

Suainhneas
Community Childcare



Policies & Procedures

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The Policies & Procedures for Suaimhneas Community Childcare service have been revised and edited for 2016/17 to ensure best practice. All of the current staff members have reviewed and fully understand the updated document.

Staff Member	Signature	Date
Carol Donohoe		
Karen McCormack		
Jeanine Lee		
Olivia Marron		
Karen Lee		
Adrienne McNamara		
Sarah Bergin		
Shauna O' Keeffe		
Nadia Nazipova		
Denise Gorman		
Jamie Connolly		
Abosedede Udi		
Linda Shadlow		
Gabriel O' Brien		
Lorraine McCabe		
Orla Kirwan		
Tara Higgins		

Policy No. 1 Admissions

The Suaimhneas Community Crèche welcomes all children and their families to our service. We respect each child's individuality and diversity irrespective of their gender, family status, race, disability, sexual orientation, membership of ethnic or minority communities and religious beliefs or that of their family. We welcome parental visits particularly during the settling-in period.

We can cater for a total of 101 children as follows:

Age Group	No. of places (full time)
Wobblers 1 – 2yrs	40
Toddlers 2 – 3yrs	24
Early years' service 3 – 6yrs	60
School Age 4 – 12yrs	45

Procedure

- Parents seeking to enrol their child into the crèche should contact the Crèche Manager to arrange an appointment
- The Manager will provide you with a parent's information booklet which outlines the Centre's ethos, aims and the services we offer
- The Manager will be glad to answer any questions you may have
- You will be invited to visit the crèche, view the facilities and meet the staff
- To secure a place for your child you will be required to complete and sign a registration form and return it to the Manager as soon as possible
- Places are offered on a first-come-first-served basis and a waiting list system will be in operation should there be an over demand for places
- An advance booking register will be used in the Suaimhneas Community Crèche although if there is a need for an emergency placement, an emergency placement meeting will be held by management and staff and all those involved with the child.
- Fees must be paid in advance either weekly or monthly (*refer to fees policy no.2*)

Opening Hours

We will open our service from 7:30am – 6:30pm subject to demand

Type of care	Hours	Fee
Full day care	8am – 6pm	€150.00
Half day care (flexible)	8am – 1pm 1pm – 6pm	€75.00
Early Years' Service	9am – 12pm 12:15pm – 3:15pm	€55.00
After School	1:30pm – 6pm	€55.00

Procedure for uncollected children

If a child is not collected at the end of the day, the following procedure will be adopted:

- After 10 minutes if you have not contacted a member of staff we will call you
- After 15 minutes the telephone numbers on the child's registration form will be called
- If we have not made a suitable arrangement with a contact person these numbers will be repeatedly called for the next hour
- After 1 hour if we have not been able to make contact with any of the telephone numbers we will contact the Children & Families Team at Social Services and ask them to take responsibility for your child

Absenteeism

It is our policy that all parents must notify the Suaimhneas Community Crèche if their child is going to be absent. This allows us to work out our numbers for the day and ensures the smooth running of the Crèche.

- Full fees are payable if your child is absent due to illness or otherwise
- Parents are required to contact the crèche as soon as possible
- If the child is absent due to illness parents are requested to disclose any relevant information to the staff so that we can take appropriate precautions to safeguard the other children in our care
- If your child has an infectious or contagious illness an exclusion period may be enforced

Children's Requirements

- We aim to provide healthy choices for all children in our care.
- Food for children with special diets must be provided in clearly labelled containers
- Please label all bottles, food, etc. clearly with your child's name
- Lunch, dinner & snacks will be provided daily
- Each child must have a bag clearly labelled, with at least one change of clothes, cotton wool, wipes, cream, nappies
- Nappies and wipes may be brought in daily or a weekly supply placed in a basket clearly labelled with the child's name
- If your child requires a soother it must be attached with a short chain on a clip (no safety pins or string)
- When toilet training your child please discuss this with your child's Key Worker who will give him/her every help and encouragement

Immunisation Policy

When a child is enrolled in our service the immunisation details must be filled in on the record card. In the case of children who have not been immunised parents will be asked to contact the local Public Health Nurse for advice, information and support.

Policy No. 2 Front Door Policy

It is the policy of our service to permit only parents, staff & known visitors into the crèche. Children can only be collected by a nominated person who is noted on the child's record card.

Procedure

- Prior to opening the front door, all staff members ensure that they can identify who is at the door
- If the caller is unknown the intercom phone system will be used to ascertain who they are & the purpose of their visit
- All visitors to the crèche must be accompanied by a staff member at all times e.g. deliveries, maintenance personnel, persons with direct contact with children; HSE Dental Service Staff

Policy No. 3 Fee Policy

The Suaimhneas Community Crèche is committed to providing high quality affordable childcare to all families. In order to do so we must collect fees from parents based on a formal agreement and we offer a variety of payment methods to suit each family's preference.

Procedure

- In order to maintain a high quality standard for all children who attend our service we must ensure that fees are paid in full on a regular basis
- Fees will be payable for 51 weeks of the year
- Fees are payable when your child is sick or on holidays to retain their place.
- Fees are not payable when the facility is closed but are payable for annual bank holidays
- Payments are due on Fridays of each week. The preferred method of payment is by direct debit to facilitate record keeping, however payment by cheque or cash is acceptable. Parents can make arrangements to pay in advance with the Crèche Manager
- We offer a 10% discounted rate for a second and subsequent children from the same family attending the service
- Parents will be issued with receipts for their fee payments.
- Opening hours are 8 a.m. to 6 p.m. Monday to Friday. All children **must be vacated from the premises no later than 6 p.m.** sharp. Insurance cover applies until this time only, during opening hours. We cannot tolerate late collections after 6.30, & will impose a fine of €1.00 for every minute, thereafter. Should a parent have incurred more than 1 fine, during the year, & has kept the staff after 6p.m., their contract will be terminated with the crèche.

CSS COMMUNITY CHILDCARE SUBVENTION PROGRAMME

- As we are funded by the Government under the National Childcare Investment Programme (NCIP) we will provide a number of places available under the Community Childcare Subvention Programme. This scheme provides assistance with the cost of fees for parents in receipt of Social Welfare Benefits and other State Payments and those on low income. In order to benefit from this Subvention Scheme parents will have to complete a Parent Declaration Form. Please ask a member of staff for assistance.
- We also provide Pre School places under the ECCE scheme which allows for children between the ages of 3 & 6 years up to two years free early years education. Please contact a member of staff to enrol for this scheme

FEES

Type of care	Hours	Fee
Full day care	8am – 6pm	€150
Half day care (flexible)	8am – 1pm 1pm – 6pm	€75.00
Early Years Service	9am – 12pm 12:15pm – 3:15pm	€60.00
After School	1:30pm – 6pm	€60.00

NON PAYMENT OF FEES

- In the event that a parent / guardian falls into arrears with their payments a meeting will be convened between the Crèche Manager, and the Parents / guardians to address the situation
- A suitable agreement will be made between the relevant parties to collect the weekly fees including the arrears over an agreed period of time
- If the situation arises that the fees are not being paid or the agreement is broken the contract of care will be terminated

The table below outlines the weekly subvention rates for Band A or B, based on the type of service the child is availing of. All relevant required documentation must be presented by parents / guardians who wish to apply for subvention.

Level of Service	Band A	Band B
	<ul style="list-style-type: none"> ▪ One parent family payment ▪ Widows / Widowers Pension ▪ Jobseekers Benefit* ▪ Pre-retirement Allowance ▪ Farm Assist ▪ State Pension ▪ Blind Pension ▪ Guardian's Payment ▪ Illness / Injury Benefit ▪ Disability Allowance ▪ Back to work / education Allowance ▪ Supplementary Welfare Allowance ▪ Community Employment ▪ Domiciliary Care Allowance ▪ Family Income Supplement ▪ HSE Referrals ▪ Secondary School Students 	<ul style="list-style-type: none"> ▪ Medical Card ▪ GP Visit Card ▪ Parents who no longer qualify for Band A / AJ this year but who were verified as being on Band A / AJ the previous school year
Full day payment	€100	€50
Half day payment	€50	€25
Sessional payment	€33	€17
Half session payment	€16	€8.50

Policy No. 4 Settling In

Our service is committed to the smooth transition of the children and their parents into the crèche environment. Settling in should be a positive experience as it will influence the child's self-confidence, attitude to relationships & socialising & will lay the foundation for lifelong learning

Procedure

- Each parent/guardian will be provided with information about the service offered at the Suaimhneas Community Crèche in our Welcome Pack before the child starts.
- All relevant forms will be included in the Welcome Pack & should be submitted before your child starts in crèche
- Children find the adjustment to crèche much easier if the same person is responsible for them from the beginning. Our service assigns a Key Worker to each child who will help to settle them in & build a good relationship with them which will develop throughout the year
- Key Workers will discuss your child's likes, dislikes & routines with you & take a record of all areas discussed
- Each parent/guardian will be encouraged to drop in to the service with their child before the child starts at the service, so that the child can become familiar with the other children, staff and day to day running of the service.
- There is not time limit in the settling in process but most children adapt & settle quite quickly
- All of our staff handle settling in difficulties with patience & sensitivity & are fully aware of meeting the needs of individual children & their families

Initial Days:

- We encourage parents of children taking up a place with us to visit the facility prior to their start date
- On the first day the parent/guardians will be encouraged to stay until the child feels comfortable in the new surroundings.
- The person in charge on the day will greet the child and parent together if applicable.
- The parent will be assured of the value of their presence to the child in this process.
- Parents/guardians will be encouraged to stay for some time at the child's first session. Some children may not be ready for a full session, and the person in charge on the day will advise the parents/guardians on this matter.
- Parents/guardians will be made aware of the necessity of interacting with their child and other people in this settling-in phase in order to reassure the child of the safety in the different surroundings.
- Children must be promptly collected from the session.

