask their key person. Children’s’ Learning Journeys are given to the parents to share with the Reception Teacher to aid transition to school.

Formal Termly Key Person Meetings are held for the parents to discuss their child’s work with their child’s key person. Also, informal meetings are held at the parent’s request (we are always available to talk).

The parent and child are offered a pre-placement visit, before the child starts at our setting. The visit is for them to familiarise themselves with the setting and members of staff that they will be coming into contact with. The Welcome Pack, along with the Registration and Parental Agreement Forms are given to parents at this time.

We cover all of the Safeguarding &Welfare Requirements as required; under the EYFS:

* Children are supervised, indoors and out at all times by staff. In the playroom, the front door is always locked. Access is only via the front door which is always locked; visitors have to ring the bell to gain access and it is only opened by a member of staff. Outside, visitors have no access to the children at all.
* All visitors are asked for identification and they are asked to sign our visitors’ book. Their visit is also recorded in the register with the times of arrival and departure noted.
* If a parent is unable to collect their child at the end of a session, we ask them to fill out our Collection Book, so that we only ever release children into the care of an adult nominated by the parent; we also have a list of Regular Collectors for each child.
* In the event of a child going missing from our setting, or if a parent fails to collect a child, we have set procedures to follow.
* All staff have Child Protection Awareness Training, and we have a named Child Protection Worker, and a Deputy.
* In Playgroup children have access to fresh drinking water at all times.
* We provide milk/water and fruit at snack times. Children and staff are always expected to wash hands before snacks; and obviously after using the toilet; children are encouraged to be independent, pouring own drinks and tidying away.
* Children have opportunities to prepare the snacks.
* We regularly plan activities which encourage children to taste fruit/veg from other cultures, etc. Parents are always informed beforehand in case of allergies, etc.
* All staff have a current Paediatric First Aid Certificate.
* Medical info about children is filled in, on the Admission Forms. Records are kept in the Child’s Individual File. All staff are informed of any medical conditions. Parents are required to fill in a Medical Consent Form, if staff are required to administer medication.
* We keep our First Aid Box well stocked and in a locked cupboard in the kitchen. One member of staff is responsible for checking the contents half termly.
* In the case of an accident, all of the details are noted in our Accident Book, which parents are then asked to sign. This is kept in the drawer with the register.
* If a child becomes sick during a session, parents are contacted immediately. We keep all contact no’s on file.
* We have a Health & Safety Officer, who has undertaken training; but all staff take responsibility to ensure the setting remains safe for children and adults. The room and outdoor are checked for hazards at the beginning of each session. Any equipment found faulty or damaged is removed and a note is made in the Maintenance Book, which is checked and recorded weekly by our Health and Safety Officer. The Chairperson is notified immediately of any obvious hazard by the manager.
* All staff and children take part in half termly Fire Drills. A copy of the Emergency Evacuation Procedure is on the notice board for all parents/staff to read. Details of fire drills are kept in the register, the people who took part, the time it took to evacuate the building and any problems encountered or identified during the drill.
* All of our fire extinguishers are checked annually. Staff have been trained by a Fire Safety Company and are all aware of how to use the fire extinguisher and fire blankets.
* Smoke alarms are checked and recorded weekly by our Health and Safety Officer.
* All staff encourage children to become independent, confident and happy members of the group. We operate a key person system which enables 1 key member of staff to build up a supportive relationship with each child and their family. Each key person carries out regular observations and assessments to ensure that children are progressing and developing in the 7 areas of the EYFS. All children have a starting point; observations and tracking are recorded within the 1st 3 weeks of them starting. This covers the 3 prime areas and characteristics of learning. Termly summaries are also recorded for each individual child, focusing in the 3 prime areas and the 4 specific areas.
* We offer a range of planned activities and experiences indoor and out, which are planned for weekly; and medium-term planning is discussed at half-termly staff meetings, with the whole staff team.
* The Playgroup recognises that parents are the child’s first and most important educators. We aim to work in partnership with all parents to ensure that children enjoy their days with us. As such, we aim to gain as much info about the child as possible before he/she starts with us. All parents are given a Welcome Pack, which outlines all the relevant details about the Playgroup, as well as containing consent forms and registration forms, etc.
* Parents are invited to a Pre-placement visit, where they meet their key person, other staff and children, join in with our activities and discuss any queries they might have.
* As we believe that children learn better when they are happy and secure, our Settling-In Policy encourages parents to stay with their child for as many sessions as is necessary to ensure that the children feel happy and confident to be left. The key person also works directly with the family to help children during this transition period.
* We also encourage parents to regularly join in, on a rota basis, as Parent Helpers, so they can join in with their child’s activities.
* To keep parents up to date with their child’s progress, staff regularly feedback to parents any special achievements at the end of the sessions. We hold key person interviews once each term, where parents are invited to look through the child’s Learning Journeys and discuss any concerns with the key person.
* In the event of a parental complaint we have a set procedure for all parents and staff to follow.

