Tring Stepping Stones Pre-School – Daily Operations Plan

Notes for the smooth running of pre-school.

1. Health and safety. Check the foyer and hall area.
2. Switch on the water /heating (if needed).

3. See daily risk assessment for details of health and safety checks and ensure daily risk assessment is signed.

4. Put the advertisement board out, put up the doorbell and sign for parents/visitors, bag rack and notice boards for staff and parents and parent folders. Put out the magnetic boards and names for children to self-register on arrival. Ensure the visitors book, register, day book, preschool diary, phone and keys are in the outside box along with the green bag (see note 12) ready to go outside and welcome the children into preschool.

5. Set up according to plans where possible. Check toys and equipment is clean and suitable, not broken or with small parts, remove if inappropriate or not safe.

6.Check we have enough milk for numbers of children daily – at beginning and end of the morning.

7. Use staff allocation according to the rotas and planning wherever possible.

8. One member of staff will stand at the gate to hand gel and welcome the children into preschool. If wet weather then whilst welcoming in the children, one member of staff will be at the main door and 2nd member of staff will stand in the foyer to welcome and ensure the children go into the hall. One member of staff will be near the hall doors so none of children go back out of the room.

9. Count all children and adults in the setting, tick off the children in the register daily and compare to head count. If children arrive late or leave early note the time in the register.

10. All visitors to the setting to sign the visitors book recording their arrival/departure time and asked to read visitors information, bags and phones in the kitchen.

11. If someone other than parent/carer is collecting this should be recorded in the ‘collection of children’ book. If necessary, seek parental/carer consent via the telephone and always ask for password which is recorded on the child’s registration forms in contact file.

12. The green emergency bag which contains the washing line, whistle, tissues, basic first aid kit and parent contact details, allergies list including any health care plans should be taken out at all times.

13. If going for a short walk or fire practice, evacuation leaving the premises, all medicines must be taken in the green emergency outside bag.

14. Adults without DBS clearance should not be left alone at any time with the children, only those who have been DBS checked should accompany children to the toilet A DBS is always applied for before staff begin working with children.

15. Snack - Check for any allergies. (On staff information boards in the kitchen.) Children to have a healthy snack, visit toilet and wash hands before sitting for snack. Staff rota for snack displayed on the staff board.

16. Ensure the toilets are well stocked with toilet roll and paper towels. Nappy changing equipment and spare clothes are stored in the tall drawers in the accessible toilet. The current policy for nappy changing states that parents should be charged 50p per nappy change. Some parents do provide their own for children with sensitive skin, there are photos of the children on the bottom drawer of the changing trolley.

17.Anti bacterial gel and tissues to be placed on the hatch for after nose blowing or other jobs where hand cleaning would be beneficial.

18. We have emergency and useful contact telephone numbers on the safeguarding board in the kitchen, these are also in staff notice board updates file on dropbox.

19. Record any messages and also information that parents have passed on concerning their child in the day book.

20. Record all accidents and action taken in accident book and get a signature from parent/carer. Provide them with top copy.

21. Any incidents are recorded in the incident book and where appropriate ask a parent to sign the page.

22. Ensure all confidentiality is respected. i.e. parent helpers should not be able to see notes or information for staff eyes only. Ensure parent helpers are given a copy of the ‘parent helper info sheet’.

23. Lock cupboard up after use. The water is to be turned off daily and the thermostat has to be turned down to 15 degrees. Ensure hall is locked prior to leaving both the white porch doors need to locked.

24. The contact details for staff are in the pink contacts folder along with staff emergency numbers/contacts.

25. The keys to the boiler cupboard are held in the key case in the foyer, instructions to re-start the boiler are in the boiler cupboard.

26. At the end of the session remember to lock filing cabinet with all sensitive information, the fridge, the shed and the fire door out to the shed area, all on yellow key stored inside the pre-school cupboard.

27. Ensure the phone is fully charged and regularly topped up with credit. Turn phone off before leaving and store in the pre-school cupboard.

Nov 22 – removed reference to putting out policy folder and visitors book and added check of purple box contents, put of bag rack and self registration. Removed reference to split groups. Changed location of tissues and antibac from the blue table to the hatch. Added that we turn the phone off before leaving and store in the cupboard.