Daily drop-offs & collections

Wobbler & Toddler

- Parents bring their children to their room where staff facilitate positive separation. This process is repeated at home time.

Early Years Service

- After settling in, parents drop the children at the door, staff collect all children together. Children are signed in; they line up & walk to their classroom together. This procedure is repeated at home time.

Policy No 5 Parents as Partners

Suaimehnas Community Crèche values parents as the first educators of their children & we believe that their input is vital to the success of our service. It is our policy to be open, inclusive, welcoming, accepting & respectful of all parents using the service.

Procedure

- Parents will be issued with a full copy of our Policies & Procedures together with our Welcome Pack prior to enrolling their child in crèche
- All comments, ideas & suggestions will be openly accepted by our staff team & incorporated into our service
- We regularly hold open days & information evenings to ensure that parents are well informed about the service we provide at Suaimehnas Community Crèche
- The Voluntary Board of Management of our service welcomes nominations from parents to act as representatives
- We aim to provide a regularly update notice board in the Crèche hallway to inform parents about the various events that take place in the crèche. This notice board will include children's art work, competitions, relevant contact numbers, community news etc
- We encourage parents to become involved in fundraising events which may take place for the Crèche throughout the year
- We endeavour to make a parent room available in the crèche where staff & parents can meet to discuss matters relating to their child & the service in general
- Parents will be informed of relevant training, information evenings, seminars etc related to children / child development / parenting
- An important aspect of our service is to make time to meet with parents to discuss areas such as:
 - Child's progress & observation records
 - Joint strategy for positive behaviour management where required
 - Changes in the family home
 - Difficulties or concerns
 - Suggestions for the service
 - Evaluation of care given to their child
 - Individual care plans

Policy No. 6 Confidentiality

It is the policy of the Suaimhneas Community Crèche to keep confidential any information about the health & family circumstances of children, families, staff & volunteers. We ensure that all knowledge or observations of children's behaviour will be treated in strictest confidence, except in terms of legal obligation, i.e. child protection

Procedures

- Any information about the children, staff or families that Suaimhneas Community Crèche has on file will remain strictly confidential at all times
- Parents/guardians will be made aware of the necessity of keeping records in relation to the children in order to comply with the Child Care (Childcare Services) Regulations, 1996.
- Any incidents which involve your child & any other children shall be recorded, however the names of the children involved shall not be disclosed
- All personal details are kept in a secure locked area, accessible to management only
- Parents/guardians will have access to records kept in the service only in relation to their own child. These records will be kept in a locked file.
- In child protection situations, observation/records in relation to children may have to be made available to the Health Board.
- The principles of confidentiality will be raised by the manager with all staff, volunteers and/or trainees impressing upon them that it will not be acceptable to discuss matters relating to any child, or other staff/service outside the Suaimhneas Community Crèche
- All staff at our service have signed a confidentiality declaration
- Any breaches of confidentiality will be dealt with under the complaints procedure, or the terms of employment as appropriate. (*refer to Policy No: 16*)

Record Keeping

- All records, in line with Child Care Act 1991 (Early Years Services) Regulations 2016 and any subsequent amendments are kept up to date and accurate at all times
- All confidential records are stored securely
- Parents, carers or guardians will be asked to co-sign the medical administration form when necessary (*refer to Policy No. 9*)
- Observational records are kept to help in understanding the needs and abilities of each child and what programmes are put into place to aid them in reaching their full potential (*refer to Policy No 7*)
- All written records are impartial and factual

Policy No 7 Observations & Assessments

At Suaimhneas Community Crèche we aim to provide the best possible learning & care environment for children. It is our policy to make regular observations to help us better understand each child's needs and abilities so that we can respond with appropriate care & activities

Procedure

- Staff will make daily observations as part of their duty of care to ensure each child is happy and well
- As part of the Pre School Curriculum staff will make observations of how the children interact with each other, the activities and games they play and the equipment they use
- On occasion we may need to carry out a more detailed observation e.g. if a child is not responding to stimulation, engaging with other children etc. In this case we will request permission from the parent and discuss the reasons for carrying out the observations
- The results of the observations will be shared only with relevant staff and parents
- Occasionally we may be requested by a professional to prepare a written report on a child to help that individual provide for the child's needs e.g. Speech & Language Therapist. The child's parents will be involved in this procedure. This is the only occasion when the results of observations would be shared outside of our service
- Parents have access to all written observations made on their child
- Results of observations will be shared with parents on a regular basis when discussing each child's progress
- The curriculum will be reviewed on a six weekly basis or when deemed necessary to accommodate children's emergent learning & staff or management reflective practice in order to promote a fully inclusive environment.

Individual Care Plan

An Individual Care Plan, ICP, identifies & specifies the care & additional supports necessary to promote overall holistic development for any child who requires additional support & care in the childcare setting. The ICP incorporates relevant information about the child's specific strengths & needs, information from parents / guardians & other relevant professionals e.g. Special Needs Educators, Psychologists, Speech & Language Therapists, Social Work or any other individual with a bone fide interest in the welfare of the child.

ICPs set short term goals, are reviewed fortnightly & at the end of set periods of time when they are adapted to promote further development goals.

Policy No. 8 Play Policy

At Suaimhneas Community Childcare we support & encourage all types of play & recognise play as the core element of all the learning opportunities provided for preschool children. Play-based learning is defined by the Early Years Framework for Australia as:

“A context for learning through which children organise & make sense of their worlds, as they engage actively with people, object, representations.”

We promote learning & education which specifically supports the transition to the school environment by including the following:

- Literacy & numeracy
- Fun, exploration, creativity & engagement
- Inclusion, respect, social justice & acceptance
- Caring & nurturing
- Community & family connectedness
- Personal identity
- Relationships
- Communication
- Belonging
- Caring for our environment

This learning evolves continually & we endeavour to keep abreast of recommendations from evidence based research & new regulations. Practice is also reviewed & revised by staff & management together with input from parents & carers.

Types of play children engage in:

- Symbolic play – we encourage children to develop their abilities to use objects, actions or ideas to represent other things
- Rough & tumble play – physically active play either indoors or outdoors
- Socio dramatic play – social or cultural experiences of everyday life
- Creative play – play that allows for the creation of new things & connections
- Communicative play – play using words, images, gestures & non-vocal communication
- Dramatic play – dramatizes events
- Deep play – play that enables exploration of fears
- Exploratory play- play that enables factual information about things to be gained by tasting, banging, throwing
- Fantasy play – play that involves scenarios that lie outside of direct experiences
- Imagination play – play that transcends conventional rules
- Locomotor play – involves movement
- Mastery play – play that fosters control over the environment
- Object play – playing with objects
- Role play – play that enables ways for exploration

- Recapitulative play – play that allows children to explore history & rituals & access evolutionary stages

In our Early Years Service

We have a broad, play based, fun curriculum that promotes children's:



Our Curriculum, based on the Siolta standards & Aistear Framework includes:

Talking & listening to children

Helping children make new friends

Sand, water, playdough & clay

Paint, glue, art, household junk, collage material, table-top toys

Mark making & drawing materials

Learning about numbers & letters

Baking, cooking & preparing meals

Picture & storybooks, rhymes & songs, wooden blocks, construction materials & little small world toys

Puppets, dressing up & role play, props, equipment & drama

Singing, dancing, music & movement

Physical & energetic play

Learning about respecting other families & cultures

Investigating & exploring science

Using materials to stimulate the senses, interest & curiosity

Exploring & respecting nature in the indoor & outdoor environment

Participating in small groups, large groups & circle time activities

Preparing & tidying up for meals & activities

Eating & drinking healthily

Caring for & respecting each other

Policy No. 9 Equal Opportunities

It is our policy to recognize and respect the rights of all adults and children associated with our service, to develop an effective programme of action to promote equal opportunities and eliminate discrimination on grounds of culture, race, gender, ability and social background in all of its procedures and practices. We will comply with all relevant legislation including:

The Employment Equality Acts, 1998 & 2004

The Equal Status Acts, 2000 - 2004

Admissions

- The After Schools Project is open to all families in Portlaoise & surrounding areas
- The waiting list is operated as per the admissions procedures (refer to Policy No. 1)

Families

- All families will be encouraged to be involved in their children's early education in what ever way possible for them.
- The input of all families into decision making in the childcare service is valued equally
- It is important to recognise that Children can be loved and cared for in different family settings.
- Families with different means will require a flexible payment system (refer to Policy No. 1)

Meetings/Information

- The time place and tone of meetings must ensure that all families have an equal opportunity to attend and be involved.
- Information, spoken and written, will be communicated in as many methods as possible

Curriculum

- Children will be valued and supported in all their needs
- The individuality of each child will be respected and nurtured
- A wide range of activities and play equipment will be provided in an environment free from prejudice and discrimination.
- A range of materials will be chosen to reflect cultures, gender and ability difference.

