



Safeguarding and Welfare Requirement: Information and records

10.1 Operational Plan

Policy statement

To show how the setting will be run and how staff, premises and equipment will be used to meet the needs of the children.

Premises and Equipment

Layout of classroom

The hall is subdivided into activity areas such as Activities of Everyday Living (AEL), Sensorial, Maths, Literacy, Cultural, Home corner, messy play etc.

Location of documents

Location of First Aid Kit

On the stage and clearly marked. Children's medication such as an asthma pump is labelled and kept in a separate marked box.

Location of Register

In the main hall, we use ipads to register children in and out of the session.

Location of Emergency Contact

In the main hall.

Location of Mobile Phone

In the main hall, there is a second phone used in the garden.

Location of Visitors Book

In the main hall.

Location of Accident Book

In the main hall.

Location of Incident Book

In the main hall.

Location of Medication Book

In the main hall.

Location of Child Protection Book

In the main hall.



Location of fire Log

In risk assessment folder kept in the main hall.

Date of Next Fire Drill

The date for fire drill is highlighted in the diary which is kept in the main hall.

Staff

Management structure

Allocation of responsibilities

Title	Description	Other main duties
Manager	Person in charge of the day to day running of the Pre-School NVQ 3 and Montessori qualified	Senco, behaviour management coordinator, 2 nd Contact Child Protection
Deputy Manager	Person in charge of the pre-school in absence of the Manager. NVQ3, EYPS level 6	Deputy Manager Health and Safety, 1 st Contact Child protection
Teacher 1	Montessori qualified, Level 4	
Teacher 2	Montessori qualified, Level 4	
Teacher 3	Montessori qualified, Level 4	
Teacher 4	Level 3; working towards Level 4	
Teacher 5	Level 2, working towards Level 3	

Children

Keyperson

All children will be allocated a “keyperson”. The keyperson co-ordinates information about the individual child’s needs and development. This information is shared with parents and other workers to maintain consistency and continuity of care.

Groups

Teachers will show the correct use of Montessori Materials to individuals or groups of children. Teachers will decide on grouping of children for each activity according to the stage of development and individual interests.



Routines

Daily Routine for morning sessions

Time	Activity	Responsibility
08:30	Set up equipment	Staff
08:50	Daily Risk assessment	Staff
09:00	Welcome children	All Staff
09:00 - 09:30	Prepare snack with children	Rota
09:30 to 11:30	Snack bar	Any Staff to show pouring a drink
09:30 to 12:25	Montessori activities including outdoor As we have several groups, the actual times may vary for each group of children.	All Staff
12:25	Children are brought to the queuing parents/carers one at a time.	All Staff
12:30 to 12:45	Pack away and Clean hall	All Staff
12:45 to 13:00	Daily evaluation	All Staff

Daily Routine for afternoon sessions

Time	Activity	Responsibility
12:30	Lunch	Rota
13:30 to 15:30	Activities including outdoor As we have several groups, the actual times may vary for each group of children.	All Staff
15:30	Children are brought to the queuing parents/carers one at a time.	All Staff
15:35 to 15:45	Pack away and Clean hall	All Staff

Weekly Routine

- Weekly evaluation of plan and focused activities. How well short term plan is meeting children's individual developmental needs.
- Updating children's records.
- Staff meeting.

Monthly Routine

- Fire Drill every six weeks.

Termly Routine

- Review Accident and incident Books
- Review Behavioural Management Incident Book
- Review Short Term Plan to meet Foundation Stage development



- Review Montessori environment and its links to EYFS.
- Staff Supervision.

Annual Routines

- Leaver's reports are produced and sent to schools in Summer term.
- Parents will be invited twice a year to discuss their child's progress with the keyperson. Other meetings are arranged by request.
- Annual File Review. Redundant and out of date documents are archived according to the Document Retention Policy.
- Annual Policy Review. All policies that have not been reviewed during the year must be reviewed annually.
- Annual site safety review with the Church property Committee.
- Review Long Term Plan to meet Foundation Stage development.
- Emergency Evacuation practice.
- Staff appraisal.

Emergency Procedures

- Fire Safety, see 'Fire Safety Procedure';
- Lost Child, see 'Lost Children';
- Sick Child, see 'Sick Children policy'.
- Emergency Evacuation see 'Emergency Evacuation'
- Emergency lockdown procedures see 'Emergency Lockdown Procedures'.

Communication

Parents

- Keyperson/Manager will brief Parents on any significant events that have affected their child during the session, when the child is collected;
- Parents can approach Manager to discuss any significant events affecting their child as soon as possible. For longer discussions and progress checks an appointment can be made;
- Termly News Letters and updates;
- Access to My Montessori Child;
- Parent representative;
- Published weekly plans;
- Children's work displayed and taken home;
- Children's sound books when appropriate.

Staff

- Staff meetings are held once a week;
- Written reminders and parent's newsletter;
- Electronic communication by email and text
- Adhoc meetings as necessary.



Premises Owners

- Email, letter and phone calls as necessary;

Documentation

Name	Description	Location
Children Register	Register of Child attendance	Held Electronically
Staff Register	Register of Staff attendance	Main Hall
Visitor's Book	Record of non-staff adults on the premises	On premises
Accident Book	Record of accidents.	On premises
Fire Log		On premises
Collection Book		On premises
Behavioural Management/ Incident Book		On premises
Allergy list	Lists Children with food allergies and religious restrictions.	On premises
Child enrolment documents	Child enrolment forms and files.	On premises.
Staff documents	Staff recruitment details and contracts	Kept in the Office
Staff record of achievements	Staff certificates and courses attended	Kept in the Office

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.