



Operational Plan

Ysgol Y Foel Out of School Club's aims are described in our statement of purpose.

Organisational structure:

<i>Ysgol Y Foel Out of School Club's</i> address: Ffordd y Llan Cilcain CH7 5NW
Telephone: 01352 740197
Email: yfmail@hwbcymru.net
Correspondence address and details (if different from above):
Legal status: <i>(use information from statement of purpose)</i>
Number and age range of children cared for and type of care: 2-11 – Term Time only
Operational times: 8.40 – 5.30 Monday to Friday

The premises and facilities available:

Ysgol Y Foel Out of School Club is due to open in September 2025 as a result of a successful parent and toddler group's growing needs. It will operate within the school and will occupy a classroom. We will have use of a small kitchen area, hall, staff and children's toilet access including baby changer and access to outdoor provision which includes play equipment and a large field. The play space will be set out in learning areas and will follow the principles of The New Curriculum for Wales. Parents can enter via the main school entrance which is kept locked. We enjoy a professional relationship with the school's head teacher Mrs O'Neill and Foundation class teacher Mrs Walker which helps transition and maintains continuity.

Policies procedure and risk assessments: *Ysgol y Foel Out of School Club* implements policies and procedures that ensure the smooth operation of the provision. They are reviewed regularly and updated as necessary. The policy pack is available for all who visit, work in, or use *Ysgol Y Foel Out of School Club* to see. Regular risk assessments and emergency evacuation drills are carried out and recorded. Annual premises safety checks

are maintained. *Ysgol Y Foel Out of School Club* is covered by public liability and employer's liability insurance.

Staffing roles and responsibilities:

Ysgol Y Foel Out of School Club:

- Recruits, vets and employs 2 staff in line with regulatory requirements
- Maintains or exceeds legal qualification levels *Level 3 Childcare and Level 2 Childcare*
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement
- Carries out annual appraisal of all employees.

Please refer to our recruitment policy and procedure.

- Staff meetings are held *termly* and records are kept of decisions made, which contributes to our ongoing improvement plans

Ysgol Y Foel Out of School Club:

- Maintains legal staff-children ratios at all times – these are 1:3 children under two years; 1:4 children aged two to three years; 1:8 children aged three to seven years; 1:10 children eight to twelve years
- Arranges care for children two years to eleven years
- Keeps a consistent 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.)

Organisational structure:

Room Leader: Level 3 Childcare

Assistant: Level 2 Childcare

Assistant Level 3 Playwork

Assistant Level 2 Playwork working towards qualification

The setting will use current "school staff" in specific roles:

To include:

- *Child Protection*
- *First Aid*
- *ALN*
- *Cook*
- *Caretaker/Cleaner*

Quality of care review and action plans:

Ysgol Y Foel Out of School Club 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 share the report of the outcomes with those who contributed to the review and make it available to others on request.
- Developing action plans from the report that are monitored for timely implementation.
- Undertaking a quality assurance scheme:- *Early Years Wales quality assurance scheme*
- 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.

This operational plan for Ysgol Y Foel Out of School Club was agreed for use	
On: July 8 th 2025	
By: Mrs Amanda Walker Mrs Caroline Conway Miss Brid O'Connell	Position: Ysgol Y Foel Out of School Club Committee
Date of planned review: July 2026	