Additional needs

- Suaimhneas Community Crèche recognizes that all children have needs but some have more than others. The special needs of children will be recognized.
- Every effort will be made to meet the needs of children and families using the service.
- Where appropriate every effort will be made to meet the medical needs of children.

Food and festivals

- Dietary and cultural needs of children and adults will be met.

Staff and training.

- The Management of the Suaimhneas Community Childcare will deal with all job applications in a fair & equitable manner and follow correct procedures as set out in current employment and equality legislation (refer to Policy No. 16)
- Training will be provided for all staff and adults in the area of equal opportunities, in order to raise awareness of discriminatory behaviour or remarks.

Policy No. 10 Equality & Diversity

Suaimehnas Community Childcare is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued
- Include and value the contribution of all families to our understanding of equality and diversity
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity
- Make inclusion a thread that runs through all of the activities of our setting

Procedure

- Our service is open to all members of the community
- We advertise our service widely
- We reflect the diversity of members of our society in our publicity and promotional materials
- We provide information in clear, concise language, whether in spoken or written form
- We base our admissions policy on a fair system (*refer to Admissions Policy*)
- We ensure that all parents are made aware of our equal opportunities policy
- We do not discriminate against a child or their family, or prevent entry to our service, on the basis of colour, ethnicity, religion or social background, such as being a member of the travelling community or an asylum seeker
- We do not discriminate against a child with a disability or refuse a child entry to our service because of any disability
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by our service and in the curriculum we offer
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly racist insignia, distribution of racist material, name-calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner

Policy No. 11 Health & Illness

At Suaimhneas Community Crèche we wish to ensure the health of the community by having an inclusive illness policy. This policy will set out clear guidelines showing when a child must stay home due to the presentation of certain symptoms or conditions. It will also be the policy of staff at the Suaimhneas Community Preschool to contact parents / guardians or other relevant medical professionals if a child shows symptoms of any communicable illnesses or diseases.

Procedure

General Childhood illnesses: when presenting with any of the illnesses listed below children should not return to the Preschool until at least 24 hours after treatment of antibiotics or other prescribed medication has commenced or have been treated for other specific illness for example head lice.

1. If a child cannot actively participate comfortably in preschool activities which would be different from a child's normal everyday participation and individual personality
2. Any illness or symptoms that can result in a need for care which is greater than staff can provide without compromising the level of care other children receive
3. If a child is very irritable or generally much more upset than is usual to that individual child
4. If a child has an unexplained wheeze or difficulty in breathing
5. If a child has a high temperature or fever - 36° being an average body temperature
6. If a child has had or is having a dose of Diaper rash, the child must not return to preschool until 48 hours after a regular/firm stool has been passed
7. If a child has been vomiting in the past 48 hours or begins to vomit in preschool
8. If a child is coughing severely or has a suspected strep throat
9. If a child presents with unexplained mouth, nose or eye sores
10. If a child has an unexplained rash: unless the preschool has received a note from a physician / doctor stating that the rash is not contagious
11. If a child presents with suspected conjunctivitis, eye discharge, impetigo or scabies
12. Children with head lice should not return to Preschool until treated and all nits have been removed
13. Children with Chickenpox should not return until all lesions are cleared usually within 6 – 10 days
14. If a child presents with any other symptoms of childhood illnesses which staff suspect to be contagious, for example scarlet fever
15. In the case of a contagious illness or disease or continuing symptoms a child will not be permitted to return to the Preschool until a Doctor's note has been received stating that the child is no longer contagious
16. In the case of a child becoming ill at home with any communicable disease or illness a parent / guardian must inform staff at the Suaimhneas Community Preschool so that other parents can be informed of potential outbreaks or circulating illness

17. A member of staff will be assigned to look after a child in the event of sickness occurring during the Preschool hours. This member of staff will also contact parents / guardians or relevant medical professionals
18. It is a policy of Suaimhneas Community Childcare to request a copy of every child's immunisation record

Staff Illness Policy

At the Suaimhneas Community Preschool we wish to ensure the health of the community by having an illness policy for staff reflective of the same guidelines set out for the preschool children

Procedure

1. Staff should not come to work when ill or in contact with someone who is ill with a contagious / communicable disease
2. Staff should contact the relevant staff member of the Suaimhneas Community Preschool on the first day of their illness and if the illness / disease is contagious fellow staff members and parents / guardians of children also
3. Staff should refer to their individual contracts in relation to sick leave, required Doctor's certification etc.
4. If a staff member cannot fulfil their role in relation to their individual job specification due to injury or illness they must not present at work
5. Follow all guidelines set out in the Children's Illness Policy for example wheezing, coughing, vomiting and diarrhoea bugs and other specified illnesses
6. Staff should follow set guidelines and each staff member should sign in agreement to this policy

Policy No. 12 Food & Nutrition Policy

Suaimhneas Community Crèche aims to provide a well balanced nutritious diet, with food from each of the food categories i.e. Carbohydrates, Protein, Fats and Essential Minerals and Vitamins being offered on the daily menu. We endeavour to use fresh produce when possible. Any special dietary requirements or parents wishes will be respected. The daily menus will reflect the cultural and religious backgrounds of the children. Parents are more than welcome to make suggestions to the menu.

Refer to our Guide to Safe Catering & Management of Infectious Disease.

Suaimhneas Community Crèche will comply with current legislation regarding food hygiene, registration and training including:

- The Child Care Act 1991
- I.S: 340 Hygiene and Catering Requirements
- E.C. Hygiene of Foodstuffs Regulation 2000

An active lifestyle of all involved in Suaimhneas Community Crèche service will be encouraged by:

- Opportunities for energetic and outdoor play.
- Inviting health care and other professionals to visit the group in session, to talk at parents meetings and for in service training sessions for staff.
- Activities to encourage children with healthy choices

Procedures:

- Mealtimes are used as occasions to develop social interaction among the children
- Children's hand will be washed prior to any meal
- The menu will reflect the diversity of food available to us and cultural celebrations where possible
- The menu will vary from week to week
- Children will be encouraged to eat a little bit of everything but will never be forced to eat anything they do not like
- A child who is slow at eating will always be given time to finish their food
- Staff will set a good example of table manners
- Cultural eating habits will be respected
- We ask that sweets, fizzy drinks and crisps are not brought into the crèche
- Birthdays are celebrated in the crèche; parents may be asked to make a contribution to the party food
- All food cooked on the premises is done so under strict hygienic conditions and in line with Environmental Health Standards and practices
- The weekly menu is on display on the notice board
- The kitchen for health and safety reasons is strictly out of bounds to all children
- Children will be encouraged to remain seated and to use their eating utensils in an appropriate manner to prevent accident or injury
- Children will be invited to take part in 'meal time activities' such as:
 - setting the table
 - Pouring of the milk / juice into cups

- Serving (cold) food
- Children will be invited to tidy up their own plates and cutlery
- Staff listen to the children and encourage them to take part in the conversation

Children's meal times

- Children are encouraged to feed themselves, however if children require support it will involve positive interaction & communication.

Food Purchase

- Food will be purchased from a reputable source where it is stored in a safe clean manner
- Food that is passed its 'best before' date will not be purchased
- Labels on food will be checked for ingredients in order to provide products such as nuts or animal products in the event of allergies
- Refer to our Guide to Safe Catering

Policy No. 13 Administration of Medicine

Suaimehnas Community Crèche will administer medicine once a parent has completed a medical consent form. Medicine will only be accepted by the Crèche once it is in its correct bottle / package and the instructions (amounts to be given, times etc.) are clearly visible on the original pharmacy label

Procedure

- Parents are required to sign a medical consent form
- Prescribed medicine must be clearly labelled with the child's name & dosage instructions
- A named member of staff will administer medicine
- Hands are washed thoroughly before administering medicine
- A second member of staff witnesses the procedure
- The named staff member checks the medicine, the dosage, the correct time and the correct child
- The medicine is administered and the form filled in and signed by both members of staff and counter signed by a senior member of staff every time the medicine is administered
- Once the medication has ceased the form is kept in the child's file

Policy No. 14 Positive Behaviour Policy

Children model their behaviour on that of the adults in their environment. Suaimhneas Community Crèche strives to provide a setting where confidence, self-esteem and independence are nurtured. Therefore, the management and staff will not accept disrespectful words or actions towards the children, parents or staff. We believe that children should grow and develop to their full potential in a suitably planned environment, where they know what is expected of them and where clear limits are set, appropriate to their age and stage of development and any special needs they may have.

Procedure

- We acknowledge children's efforts, achievements and feelings by sincere encouragement as this will lead to the growth of their self-esteem and self discipline
- We are consistent in our behaviour management methods so that all children in our care have the security of knowing what to expect. This will help to establish patterns of good behaviour and self discipline
- Our staff strive to act as good role models by following rules and showing respect for each other and the children
- The key to behaviour management is good observation skills in the staff

Causes of difficult behaviour

There are many causes of children's difficult behaviour. Understanding these causes will help our staff to deal with children more effectively. These causes are:

Physical: Children's difficult behaviour is often caused by tiredness, illness or medication. Parents are asked to inform us if their child is ill or on medication.

