



The Den's operational plan supports and underpins our statement of purpose. It describes how we organise our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the statement of purpose.

The Den's aims are described in our Statement of Purpose.

Background Information: The Den was established in 2023. We are currently registered for 28 children between the ages of 3 and 4 years of age and is staffed for 28 children. We are based in Ysgol Deiniol CP.

We are registered with CIW.

Security of the premises is maintained by Ysgol Deiniol CP.

Organisational Structure:

Address	The Den Ysgol Deiniol CP The Ridgeway Marchwiel Wrexham LL13 0RW
Telephone	01978 353760
Legal Status	Mr Kevin Baugh, the Responsible Individual is registered with CIW under part two of the children and families (Wales) measure 2010 to provide sessional day care. (The Person in Charge on a day to day basis is Mrs Laura Butterson).
Type of Care	Sessional Care
Age Range of Children	3 to 4 year olds
Operational Times	Monday to Friday (Term time only) 11.30am to 3pm

Policies and Procedures: The Den implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use The Den to see.

Staffing roles and responsibilities: The Den:

- Recruits, vets and employs 2/3 staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.

The Den

- Maintains or exceeds legal staff: children ratios at all times.
- Arranges care for children of three to four years of age and never more than 28 at any time.
- Keeps a consistent but flexible staffing routine to enable positive relationships between staff and children to develop.
- Ensures relevant information is shared routinely with parents/carers about their child. (See also: confidentiality policy.)

Volunteers / Students: All volunteers or students will be required to undergo a DBS clearance check prior to working with the children. Students on childcare courses may take placements within the setting as part of their training.