***Activities***

The sessions are planned to give a balanced structure of physical, quiet, free play and adult lead activities, both indoor and out. Our carefully planned activities ensure every child can progress with confidence through the 7 areas of learning within the EYFS. We run on a high adult: child ratio.

Having separate age groups allows us to plan for each child’s individual developmental needs & interests; and keep the curriculum aimed at their different levels of ability. Some of the activities your child will experience throughout all our sessions are: arts & crafts, changing role play, sensory play, cooking, gardening and singing.

Please see pages 15-17 for all our current services information.

Copies of each half term’s planning are displayed on the notice board in the playroom. We also take regular photographs with the consent of the parents, which are kept in the child’s Learning Journey.

***Health & Safety***

All our Early Years workers are Paediatric First Aid trained. All accidents and incidents are recorded on separate accident and incident forms, then filed in the child’s individual file. Parents are fully informed of any accidents and will be required to sign the Accident form at the end of the session. Parents or a designated person will be phoned immediately in urgent cases. We ask parents to make a note of any medical, or suspected, condition your child may have on the registration form and speak with our Manager - Kelly regarding any special or medicinal needs.

Parents are required to keep their children at home if they are suffering from any infections and to inform Playgroup of the nature of the infection. Children must also be kept at home if they have been sick or have had diarrhoea within the previous 48 hours. Parents must inform a member of staff if their child has had a bump to their head. Staff need to be aware as symptoms of head injuries can appear up to 72 hours later.

***Safeguarding***

At Stratton Playgroup, we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

* We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
* We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you’re worried a child is being abused' (HMG 2015).
* We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

***British Values***

At Stratton Playgroup, we actively promote inclusion, equality of opportunity, the valuing of diversity and British values.

We listen to the child’s voice by engaging the children in democracy on a weekly basis; by asking them to vote for their choice of snack and role play.

***Information to Parents***

All parents receive a copy of our Welcome Pack when attending the child’s pre-placement visit, so that if any questions arise they are able to discuss them at this meeting or before the child starts.

Newsletters are sent out monthly or notes sent home, if an urgent matter arises. Also, other useful information is placed on the parents’ notice board / easel which is situated outside by the gate.

***Policies & Procedures***

We operate a rolling system with a “Policy to Approve”, which all staff are asked to read & comment on, this then goes forward to the management committee to review and approve.

All our policies are individual to our setting; and are compiled under the guidance of the PLA and meet Ofsted requirements. They are designed to help us achieve the best possible outcomes for the children and families involved in the group. They offer protection and guidance for staff, children and parents alike. Parents are welcome to read the policies when joining the group.

All our Policies and Procedures can be found on our website; and we have a policies & procedures folder on site, which is available to view on request.

***Parent Questionnaires***

We firmly believe in working with parents as partners, and regularly seek parental views to help us develop our setting.

We have surveyed parents several times over the past few years and have received very encouraging responses and suggestions. (Please find all our Evaluation Sheets in Appendix 16).

***Management and Staff***

Stratton Playgroup is managed by a voluntary management committee. Please see pages 13-14 for all current staffing information.