Developmental: Different stages of development will bring different behaviours, e.g. the temper tantrum is very typical of two-year-old children. Developmental delay (such as late speech / language development) can be a source of frustration and challenging behaviour. It is our policy that all staff of the Suaimhneas Community Crèche are fully informed about any developmental issues that could influence behaviour and are fully supported in dealing with such issues.

Emotional: If a child is emotionally upset this will influence their behaviour. Bereavement, an ill parent, a change in family circumstances can have implications for a child's behaviour. Therefore, we would ask parents to let our staff know of any such situations in a child's life so that we can observe their behaviour and support and help the child as best we can.

Environmental: A child can display challenging behaviour if they do not have enough space or if the play equipment is not appropriate. It is the responsibility of our staff to ensure the playrooms are not cluttered and that each child has enough space to move freely. Management will ensure that space requirements are fully compliant with the Pre School Regulations, 1996.

Intellectual: A child may display challenging behaviour if they are bored or under stimulated. It is our responsibility to ensure a varied interesting programme of activities is provided suitable to the developmental needs of all children in our care.

Dealing with difficult behaviour

Encouraging good behaviour requires effort and planning. It is our policy to create an atmosphere and routine that is child centred, stimulating and secure. All staff will be trained in positive behaviour management techniques.

Procedure

- We will reduce the risk of any child becoming bored by providing a varied programme of activities appropriate to each age group
- We will inform children in advance of what we will be doing and what is expected of them
- We will carefully explain what children are allowed to do and not to do
- We will offer choices of activities
- We will always give clear instructions speaking at the child's level to ensure they fully understand
- Our staff always praise good behaviour and effort and use positive reinforcement when children are behaving well
- We will give children responsibility to increase their self-esteem
- Our staff always remain calm and are never angry or aggressive towards children irrespective of the circumstances
- It is our policy to consistently use positive words and phrases never words such as 'naughty' or 'bold'
- Our staff are trained to use distraction as a method of diffusing difficult situations

Positive things we love to say at Suaimhneas

- | | | |
|------------------------------------|---------------------------------|-------------------------------------|
| ☺ Have Fun! | ☺ Try your best | ☺ That's excellent! |
| ☺ You can do it! | ☺ Keep going! | ☺ I believe in you! |
| ☺ Thank you | ☺ Everyone do your share | ☺ Please |
| ☺ Team work | ☺ You did super work today | ☺ Give yourself a clap |
| ☺ That's brilliant! | ☺ Believe in yourself | ☺ You are brilliant! |
| ☺ Great job! | ☺ Well done! | ☺ Help each other |
| ☺ Let's be creative | ☺ I know you can do this | ☺ See, we are learning while doing! |
| ☺ We will figure this out together | ☺ You can make a big difference | ☺ We need your help |
| ☺ Can you help us? | ☺ Let's play together | ☺ It's OK to make mistakes |
| ☺ Be proud of yourself | ☺ What do you think? | ☺ Thank you for helping |

Policy No. 15 Safe Sleep Policy

Staff will be guided by parents on their children's sleep routine, however children cannot and will not be forced to sleep. Routine opportunities to rest during the day will be facilitated. In addition, we aim to provide facilities for children who need to rest during the day.

Procedure

- Prior to sleeping, children will be soothed and calmed by a favourite story or song
- Children often need help to rest therefore a darkened room, a cuddly toy and soft music and perhaps a back rub are part of the process for settling children for a sleep
- Sleep rooms have monitors indicating the room temperature and & audio from the sleep room
- Each sleep room is equipped with a sound sleep monitor
- Sleeping children are checked every 10 minutes by staff who must physically enter the room
- Sleep time records are kept and record the following:
 - Who settled the child for sleep
 - What time the child fell asleep
 - Child's position, colour & breathing
 - When and who monitored the child's sleep
 - What time the child woke

Policy No. 16 Nappy Changing Policy

It is our policy to provide a safe & clean environment to facilitate nappy changing. We have a strict nappy changing schedule which is documented for each child, however nappies will be changed as & when required regularly throughout the day. Children's nappies & other changing items will be stored individually & labelled with their names. All staff will be trained in nappy changing procedures & be aware of the correct manual handling procedures. These procedures will be displayed in the nappy changing area. If a member of staff has to leave the group to change a child's nappy, child staff ratios will be adhered to at all times. Children's needs & their right to be respected will be taken into consideration at all times. Staff should always be sensitive to children's needs. Nappy changing time is a time for interaction & individual one-to-one. Children should be spoken to, sung to & this opportunity should not be missed.

At Suaimhneas Community Childcare we realise that nappy changing is a major part of a young child's personal care routine, therefore we believe it should be a pleasant experience for them.

Procedure

- Each child is placed safely on the floor while the staff member gathers all the necessary items required, e.g. nappy, wipes etc.
- The staff member washes their hands & puts on a fresh pair of disposable gloves & plastic apron
- The child is carefully lifted on to the sterilised changing mat
- The staff member proceeds to remove the child's nappy & cleans them thoroughly
- Any cream provided by the parent is then applied
- The staff member talks, sings & interacts with warmly with each child during this procedure
- Once the child is clean & the fresh nappy applied they are placed gently onto the floor
- Staff dispose of the soiled nappy, wipes, gloves etc. in the specially sanitised nappy bin
- The changing mat & surrounding area is then cleaned down & sanitised using anti-bacterial spray & paper towels which are then disposed of into the appropriate bin
- The staff member washes the child's hands & their own hands thoroughly with warm water & soap, dries them thoroughly with paper towel & disposes of same into appropriate bin
- Children who have received immunisations will have their nappies double bagged for approximately 6 weeks post vaccine

Policy No. 17 Toilet Time

Suaimehnas Community Crèche in the interest of health and safety and best practice work towards having staff escort to and from the toilets and assist children in toileting.

Procedure

- Toddlers and young children need encouragement and help with self care, wiping bottoms, flushing toilets and washing hands
- Staff must use the disposable gloves and aprons provided when cleaning up any spillages
- Toilet seat insert aids and steps are provided to enable children to develop self care skills and independence
- All our staff are sensitive to any accidents children may have
- Our staff will maintain a pleasant atmosphere during this process
- The child's privacy is maintained at all times
- Toilet seats, inserts, potties etc are cleaned and sanitised after each use using disposable gloves, anti-bacterial spray and paper towels which are then disposed of in the appropriate bin

Policy No. 18**Sun Protection**

The Sun Protection policy of the Suaimhneas Community Crèche aims to ensure that all children attending our service are protected from skin damage caused by the harmful rays of the sun. It is implemented throughout the year but with particular emphasis during the summer months.

Procedure

- Parents / carers must supply their children with hats and appropriate clothing that protects their face, neck, ears, shoulders, i.e. broad rimmed hats, shirts and dresses that cover the shoulders, shirts with collars and elbow length sleeves, longer style shorts and skirts
- Children must wear hats whenever they are outside. Children who do not have their hats with them will be provided with a loan hat, however the number of hats that the service has is limited. If we do not have a hat available children will have to stay inside or in the shade.
- SPF 30+ broad spectrum, water-resistant sun cream must be provided for your child
- Parents should, during the summer months, ensure children have sunscreen applied prior to arrival at the crèche. If sunscreen has not been applied the parent must inform staff on arrival
- Parents must give consent to staff applying sunscreen to their child
- Staff will act as role models by:
 - wearing appropriate hats and clothing outdoors
 - Using SPF 30+ sunscreen for skin protection
 - Seeking shade whenever possible

Policy No. 19**Garden Policy**

At Suaimhneas Community Childcare children are encouraged to partake in all types of play whilst in the garden area. Challenging & risky types of play are carefully supervised & balanced between health & safety & the benefits of such play for child development are assessed & addressed accordingly.

Procedure

Staff endeavour to support children to be aware of risk taking by implementing our garden rules:

- Be nice
 - Be good
 - Be kind
 - Be careful
 - And don't hurt anyone including your self
- All outdoor play spaces & equipment are inspected daily before play commences to ensure the health & safety of the children

Policy No. 20

Comments & Complaints

Our service believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our service and will give prompt and serious attention to any concerns about the running of any aspect of the Crèche. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result; we have a set of procedures for dealing with concerns.

Procedure

To achieve this, we operate the following Complaints Procedure.

- Any parent who is uneasy about an aspect of the Nursery/Crèche provision talks over, first of all his/her worries and anxieties with:
 - a) The child's Key Worker or room Team Leader
 - b) The Senior Officer (Crèche), Deputy Childcare Manager (Nursery), Childcare Manager
- Any parent who requires a written response to their concerns should request one at this stage.
- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves on by making a formal complaint in writing (forms available in the Crèche office or from any member of staff)
- The written complaint is presented to the Childcare Manager who will investigate the complaint.
- The complainant can expect a written reply in acknowledgement of receipt of the complaint, as well as some indication of how and when the complaint will be addressed within 5 working days.
- When a formal complaint has been fully investigated, the Childcare Manager should ensure that the person who made the complaint is informed, in writing, of the outcome.
- If the person who made the complaint is not satisfied with the outcome of the complaint, the complaint will be brought to the attention of the Board of Management, this board is responsible for matters arising which cannot be resolved by the Childcare Manager.
- The board will conduct their own investigation into the complaint and will respond directly to the complainant within 28 days of notification.
- The board of management will ensure that the matter reaches a satisfactory conclusion for all involved and the case will be signed off and closed by all parties

Policy No 21**Staff Development**

Our service is fully aware of the impact staff have on the lives of the young children in our care. We encourage staff to participate in any relevant training which will update their knowledge and enhance their skills. We recognise that it is also important for staff to keep abreast of current changes in legislation and of new thinking and research.

