

Operational Plan

Staffing

We currently have eight permanent members of staff:

- Playgroup Manager **Samantha Dexter** - Foundation Degree, SENCo, Safeguarding Children, First Aid, Play Champion, Level 2 Food Hygiene, Children and Young People's Mental Health Level 2, Understanding Autism Level 2. Early Years Development Programme. Understanding Neuroscience and Self-Regulation. Mental Health First Aid.
- Deputy Playgroup Manager **Becky Swann** - Level 3, Safeguarding, First Aid, Level 2 Food Hygiene, ACE's, OU Early Years Teamwork and Management. Understanding Neuroscience and Self-Regulation. Counselling.
- Second Deputy Playgroup Manager and Designated Safeguarding Lead **Vanessa Cook** - BTEC Level 3, Safeguarding Lead, First Aid, Level 2 Food Hygiene, working towards Level 2 Forest Kindergarden. Prevent.
- Communication Support Lead **Jo-anne Webber** - NVQ3, Safeguarding, First Aid trained, Level 2 Food Hygiene. Prevent
- **Leah Butlin** - Early Years Teacher - Level 3, First Aid, Safeguarding, Food Safety and Hygiene level 2, Prevent
- **Katie Rowsell** - Early Years Teacher - QTS, Safeguarding, First Aid, Food Safety and Hygiene level 2. Prevent.
- **Lauren Langley** - Early Years Teacher - First Aid, Safeguarding, Food Safety and Hygiene level 2. Prevent.

- Lisa Emerson - Early Years Practitioner - working towards level 3. Safeguarding,

The Playgroup manager is responsible for the running of the Playgroup and is answerable to the committee. The deputy managers are answerable to the leader and will cover any of her duties as required.

The other members of staff are to support the manager and deputies in the effective running of the playgroup and are responsible for the planning and completing of Learning Journeys (which are a record of the children's development during their time at Playgroup including input from parents and children).

We operate a Key person system to ensure that we provide warm and consistent care to all children while nurturing the unique child.

All practitioners are paediatric first aid trained (Lisa will be doing hers in June 2026), and all are epi-pen trained (within the first aid training). A first aider will always be on the premises.

All staff have access to training throughout the year.

Staff meetings are held each month for planning and staff are encouraged to pass on any information which they think will help the development of the children or the environment, or any concerns they may have. Staff also come together at the end of sessions to share concerns, messages and observations.

Staff have yearly appraisals to identify training needs and secure opportunities for continued professional development. They also have termly supervision meetings to discuss any issues - particularly concerning children's development or well-being; identify solutions to address issues as they arise; and to receive coaching to improve their personal effectiveness. They

also complete monthly reflective logs so the manager can assess morale, job satisfaction and well-being of the practitioners which may impact on the children.

The Premises

We are based at Belton Village Hall. We have use of the main hall, the committee room and the outside area during the Playgroup session. This enables us to have quiet area for focused activities.

We have alarms on the front door and the main door is 'deadlocked' to prevent anyone entering or leaving the premises without the knowledge of the staff. The fire extinguishers are inspected annually, and records are kept by the Village Hall committee. The rooms have adequate heating and ventilation to ensure the children are comfortable during the session.

We operate free flow which encourages children to be inside and outside whenever they like and we ensure all areas of learning are covered inside and out. The children are supervised appropriately outside. We ensure that the doors to the outside area cannot shut on the children.

The children have access to the toilets, under supervision of an adult when required, and we have nappy changing facilities for children who are not, yet toilet trained.

We use the local park and have walks around the village to develop Understanding the World.

Equipment

The equipment we have at Playgroup has been carefully selected to ensure that we provide a warm, stimulating and enabling environment for the children in our care (*see equipment and resources policy*).

The tables and chairs are the right size for the children so they can work and play comfortably, and toy boxes are easily accessible to children so they can choose their own activities.

All the toys and other play materials are selected for their ability to enable children to develop their social, intellectual, emotional, language, mathematical, cultural, and physical skills with high regard to the children's interests. These can be adapted for children with special educational needs. We ensure all the equipment we use complies with the recognized safety marks and that everything is regularly checked for possible damage so that it does not pose a danger to children.

Hear by Rights

We believe that all children have the right to:

- Choose their activities
- Influence their environment
- Be given the resources, time and adult input to develop their play
- Not join in with activities

Regardless of age, gender, culture and additional needs.

We want our children to have ownership of their setting, to learn from their mistakes and know that their opinions are valued.

The staff team realise that by giving the children these rights they are happier in their play, so the environment is fun, busy and creative. The children's behaviour in general improves and the staff are happier in their roles.

This operational plan was approved at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026



Signed on behalf of committee:

Name and role of signatory: Anna Spencer, Chair of committee

Review date: April 2027