Stratton Playgroup undertakes regular supervisions, meetings and annual appraisals of its entire staff, together with regular planning sessions. Committee and staff agree objectives for the year and are regularly monitored for their progress against these objectives.

***Job Descriptions - Employed Staff***

All our staff are permanent and usually work the same days each week to ensure continuity of care. Between them they have a wealth of experience, training and qualifications covering all areas. They operate as a team both in planning curriculum content and running the sessions.

**Job Description for Manager**

Responsible to: Chair of management committee.

Purpose of job: To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute to and implement pre-school policies.

Main Duties:

1. To teach children, offering appropriate level of support and stimulation.
2. To build and maintain supportive relationships with children, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all children.
3. To develop methods of promoting and reinforcing children’s self-esteem.
4. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively.
5. To take responsibility for drawing up long term, medium term and sessional EYFS curriculum plans which ensure that each child is working towards early learning goals; to monitor the effectiveness of the pre-school curriculum.
6. To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
7. To act as designated safeguarding lead.
8. To act on any concerns over children, parents or confidentiality as necessary.
9. To draw up and to supervise the daily programme of pre-school activities and events.
10. To be responsible for implementing systems of observation and record keeping so that children’s attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
11. To organise the keyperson system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to organise regular staff supervisions and yearly appraisals; and to identify in-service training needs.
12. To ensure records are properly maintained, e.g. daily attendance register, accident and incident book.
13. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
14. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced. To advise the committee.
15. To liaise with the management committee, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
16. To contribute to and to implement all pre-school policies and procedures, especially those on equal opportunities and confidentiality.
17. To attend in-service training and meetings as required.
18. To ensure and organise staff provision for all sessions, covering any absences.
19. To organise and take part in a deep clean, sort and tidy of all the toys, resources and equipment, on a termly basis.
20. To liaise with administrator regarding funding and finances.
21. To be aware of and work in accordance with the playgroup’s safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
22. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the playgroup’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
23. To remain aware and work within all relevant playgroup working practices, policies and procedures.
24. To contribute to the overall ethos and aims of the playgroup.
25. To undertake any other reasonable duties as directed by the Chair of the management committee, in accordance with the pre-school’s business plan/objectives.

**Job Description for Deputy**

Responsible to: Manager

Purpose of job: To work as a keyperson and as part of the pre-school team under the direction of the Manager to provide safe, high quality education and care for young children.

Main Duties:

1. To act as Deputy on days that Manager does not work and to deputise for Manager as and when necessary.
2. To act as SENDCO.
3. To take responsibility and liaise with the Manager for the EYFS curriculum planning.
4. To assist with the implementation of the curriculum and work in partnership with the Manager to cover display work, sourcing of ideas and resourcing activities.
5. To teach children, offering appropriate level of support and stimulation.
6. To build and maintain supportive relationships with children, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all children.
7. To develop methods of promoting and reinforcing children’s self-esteem.
8. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively.
9. To help to set up the playroom for the daily and termly programme and to help tidy away at the end of the session.
10. To act as keyperson to a small group of children, liaising closely with parents/carers and ensuring each child’s needs are recognised and met.
11. To advise the Manager of any concerns over children, parents or confidentiality as necessary.
12. To teach children, offering appropriate level of support and stimulation.
13. To attend regular supervisions and yearly appraisals.
14. To attend weekly (formal and informal) management meetings with the Manager and staff meetings as necessary.
15. To attend in-service training courses and meetings as required.
16. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
17. Whilst deputising for Manager, ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and that safety procedures are implemented at all times.
18. To take part in a deep clean, sort and tidy of all the toys, resources and equipment, on a termly basis.
19. To be aware of and work in accordance with the playgroup’s safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
20. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the playgroup’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
21. To remain aware and work within all relevant playgroup working practices, policies and procedures.
22. To contribute to the overall ethos and aims of the playgroup.
23. To undertake any other reasonable duties as directed by the Manager, in accordance with the pre-school’s business plan/objectives.