Procedure

- All newly appointed staff have an induction week and are provided with all the information and support necessary to settle comfortably into their roles. This will include the service Health & Safety Statement, Policies and Procedures manual, Staff Handbook, Job Description and contract of employment.
- Monthly staff meetings are an integral element of our staff support and good practice guidelines
- A training needs analysis will be carried out at regular intervals and reviewed to establish what type of training is required by staff
- We are members of IPPA and Barnardos and are regularly informed of their training courses throughout the year

Policy No. 22 Student Placements

The Suaimhneas Community Crèche recognises the importance of practical on site training for childcare students and it is our policy to assist students in developing their skills. We ensure that children work closely with staff to develop a professional child-centred approach to working with children.

Procedure

- Students must present proof of current Garda Vetting to the Childcare Leader together with a recent CV which we will keep on our files
- Students must be confirmed by their Tutors as being engaged in a childcare course which provides necessary background understanding of children's development and activities
- Students will be provided with our Policies & Procedures Handbook when they commence their placement
- Students are not included in Staff: Child ratios

Policy No. 23 Health & Safety

The Suaimhneas Community Crèche Health and Safety Statement sets out the Centre's policy with regard to the safety, health and welfare of its employees. It is outlined and displayed in the following areas:

- A copy of the Health & Safety Statement is available from the administrator's office
- The requirements and procedures set out under the Health and Safety Statement extend to parents, children, students, volunteers, visitors, contractors and members of the general public

Visitors to the Centre:

All visitors, parents, volunteers, students and contractors must be notified of any risks of their safety or health, which they may face whilst on the premises. Responsibility for this rests with the member of staff receiving them into the Centre.

All visitors, parents, volunteers, students and contractors must be accompanied by a staff member whilst on the premises and should also be accompanied to the front door when leaving. Staff should ensure that the front door is closed when visitors leave.

Safe Work Environment

The approach to ensuring safe and healthy work conditions in the crèche may be summarised by the following:

- Identification of individuals responsible for Health and Safety in the area of work
- Identification of hazards
- Elimination of hazards
- Provision of protective equipment where necessary
- Creation of Practical and safe working systems
- Consultation with staff on safety and health matters
- Preparation and revision of emergency plans
- Provision, where necessary, of a competent person to advise and assist in securing the Safety, Health and Welfare of all employees. (A competent person is someone with appropriate training and practical experience in the specific task required)

Safe systems at work:

It is the policy of Suaimhneas Community Crèche to ensure that tasks are within the competence and the capacity of the employees. The systems of work will be designed with that purpose in mind. It is clear that some processes necessary give rise to risks, which can only be controlled by adherence to proper procedures. The training provided to workers will identify the areas where skill must be exercised.

It is the policy of the Centre when purchasing new equipment, altering existing equipment or changing, to ensure so far as is reasonably practicable, that they are without significant hazard. All toys and equipment used in the Centre should carry the CE safety symbol.

Systems of work include all normal work, maintenance work and work by contractors on site. They include consideration for the safety and health of visitors and / or service users.

The Crèche Manager shall review systems of work on request from the safety representative and shall report their findings to him/her.

Accidents at work:

- All staff members are required to report any accidents, incidents or potential hazards immediately to their supervisor or the Crèche Manager.
- Staff members are also required to complete the necessary forms, have them signed by parents and/or the Crèche Manager.
- If a member of staff is subject to an accident at work, depending on the nature of accident they will be taken to the hospital or local GP for attention. Any expenses incurred by the staff member will be covered by the Board of Management e.g. hospital / GP charge, medication etc.

Accident Reporting Requirements:

All places of work are required to report occupational accidents – this includes employees and self-employed and persons training for employment. Whenever any of the following events occur, the person responsible as designated in the Health & Safety Statement as ‘Safety Representative’ must report in writing on the approved form to the Health & Safety Authority, and must keep a record of it.

- The death of any person irrespective of whether or not they are at work, as a result of an accident arising out of work
- The death of any employee which occurs up to a year after reportable injury
- An accident to any employee or self-employed person, which disables them from carrying out their normal work for more than 3 days
- Injuries requiring medical treatment to a person not at work as a result of work activity
- Work related accidents to members of the public which require medical attention

Health and Safety is also addressed in the Child Care Act 1991.

Accident Reporting / Recording

- All accidents, incidents and /or near misses must be reported to the Safety Representative and recorded in the Accident / Incident Book which is stored in the Administrator’s office.

Children’s Accidents

Accidents to children should be recorded on Accident Report Forms which are kept in each playroom in a separate folder

Details of accidents are to be recorded on these specific forms shown to the child’s parent and signed off by both the parent and the child’s Key Worker

N.B. If a child suffers resulting in time lost from work – accidents to be described in detail by the Childcare Manager on an Official Report Form. The same will be forwarded to the Management Board and will contain the name of the injured party ; the location of the accident/incident ; witnesses – if any ; cause – if known ; time of the accident ; to whom it was reported ; first aid details and recommendations as to how to prevent a recurrence of such an accident.

Accident Investigation:

Each accident, incident or near miss must be investigated thoroughly. Any hazard or risk should be identified and eliminated. A report of this investigation and any remedial action should accompany the accident/incident report. Any change in policy, procedure or working practices arising from this investigation should be communicated verbally and in writing to all staff, visitors etc.

Suaimhneas Community Childcare Centre shall comply with all obligations with regard to the investigation of notifiable accidents or dangerous occurrences.

General accident Prevention:

1. Every safeguard must be in position before any machine is operated.
2. All rooms in the crèche will be maintained in a clean and tidy condition. No storage will be placed in such a position that entrances and exits are obstructed or could be obstructed, thereby reducing the access by less than 2 ft 6 inches.
3. Storage areas must be maintained in a lean and tidy condition.
4. Horse play will not be tolerated.
5. All electrical equipment is to regularly inspected and maintained in good condition (Only a qualified electrician can repair electrical equipment)
6. All plugs tops and leads will be visually inspected regularly to ensure that they are safe and not broken.
7. Childproof safety covers protect all electrical sockets.
8. Children are not allowed to operate any electrical equipment
9. No eating or drinking near electrical equipment is permitted.
10. Fire and smoke alarms are fitted. Security personnel test them regularly.
11. Staffs are made aware of the proper use of equipment, evacuation procedure, the use of fire fighting equipment and general safety procedures.
12. Windows, which the children may have access to are restricted with childproof devices.
13. Practice fire evacuations will take place once monthly, and will be recorded and filed and made available for inspection by the Pre-school Inspectors and parents.

No Smoking Policy:

Suaimhneas Community Childcare operates a no smoking policy. Smoking is only permitted in a designated area outside and away from the building.

NB. In the interest of health, hygiene and fire prevention, smoking is not permitted in according with legislation in the Centre. Matches or cigarette lighters must not be left where a child may have access to them.

Taking of Medication:

The intake of alcohol; or drugs by staff or other adults working with children is not permitted in the premises of Suaimhneas Community Childcare. Staff or other adults who may need to medication prescribed by a Doctor, due to a particular illness, should consult with the Childcare Manager.

Hazard Auditing;

The crèche manager shall carry out regular hazard audits internally and shall liaise with the appointed Safety Representative, Team Room Leaders, the House Keeper and the Maintenance Person.

Eliminating Identified Hazards:

Where practicable, Suaimhneas Community Childcare commits itself to dealing with the hazards identified. On the basis of their elimination by whatever means necessary, if the problem can only be solved by significant expenditure, the crèche manager will present the options available to the management board.

Safety Routine:

With safety, health and welfare of all persons within the Centre in mind, the following procedures will be considered the normal custom and function of any member of staff to perform on confrontation with the health or safety hazard.

Procedures for dealing with Hazards/Potential Hazards:

All employees of Suaimhneas Community Childcare are required to bring urgent safety concerns to the attention of the crèche manager in compliance with safety legislation. If a matter is brought to the attention of any member of staff, which requires urgent attention he/she is required to :

- a. report the matter to the crèche manager **AND**
- b. Report the matter to the appointed Safety Representative.

The Safety Representative on receiving such a report will

- a. Inspect the Problem **AND**
- b. Agree with the crèche manager on the action required, and the date by which this action should be completed.

Children play rooms.

- No hot drinks in the children's play room
- No smoking in the children's playrooms.
- No sharp instruments kept in the children's play rooms.
- First Aid Kit kept in a convenient and safe place within each room.
- No Shouting/Cursing.

Care of the Children's rooms:

- Wash and disinfect tables and chairs every day.
- Empty bins
- Sweep / Hoover floors
- Tidy shelves.
- Clean all equipment/ toys daily.
- Make sure all equipment/ toys are put back in their right place
- Report and repair (if possible, do NOT repair electrical items).
- Clean Mirrors.

The management of Suaimhneas Community Childcare believes that child protection should promote the overall development of the child, contributing to the growth and self esteem and personal autonomy of each child. It is our policy to create an environment where trust, respect, equity and in particular a real willingness to listen to children is established, and where the best interests of the child is the guiding principle.

