

## Lamphey Playgroup

### Operational Plan

#### **Welcome Statement:**

Welcome to Lamphey Playgroup. We are delighted to partner with parents and carers in providing a nurturing and stimulating environment for your children. Our dedicated team is committed to fostering a love of learning and ensuring each child's happiness and development. Together, we create a supportive community for all.

#### **Setting Overview:**

Established in September 2025, Lamphey Playgroup offers a main room with seating and carpeted space, designated play areas including a home corner, construction area, and FreePlay zone. There is a designated area with a sink and fridge, and a messy area for craft and painting. The outside area is mostly grassed, featuring various freestanding climbing equipment and small play equipment. Children are encouraged to play outside during every session. Facilities include two toilets, one sink unit, and a changing area. Access to all teaching areas is secured through a keypad system to ensure the safety of all children and staff.

#### **Staffing and Safety:**

All staff have enhanced DBS checks and two current references obtained prior to employment. The person in charge is Mrs Emma Saunders and Mr Thomas is the Responsible Individual

Lamphey Playgroup believes parents are the primary carers and educators of their children and should be involved in group activities and fundraising. Access to all teaching areas is secured through a keypad system to ensure the safety of all children and staff.

#### **Training and Development:**

Lamphey Playgroup ensures staff are up to date with new thinking in childcare and education, complying with national minimum standards. Staff have access to DEWIS for a range of training and attend weekly staff meeting sessions held in school. Records are maintained for all decisions made.

If staff are unavailable, appropriately qualified members will cover absences. A consistent and flexible staffing routine enables positive relationships between staff and children.

#### **Parental Involvement:**

Information is routinely shared with parents and carers through emails. Parents are invited to discuss children's progress and development internally. Parents are informed at the end of the school day if there are concerns. All accidents are reported to parents either at the end of the day or, depending on severity, via telephone

#### **Child Assessment:**

Children's progress is assessed through observation. These observations form the basis for planning a curriculum for each child and developing next steps, available for discussion with parents at all times. The goal is for children's time at the group to be happy and productive.

**Organisational Structure:**

- Responsible Leaders: Simon Thomas
- Person in Charge: Mrs Emma Saunders
- Nursery Leader: Mrs Ella Alborn
- Child Protection Officers: Simon Thomas
- Complaints Officer: Simon Thomas
- First Aid: All staff have are qualified paediatric first aiders.

**Quality of Care Review:**

Throughout the year, the person in charge evaluates standards for an annual review of operational practices and management systems. Staff, parents, carers, and children participate through questionnaires. The management team evaluates standards, and outcomes are shared with the responsible individual and person in charge. Action plans are drawn up and monitored for timely implementation.

**Operational Guidance Review:**

The operational guidance and statement of purpose are reviewed annually or when new legislation or changes in circumstances arise. If changes are made, CIS will be informed with at least 28 days' notice.

**Contact Information:**

- Responsible Individuals: Simon Thomas
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- Email: [head.lamphey@pembrokeshire.gov.uk](mailto:head.lamphey@pembrokeshire.gov.uk)

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This policy serves as a comprehensive guide to the operational practices and expectations at Lamphey Playgroup, ensuring a safe, engaging, and supportive environment for all.

REVIEW DATE  
September 2026

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