### Job Description for Early Years Supervisor

Responsible to: Playgroup Manager / Deputy

Purpose of job: To act as supervisor and lead sessions. Work as a keyperson and as part of the pre-school team under the direction of the management team to provide safe, high-quality education and care for young children.

Main Duties:

1. To teach children, offering appropriate level of support and stimulation. To ensure high levels of engagement and interaction with children: communicating and modelling language, explaining, demonstrating, and setting challenges during planned and child-initiated play.
2. To build and maintain supportive relationships with children, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all children.
3. To develop methods of promoting and reinforcing children’s self-esteem.
4. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively.
5. To act as Supervisor on designated days taking leadership of the session ensuring that the daily plan is followed, and all duties are fulfilled.
6. To act as Health & Safety Officer, ensuring health and safety measures including risk assessments are assessed, monitored and addressed as necessary. 6 monthly / annual health and safety audits are completed. Training is completed every 3 years.
7. To delegate duties to other practitioners during the session.
8. To assist with the planning of the curriculum. by adding to the planning weekly to support children’s interests, learning and development. To bring planning ideas ready for half termly staff meetings.
9. To help to set up the playroom for the daily programme and to help clean/tidy away at the end of the session.
10. To follow the staff cleaning rota ensuring a high level of cleanliness and hygiene.
11. To act as keyperson to a small group of children, liaising closely with parents/carers and ensuring each child’s needs are recognised and met.
12. To advise the relevant member of the management team of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
13. To attend regular supervisions and yearly appraisals.
14. To attend regular half-termly staff meetings or extra when needed.
15. To attend in-service training courses and meetings as required.
16. To keep completely confidential any information regarding the children, their families, or other staff, which is acquired as part of the job.
17. To take part in a deep clean, sort and tidy of all the toys, resources, and equipment, on a termly basis.
18. To be aware of and work in accordance with the playgroup’s safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. To renew annually safeguarding, the prevent duty and behaviour training as directed.
19. To be aware of and adhere to applicable rules, regulations, legislation, and procedures including the playgroup’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To remain aware and work within all relevant playgroup working practices, policies and procedures.
21. To contribute to the overall ethos and aims of the playgroup.
22. To undertake any other reasonable duties as directed by the management team, in accordance with the pre-school’s business plan/objectives.
23. To read weekly staff emails and the policy on review.

**Early Years Practitioners (& Apprentice)**

Responsible to: Playgroup Manager / Deputy / Supervisor

Purpose of job: To work as a keyperson and as part of the pre-school team under the direction of the Manager to provide safe, high-quality education and care for young children.

**Main Duties:**

1. To teach children, offering appropriate level of support and stimulation. To ensure high levels of engagement and interaction with children: communicating and modelling language, explaining, demonstrating, and setting challenges during planned and child-initiated play.
2. To build and maintain supportive relationships with children, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all children.
3. To develop methods of promoting and reinforcing children’s self-esteem.
4. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively.
5. by adding to the planning weekly to support children’s interests, learning and development. To bring planning ideas ready for half termly staff meetings.
6. To help to set up the playroom for the daily and to help clean/tidy away at the end of the session.
7. To follow the staff cleaning rota ensuring a high level of cleanliness and hygiene.
8. To act as keyperson to a small group of children, liaising closely with parents/carers and ensuring each child’s needs are recognised and met. Completing learning journeys and learning assessments.
9. To provide detailed feedback to the manager management team with regard to children’s progress and learning activities and to produce assessments on children’s progress and achievements as required.
10. To advise the relevant member of the management team of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
11. To attend regular supervisions and yearly appraisals.
12. To attend regular half termly staff meetings or extra when needed.
13. To attend in-service training courses and meetings as required.
14. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
15. To take part in a deep clean, sort and tidy of all the toys, resources and equipment, on a termly basis.
16. To undertake any other reasonable duties as directed by the Manager management team, in accordance with the pre-school’s business plan/objectives.
17. To be aware of and work in accordance with the playgroup’s safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. To renew annually safeguarding, the prevent duty and behaviour training as directed.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the playgroup’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
19. To remain aware and work within all relevant playgroup working practices, policies and procedures.
20. To contribute to the overall ethos and aims of the playgroup.
21. To read weekly staff emails and the policy on review.