Our policy on child protection has been developed in accordance with Children First National Guidelines for the protection and welfare of children (Department of Health and Children, 1999).

Responsibilities of staff re: Child Protection.

- Staff at Suaimhneas Community Childcare have had or are receiving training in the area of child protection as part of on going staff training to ensure the best quality and practice.
- It is the responsibility of staff to be aware of the signs of abuse.
- To keep all accurate records of any concerns.
- To report any suspicions to the designated Child Protection Liaison Officer.

Reporting Procedures

- If a member of staff suspects that a child is suffering any form of child abuse, physical, emotional, neglect or sexual, they will inform the crèche manager, and written records will be made.
- If collected written evidence is sufficient for genuine concern, a report will be made to the Health Board using the standard report form from 'Children First Guidelines'.
- If immediate evidence is presenting, then the crèche manager will contact the Health Board immediately. (Outside Health Board hours, contact the local Garda Station).

Procedures for all staff if a child self discloses:

- Stay calm as possible. Do not panic
- Be aware that disclosure is very difficult for a child.
- Listen to the child and give time and opportunity to tell as much as they wish. Do not pressurise the child. Allow him/her to disclose at his/her own pace.
- Do not show any signs of disgust or anger.
- Be careful when asking questions – questions should be supportive and for the purpose of clarification
- Do not ask intimate questions.
- Assure the child that you believe them.
- Do not promise to keep secrets.
- Record in writing the content of the disclosure including the exact words used by the child.
- Inform the crèche manager (the appointed child protection officer for the crèche) _
- Maintain confidentiality.
- Do not discuss the case with any third party.

The staff and management will continue to maintain a supportive relationship with a child, following a disclosure. This will involve promoting open communication and ensuring the child is included in all activities.

Co operation with Parents and Carers:

Parents have the right to be informed, consulted and involved in matters concerning their family. It is our policy to inform parents if a report is being made to the health Board, unless this will endanger the Child's life. The crèche manager along with a member of Suaimhneas Community Childcare Ltd Board will carry out a meeting with the parent.

Keeping of records:

All records/ reports in relation to child protection are kept in a locked filing cabinet in the Childcare.

Reporting Procedure for dealing with an allegation against an employee, or another worker:

An employee is a paid member of staff of Suaimhneas Community Childcare or a staff member employed a Government sponsored scheme. Another worker may be a student, volunteer, parent or other person working within Suaimhneas Community Childcare.

Procedures for reporting:

- If an allegation is made against an employee or other person working within Suaimhneas Community Childcare to another employee or other person they must inform the crèche manager immediately verbally, and record what they have been told or what ever they may have observed.
- If the allegation is made against a staff member or other person working in Suaimhneas Community crèche they must not under any condition, approach the staff member against whom the allegations are made
- The Health Board, the crèche Manager, the Chairperson of Suaimhneas Community Crèche Ltd must be informed immediately.
- Where the allegation has been made against the crèche manager, reports are made to the Chairperson or an appointed person of Suaimhneas Community crèche.
- The chairperson or the appointed person of Suaimhneas Community crèche should then communicate to the alleged perpetrator that an allegation has been made against them and the nature of the allegation.
 - **In the case of a staff member or person working in Suaimhneas Community Childcare this will be in the presence of the crèche manager and the Board of Suaimhneas community crèche Ltd**
- If the person whom the allegation has been made against is not an employee or other worker the matter is then an issue for the Statutory Authorities.
- If a staff member of Suaimhneas Community Childcare reports an allegation against another staff member or other worker the name or any identifying information of the reporting adult is not to be given to the person to whom the allegation has been made against.
- The staff member or other worker to whom the allegation has been made will be offered the opportunity to respond to the allegations. They should also be informed of their right to an adjournment of the meeting until such time as they can seek appropriate representation i.e. Union Rep or Legal Rep. The agreed procedures, the applicable employment contract and the rules of natural justice will guide the action. While adhering to the principle of natural justice vulnerability of the alleged victim must be foremost in our mind, therefore any postponement must e afforded within reasonable time frame, within 24 hours.

- The Suaimhneas community crèche Ltd Board must suspend the accused member of staff immediately with full pay until an investigation has been completed. As outlined, a parallel investigation must be set up with regard to the discipline procedure process and due recognition given to the member of staff's employment right.
- All matters relating to the allegations, including the response of the staff member or other worker against whom the allegation has been made should be related, in writing, to the Childcare Manager of the midland Health Board, usually via the Senior Social Worker.
- Reporting staff members should be informed that the matter is being dealt with and reminded of their obligation to confidentiality
- The name of the person against whom the allegation has been made should be known only by the reporting member of staff, the Childcare Manager, the Board of Management, the investigating person, the parent/guardian, the Senior Social worker, the Childcare Director (or their appointed nominee) of the Midland Health Board.
- The fact that a member of staff is re-instated with no disciplinary action taken should be taken as evidence that no blame/fault/suspicion attaches to them. The Suaimhneas Community crèche will also provide support e.g. external counselling should the staff member make the request or if it is warranted.
- Suaimhneas Community crèche will take care to ensure that actions by them do not undermine or frustrate any investigations being conducted by the Health Board or An Garda Síochána. A close liaison will be maintained with these authorities to achieve this.

Physical Abuse:

This typical injury to the child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented. These examples are not indicative of abuse in their own, but rather a cluster or pattern of some of them may suggest abuse. The following are examples of signs and symptoms of physical abuse:

- Unexplained/untreated injuries.
- Injuries not consistent with the history of the injury.

Specific physical signs include:

- Bruising around the mouth.
- Grasp marks on the arms/chest
- Bruising on the back of the ears.
- Direct impression bruising (i.e. belt, shoe, and hard marks)
- Linear bruising, particularly on the back or buttocks.
- Finger marks
- Bruising of different ages
- Any broken bone which does not have a clear accidental history, or untreated fractures, which may be treated on x-ray.
- Poisoning.
- Bite marks.
- Burn and scald, e.g. hot baths and cigarette burns.
- Scars, exceptionally large in number.

- Bald patches.

Sexual abuse:

This is the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family rules. These examples are not indicative of abuse in their own but rather a cluster or pattern of some of them may suggest abuse. The following are examples of signs and symptoms of sexual abuse:

- Pregnancy.
- Injuries to the genital/anal area, e.g. tearing, bruising, rectal damage.
- Venereal disease e.g. thrush, cystitis, etc.
- Sexualised drawings/play/behaviour.
- Regressive patterns e.g. soiling/wetting.
- Psychosomatic symptoms e.g. headaches, frequent stomach pains.
- Having unexplained sums of money or gifts
- Anorexia/bulimia.
- Sleep disturbances e.g. nightmares, hyper alertness.
- Aggression/withdrawn.
- Poor performance.
- Fear of changing clothing in public(undressing)
- Fear of certain people/places
- Running away.
- Self mutilation/suicidal attempts
- Social isolation/no friends.
- Difficulty in going to the toilet.
- Serious change in behaviour in moods
- Hints about sexual activity.
- Sexual talk
- Sexual play with friends.

Emotional abuse:

Emotional abuse is the severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment; these examples are not indicative of abuse on their own but rather a cluster or pattern of some of them may suggest abuse. The following are examples of sign and symptoms of emotional abuse.

- A Physical/mental/developmental delays.
- Over – reaction to mistakes
- Underweight/lethargic
- Withdrawn/attention seeking.
- Neurotic behaviours e.g. rocking, hair twisting.
- Admission of over excessive punishment
- Speech disorders e.g. stammer, stutter.
- Hostile attitude of parents to the child/disinterest in the child
- Unrealistic expectations set for the child.
- Self mutilation
- Running away

- Suicidal
- Is rejected.
- Is not praised or encouraged by his/her carers.
- Is not loved.
- Is not close (attached) to his /her carers.
- Is not given opportunities to play and have fun.
- Is punished using emotional ways e.g. locking the child in his /her bedroom.
- Witnesses ongoing family fights and violence
- Expecting too much for his /her age

Neglect:

The persistent or severe neglect of a child (e.g., by exposure to any kind of danger, including cold or starvation) which results in serious impairment of the child's health or development, including non organic failure to thrive. These examples are not indicative of abuse on their own but rather a cluster or pattern of some of them may suggest abuse. The following are examples of signs and symptoms of neglect/failure to thrive:

- a) The child's physical neglected appearance
- b) Poor personal hygiene
- c) Inappropriate clothing.
- d) Tiredness
- e) Constant hunger.
- f) Compulsive stealing/scavenging
- g) Diarrhoea (caused by poor and inappropriate diet)
- h) Dry sparse hair.
- i) Underweight/emaciated (generally short in stature)
- j) Running away
- k) Untreated medical problems.
- l) Self destructive tendencies
- m) Is deserted.
- n) Is left alone without carer.
- o) Is not kept warm.
- p) Is allowed to be involved in unsuitable activities e.g. watching videos for an older age group.
- q) Does not attend school regularly.
- r) Is overworked by his/her carers.
- s) Is not cared for when sick e.g. not taken to the Doctor.

General

Mood swings
 Bedwetting/soiling
 Nightmares
 Refusal to go to school
 Loss of appetite.

Suaimhneas Community crèche is committed to ensuring that there is a qualified First Aid provider and First Aid equipment on the premises at all times. We undertake to ensure that First Aid training is provided for all staff members.

Procedures:**First Aid Kits:**

There are fully stocked First Aid kits in every room in the Centre. These kits are regularly checked and restocked as required. It is the responsibility of each team room leader to check on the contents of the first aid kit allocated to their room and to notify the crèche manager if they need to be replenished. Records of replenishment are to be kept. The kits are to be stored in places which are easily reached by adults, but are beyond the reach of children. Areas of storage are outlined in the Centres Health & Safety Statement.

First Aid Box:

The first aid kit should contain the following:

- Disposable gloves for bloody injuries
- Gauze and hypo-allergenic tape for cuts and grazes.
- A selection of bandages, including a triangular bandage for fractured arms, tubular bandages for fingers, an eye pad and normal saline eye wash.
- Crepe bandages for supporting strains.
- A good pair of scissors.
- A pair of tweezers for removing splinters and stings.
- Safety pins
- Normal saline sachets.
- A fever scan and or a digital thermometer
- A flashlight
- An ice pack
- Sticking plasters.
- Antiseptic lotion (for children you know are not allergic to it or sticking plasters).
- Cotton wool.
- Multi-purpose bowl for cleaning wounds.

Minor Accidents/Mishaps Policy & Procedure:

Although the nursery environment both indoors and out doors has been made as safe as possible using high quality equipment and materials, it is inevitable that a child will suffer a minor accident or mishap at some time during play time at the crèche. The following procedures will be followed.

Procedures:

- A member of staff will administer appropriate first aid.

- If the nature of the injury requires professional medical attention, staff will contact the child's parent / guardian to inform them of what has happened and to request that they take the child to the Accident & Emergency Department of the local hospital.
- In the event of a major accident or a child becoming seriously ill, staff will phone for an ambulance immediately and the local GP, and will administer appropriate first aid whilst awaiting their arrival.
- All accidents are recorded in both the accident record book and the child's personal records.
- Parents will be informed of minor accidents verbally when they arrive to collect their child from the crèche.
- The parent will be asked to read the accident report form which details how when and where the accident happened, who witnessed the accident, what action was taken and by who. The parent if happy with the information presented will be asked to sign off on the form.

Policy No. 26 Exclusion of Sick Children Policy

In order to ensure the safety and health of the children attending this facility, children who have any of the following conditions will be excluded from the centre until either the condition subsides, is no longer contagious or we receive a note from the child's doctor stating that the child is no longer contagious.

Common diseases that require exclusion from the crèche:

- Temperature of 101°F / 38°C
- Chicken Pox (Herpes – Shingles)
- Rubella (German Measles)
- Measles
- Pertussis (Whooping Cough)
- Mumps
- Vomiting (more than once in the last 24 hours)
- Diarrhoea (more than twice in the last 24 hours)
- Conjunctivitis
- Streptococcal Infection – sore throat, scarlet fever.
- Contagious skin condition – impetigo
- Head Lice

Notifying the crèche of a contagious disease:

If a parent knows or suspects that their child has a contagious disease, they are asked to inform the crèche manager and to take their child to the doctor to confirm the diagnosis and to inform the manager of the outcome. Parents are asked to supply a note from their doctor stating when the child will be fit to return to the crèche.

Antibiotics:

Parents are requested not to bring their child into the crèche during the first two days of an antibiotic treatment so as to allow time for the antibiotic to take effect.

The crèche notification of child's illness to the parents

If a child becomes ill while attending the crèche – staff will contact the child's parents or if they are unavailable, a person nominated by the parents as an emergency contact to come and collect the child from the crèche

Procedure

Children who are sick will be treated as follows whilst waiting for their parent to collect them:

- The child will be isolated from the other children in a way that is nurturing to the child and as much as space will allow.
- When needed the child will be provided with somewhere to lie down while they are waiting
- Linen used by the child and any toys he/she may have played with during the day and while waiting for their parents will be sanitized following use.
- The child's temperature will be taken regularly and recorded if any of the following signs are present:
- Nausea, vomiting, flushed cheeks, warm to the touch on the back of your hand, diarrhoea, excessive coughing or fatigue.

Gastric Infection Policy

As this bug is of high risk of spreading to children and staff our policy is not to allow a child suffering from a gastric virus to attend the crèche until 48 hours have lapsed without diarrhoea or vomiting.

Procedure

In the event of a child vomiting or having two diarrhoea nappies while in the crèche staff are instructed to contact parents / guardians or the emergency contact on the child's record form. In order to minimise the spread of infection parents / guardians must collect their child immediately.

Head Lice Policy

Head Lice are common amongst children and are in no way an indication that a Childs hair is dirty, in fact they prefer clean hair and skin. Unfortunately, head lice are contagious and will quickly spread from child to child due to their close proximity whilst engaged in play etc. Therefore, due to the contagious nature of head lice we have in place the following procedures.

Procedures

- Once head lice outbreak is detected, a letter will be issued to every parent without delay, outlining what head lice are, what to look for and how to treat.
- Parents are asked to notify staff in confidence if their child has head lice.
- Parents may be asked to refrain from bringing their child into the crèche until the Lice have been treated successfully.
- Staff will deal with any outbreaks of Head Lice with discretion and confidentiality.

Infection Control Policy

Hand-washing

Hand-washing is the single most important defence against the spread of infectious diseases. Improperly washed hands are the primary carriers of infection.

All children in Suaimhneas Community Crèche wash their hands:

- Before eating
- After toileting
- After handling body secretions or using hankies or tissues.

Staff in Suaimhneas Community Crèche wash their hands:

- Before beginning work each day
- Before preparing food, eating or helping children eat
- After toileting or helping a child at the toilet
- After using a tissue or helping a child to do so
- After contact with body secretions

Staff wash their hands using antibacterial soap and dry them using paper towels.

Policy No. 27 Collection by parent or authorised adult UID

Suaimhneas Community Childcare will not permit parents or authorised adults who are under the influence of drugs or alcohol to collect children from the crèche.

Procedure

- Staff at Suaimhneas Community Childcare will be alert to the possibility of parental intoxication
- If there is evidence of intoxication by means of speech, gait or manner the staff member dealing with the parent or authorised adult will call a second member of staff, preferably the Childcare Manager or Deputy Manager, to corroborate
- If both staff members agree that the parent is intoxicated, the staff will not permit collection of the child by the impaired person
- Staff will assist the parent in contacting another family member to come to the centre to collect the child
- If the parent insists on removing the child the Gardai will be called

Reporting Procedures

- A parent or authorised adult who presents to collect their child in an intoxicated state will be reported to the Tusla Child & Family Service in the interest of Child Protection

Section 2

Management of Infectious Disease Policy

Suaimehnas Community Childcare

General Safety Measures for inside the Premises

The following safety measures are followed by Suaimehnas Community Childcare

- Roll will be taken morning and afternoon of children present
- A manual system and work rota allows record of staff on the premises
- The premises will be kept in good repair, and will be kept in a clean and hygienic condition
- The premises will always be well lit and ventilated
- The premises are of a generous size, not less than 3.32 sq meters of floor space per child. Kitchen, toilets and hall ways are not included in this calculation
- There is easy access for parents with prams and buggies
- There are several direct telephone lines out of the crèche
- There is a safe heating system for the premises, radiators are covered for safety, the sleep room will be maintained at a temperature of 16° – 18°C and 18° - 22°C in all other rooms.
- Water in the children's toilets are thermostatically controlled to approx 18 degrees C
- The front door will be monitored and made secure at all times
- Strangers will not be allowed access to the premises
- Staff will not leave children unattended at any time
- All electrical sockets are fitted with covers
- Cleaning products are securely stored in a locked cupboard
- Medication is stored safely in a locked press
- There are specially equipped children's toilets, with toilet trainer seats and steps
- There are separate toilets for members of staff
- There will always be an adequate supply of hot water for the premises
- All passageways will be well lit and free from obstructions
- All light fittings and windows are regularly cleaned and defective units replaced
- Floors will be kept clear of small articles, toys, books or any other working material when not in use
- Spillages will be cleaned immediately
- Warning signs will be erected when washing floors
- Floors will be cleaned daily and floor coverings kept in good condition
- No horse play of any kind will be tolerated
- Refuse will be disposed safely and hygienically
- The cleaning schedules are posted in every room
- All florescent lightings have covers fitted
- There are no sharp corners in the centre
- Furniture and fittings are all of a high standard and where possible they carry the safety CE mark, and are flame retardant.
- Children are supervised at all times by fully trained and dedicated staff

Sleep rooms

- 1) Before the rooms ventilation will be checked and fire exit to ensure that it is not obstructed
- 2) Clean and separate bed linen will be provided for every child
- 3) Cots, and mattresses and bedding will be cleaned every Friday
- 4) Cots, mattresses and bedding will be washed and sterilised after soiling/vomiting
- 5) The sleep monitor must be activated whilst children are sleeping
- 6) Children will be settled for sleep in accordance with the Department of Health Guidelines (See Sleep Time Policy & Procedures)
- 7) Children are checked every 10 minutes, and recorded (See Sleep Time Policy & Procedures)

Lobby Area

- 1) For general safety and security, the front door must be kept closed at all times
- 2) All buggies must be stored in the designated area
- 3) Buggies are not permitted in the play rooms
- 4) All accesses must be kept clear at all times
- 5) Children are not allowed in the lobby area except for access or egress