### Job Description for Administrator

Responsible to: Playgroup Manager

Purpose of job: To provide administrative / financial administrative and day to day operational support to the Playgroup.

Main Duties:

1. To respond to any emails which are relevant to your administrative role e.g. funding, fees bills and committee.
2. Responsible for the maintenance of computer records, such as spreadsheets & nursery manager; and manual records including completion of returns, reports and statistics for the EYA, LEA, Ofsted and other relevant third parties. To maintain at all times the utmost confidentiality with regard to such records.
3. To ensure the provision of administrative support to ensure the smooth and effective running of the playgroup.
4. Operating playgroup’s accounting system: including fees, staff wages, accounts payable and receivable, reconciliations, bank processing and report generation in support of the Treasurer’s requirements.
5. To administer the receipt and banking of various monies including fundraising proceeds and other funds arising.
6. To keep up-to-date budget information in order to answer queries promptly.
7. To liaise with manager and treasurer regarding funding and finances.
8. To attend regular supervisions and yearly appraisals.
9. To liaise with staff and the management committee in order to provide information and administrative support as required.
10. To keep accurate records of policies and ensure they are checked, approved and updated by staff and committee regularly.
11. To update children’s sessions list as required. To collect information from admissions forms.
12. To keep up to date with all renewals staff training, insurances, utility contracts, and annual subscriptions, etc.
13. To act as Health & Safety Officer, ensuring health and safety measures including risk assessments are assessed, monitored and addressed as necessary. 6 monthly / annual health and safety audits are completed. Training is completed every 3 years.
14. To be aware of and work in accordance with the playgroup’s safeguarding- child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. To renew annually safeguarding and the prevent duty training as directed.

***Job Descriptions – Committee Members***

**Roles and Responsibilities of Committee Members**

The work is shared between all the committee members. In addition to being jointly responsible for all decision making, members of the committee will arrange for the following work to be done, though they may not do it all in person:

* Fundraising.
* Policies and Procedures in place are reviewed regularly.
* Representing the preschool as and when required.
* Bringing ideas and skills to our playgroup.

Some of the responsibilities of the committee have gradually been taken over by the manager and administrator over the years – such as:

* Keeping the whole group informed with our playgroup’s activities by means of a notice board and / or newsletters / letters to parents and carers.
* Administering a waiting list, in accordance with our group’s admissions policy.
* Buying equipment or looking for funding to buy equipment for the group.
* Ensuring that registration and inspection requirements are met.
* Arranging our group’s insurance and maintaining an inventory.
* Making sure our group is a safe place for both children and adults (using accident records, risk assessments).
* Recruitment and induction of staff.
* Staff appraisals.

**12 tips for being an effective committee member**

1. Find out all you can about the group and the way it runs.
2. Attend meetings regularly to share the thinking and decision making.
3. Send apologies if you are unable to attend a meeting.
4. Be prepared to work with other committee members to achieve the best possible support for your preschool.
5. Keep the organisation’s business confidential.
6. Ensure that the group complies with their governing document (constitution), charity law and other relevant legislation and regulations.
7. Ensure the group pursues its charitable objectives.
8. Ensure that the group applies its resources exclusively in pursuance of its charitable objectives.
9. Give clear strategic direction to the staff and agree policy and targets.
10. Safeguard the good name of the group.
11. Ensure effective administration of the group.
12. Assist with the appointment and management of staff if required.

**The Chair**

The Chair is the public face of the elected committee, representing the pre-school where necessary at public events and sometimes at meetings of other organisations. Occasionally some emergency may occur between committee meetings which requires immediate response. The responsibility rests with the Chair to contact as many committee members as possible before making an interim decision.

* The Chairperson takes charge of open meetings and committee meetings.
* The Chair is usually the line manager of the Manager of the pre-school.
* Together with the Manager, Administrator and Secretary, draw up the agenda for committee meetings.

**Outside of meetings the Chair should:**

* Be aware of all the activities carried out by the pre-school.
* Ensure other committee members are carrying out their allotted tasks.

**In meetings the Chair should:**

* Make sure each item on the agenda is discussed and a decision made and recorded.
* Make sure everyone gets an opportunity to contribute to the discussion.

**The Treasurer**

After the AGM ask for a Mandate Form from the Bank/Building Society. Complete the Mandate as soon as possible, this form gives the Bank/Building Society the authority to pay cheques, bearing the new signatories, of which **any two** are necessary for a cheque to be valid.

**Duties**

Provide floats of change for fund raising events.

Any cash or cheque banking.

**Reporting**

At every committee meeting, give a written report including the current balance and future expenses due.

Make recommendations to the pre-school about its finances.

Keep an eye on the Bank balance, try to build up a reserve (approximately 1 term’s running costs plus a redundancy fund and contingency); but don’t be over cautious!

Our Treasurer is there to make sure that our administrator gets things done

**The Secretary**

The Secretary has 2 main duties:

Preparation for meetings:

* All committee members & relevant staff must be informed of the date of the next meeting
* Before the meeting, together with the Chair, Manager and Administrator, draw up and send out agendas.

Taking minutes and distributing to all committee members & relevant staff after, with action points.

 **Minutes**

Ensure that the minutes of the last meeting are read and signed.

Take notes of this meeting which afterwards can be re-written to form minutes. (Minutes can be written by hand or word processed).

The minutes should be brief and to the point, but should include:

* + The date, place and time of the meeting
	+ The name of the person chairing the meeting
	+ The names of those present at the meeting and those who sent apologies for absence
	+ The signing of the Minutes of the last meeting as a correct record
	+ Any decisions taken at the meeting - discussion need not be recorded - who is doing what
	+ Date of next meeting

**NOTE**

Taking the minutes should not be allowed to inhibit the Secretary from taking part in the discussion. You have the right to stop the meeting while you catch up ‘just a minute’.

***Staff Management***

We use an Employment Plan - which is in our Suitable People Policies and Procedures (Section 2) for the selection and recruitment process. Also, we have standard contracts; and grievance and disciplinary procedures, which are in our Staff Handbook.

Informal staff meetings are held at the beginning and end of each session.

Formal planning meetings are held once each ½ term.

Staff Supervisions are held once each ½ term.

Staff Appraisals are held annually. These are carried out by the Manager and/or Chair. Staff training needs are identified during these appraisals.

All staff arrivals and departure times are noted on the register.

Future Training Plans

In addition to the qualifications they already have, our staff participate in ongoing training. In line with Cornwall County Council ‘s Early Years and Ofsted’s requirements our staff participate in a minimum of 24 hours training per year enabling them to keep up to date with ever evolving needs and new thinking in the childcare and education sector.

Staff Induction Training

Before or during the first session all health & safety issues, fire drill, keeping door locked and register taking are covered, as well as safeguarding / child protection issues. We have a Staff Induction Programme & Tick List to show what areas are covered, once these are completed, signed, and dated they are then kept in the Employment Folder.

***Volunteers / Students and Parent Helpers***

We supervise students, volunteers and parent helpers at all times and do not allow them to have unsupervised access to children. Students who are placed in our pre-school on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent.

All volunteers and students must have a satisfactory DBS disclosure to allow them to work unsupervised. We ensure this by having sight of their disclosures and recording the necessary information. If they are pending a response from the DBS, we do not allow them to have unsupervised access to children, until a satisfactory disclosure has been produced.

A record of all arrival and departure times are kept in the register.

***Visitors***

All visitors that come to our setting whilst a session is in progress will find our main door locked. A doorbell can be used to gain attention. All visitors are asked to show identification and a record of the visit (including arrival and departure times) is made in the visitors’ book.

***General Data Protection Regulations***

All data is audited, controlled and process by the strict guidelines laid out in the GDPR 2018.