Play rooms

- 1) Small objects should not be left on the floor where they present a choking, slipping or tripping hazard.
- 2) Feeding chairs are provided for young infants, which are fitted with safety harnesses
- 3) Any broken/ cracked toys and equipment will be removed
- 4) Spills will be immediately cleaned up
- 5) The floor covering is made of a non slip material that is easily cleaned and is fitted flat to the floor
- 6) A safe soft play area is provided for young babies

Furniture and Fittings

Suaimhneas community crèche will ensure that

- All furniture must have no sharp edges or finger traps
- Chairs and tables must be child sized
- Feeding chairs for infants are fitted with approved locks
- Low level cupboards are not used for storage of toxic substances
- Children's toys are stored at child level
- Rugs and mats are not used in the centre
- Soft play area is provided for young infants
- Where electrical equipment is used in the vicinity of children there must be no trailing flexes
- Emergency telephone numbers will be displayed at every phone
- Play equipment and materials are non toxic, age appropriate and carry a safety standard

Electricity in the Centre

- 1) Electrical equipment is subject to regular inspection and maintenance to ensure that it remains in safe working order

- 2) Assume that all electric cables and equipment are live and dangerous and treat them with caution and respect
- 3) An 'Out of Order' sign will be attached to any defective equipment
- 4) Immediately report any smoke / fire/sparks/noise in electrical equipment to crèche manager and the appointed safety representative.
- 5) Do not attempt to repair or install electrical equipment, this must be done by a qualified electrician
- 6) Extension leads are to be used only when necessary and in such a way that they do not present a safety risk
- 7) Do not touch electrical sockets or equipment with wet hands
- 8) Children are not permitted to operate any electrical equipment
- 9) No eating or drinking is allowed near electrical equipment

Access & Egress to the Childcare

- Access and egress to the centre is restricted to the front door (except in the event of emergencies when clearly marked fire exits should be used)
- Doors to the Centre should be kept closed at all times
- The identity and business of any visitor must be ascertained before admittance
- Visitors to the centre must be accompanied at all times whilst on the premises

Outdoor play area

- The outdoor play area will only be accessible to the children catered for and its secure so that children cannot leave without adult supervision.
- Prior to use of the play area, it will be checked for hazards of any kind
- All outdoor equipment will be checked before and after use, and damage or faults reported to the crèche Manager
- Children will be supervised at all times whilst using equipment
- Children will only be permitted to use equipment that is age appropriate and reflects their ability.

Lone workers

It is our policy, in the interest of child and staff protection, that no one person works alone in the crèche. A minimum of two persons is required at any given time while children are on the premises

Cash handling and Valuables

- Cash and valuables must be locked away
- Cash kept on the premises should be kept to a minimum and locked away out of sight

Visits to the Bank for the purpose of lodging or withdrawing cash must be arranged so that there is no clear pattern of time or route taken.

General Hygiene: Policy & Procedures

- Suaimhneas community crèche shall be cleaned daily, including disinfecting toilets, hand basins, walls surrounding these areas, all vinyl floors the kitchen, table and counter surfaces that children touch and removing all rubbish

- Disposable gloves shall be worn always when changing nappies and when dealing with any bodily fluids in the form of e.g. urine, faeces, blood and vomit
- The changing mats and tables shall be disinfected using disposable paper towels after every nappy change and the soiled paper towel disposed of in the bin provided. Soiled and wet nappies shall be disposed of into the 'sangenic' specialised nappy disposal bin provided. This bin will be emptied at the end of the everyday or when it is full, its contents shall then be double bagged and disposed of in the designated bin outdoors
- All staff, working with the children should only spend a minimum amount of time on maintenance chores while the children are present, it the responsibility of staff to decide what part of the day is more convenient and does not interfere/impact on the children's day e.g. after dinner if a majority of children are sleeping maybe a good time to do general cleaning and tidying. Exceptions to this are cleaning nappy changing tables and mats, cleaning tables and floors in the feeding areas following meals, washing out and sterilizing baby's bottles and feeding utensils
- Toys and equipment shall be washed and disinfected at the end of each day
- **N.B. Toys that have been in contact with a child who has an infectious disease shall be washed and disinfected immediately before other children can access them.**

- Potties shall be washed out and disinfected after every use
- Children will only be given their own personal soothers, they will be regularly washed and sterilised, and when not in use shall be stored in the childs box in the fridge in the milk preparation room
- Staff shall always wash their hands with soap and warm water before handling and serving food, and after every nappy change and toileting children, after playing outside and as necessary.
- Facilities for the hygienic disposal of tissues after nose wiping is available in every room by use of a bin provided
- Frequent hand washing is likely to be the key to limiting the spread of infections in the Childcare. In-service training, which stress the importance of hand washing, and the dangers to staff and children in not observing it.
- Signs shall be posted around the Childcare, reminding all adults and children to follow the hand washing procedure and to ensure that children are taught to do so
- Each child is allocated their own clean bed linen, face cloth and towel, these are washed once weekly or when they are soiled

Staffs are responsible for ensuring that all children are appropriately dressed when playing outdoors. Spare sets of clean clothing in addition to what each parent is requested to bring to the crèche for their child is provided in the case of accidents of the children being cold or wet.

Kitchen Hygiene & Safety

Refer to our Safe Food Guide

Care of Kitchen & Equipment

- Daily disinfecting of all food contact surfaces, including worktops, tables etc
- Thorough washing and disinfecting of all utensils, cutlery, and chopping boards. Only the hot cycle of the dishwasher may suffice for the disinfecting of these items
- air/heat dry dishes – avoid the use of tea towels which may carry contamination from one source to another
- Follow the cleaning programme for the kitchens food preparation area. The daily cleaning programme is posted on the kitchen wall

Correct storage of Food

- 1) Cooked food to be stored above raw food in the refrigerator to prevent the transmission of bacteria from raw food to cooked food
- 2) Cheese and dairy products to be stored on top shelf of fridge
- 3) Do not leave food uncovered
- 4) Temperature controls: Cold Food to be stored between 0-3 degrees C, hot Food to be stored above 63 degrees
- 5) Maintain stock control i.e. 'First in – first out' pay attention to Use by dates
- 6) Check the temperature of the fridge/freezer daily to ensure the correct storage temperatures
- 7) Dry food stuffs must be stored away from cleaning products

Selection / Purchase of food

Check the temperature of fridge/freezer in the shop or the temperature of the delivery van. Frozen food should be at – 18degrees c. chilled food should be between 0 – 5 degrees no higher

Check the condition of packages, do not accept damaged packages or containers

Check the general hygiene of the delivery van and person

Observe the hygiene of food handling

If in doubt about any of the above, do not accept the delivery

Hygienic Preparation of Food

Personal Hygiene & Food handling

Refer to our Safe Catering Guide

- 1) Wash Hands thoroughly
- 2) Before starting work
- 3) Before and after handling different types of food
- 4) Between tasks
- 5) After handling refuse
- 6) After smoking/eating/nose wiping etc
- 7) Before feeding babies/children
- 8) After toileting/nappy changing
- 9) At any time that hands have become soiled

Personal Hygiene

- 1) Hair to be tied back and covered with disposable hats provided when working in the kitchen
- 2) Disposable gloves to be worn when handling food/ preparing food. This does not in any way reduce the need for hand washing
- 3) Disposable aprons must be worn at all times when preparing food, cooking and serving food
- 4) Aprons must be changed regularly or immediately after soiling
- 5) All cuts must be covered with detectable waterproof plasters supplied in the First Aid kit
- 6) Strictly **NO SMOKING** in any area where food is prepared, consumed or stored
- 7) Report any accidents/illnesses/infection immediately.

Hygienic Handling of Food

- 1) Pay particular attention to food, which will not be heat treated before consumption
- 2) Avoid cross contamination of foodstuffs by cleaning all utensils and surfaces thoroughly between use for raw and cooked food – **CLEAN AS YOU GO!**
- 3) Separate designated chopping boards must be used for food e.g. raw meat, cooked meat, dairy produce, fruit and vegetables
- 4) Be vigilant about temperature controls e.g. food should reach a core temperature of 72 degrees C for 2 minutes during cooking
- 5) When re-heating food remember it should be piping hot and should reach a core minimum temperature of 63 degrees C
- 6) Discard any re-heated food, which has not been consumed – **DO NOT RE-HEAT A SECOND TIME.**
- 7) Hot food must be held at a core temperature of 63 degrees C this is outside the danger zone.
- 8) Use up hot food within 2 hours – apart from deterioration in the taste, presentation and appearance, leaving food to sit for more than 2 hours facilitates bacteria growth.

Key food safety Points

- Bacteria that cause food poisoning grow in temperatures between 5 degrees C and 63 degrees C – above refrigeration temperature and below cooking temperatures.
- Bacteria grow best at warm temperatures – approximately 25 – 40 degrees.
- If food is kept out of the danger zone – either cold at refrigeration temperatures less than 5 degrees or hot (greater than 63 degrees) most bacteria will stop growing
- **DO NOT LEAVE FOOD OUT ON COUNTER TOPS TO DEFROST.** Food must be left to defrost thoroughly in the fridge.
- Cook defrosted food as soon as possible
- Do not over stock the freezer, this may affect the core temperature of the freezer
- Always store raw meat alone on the bottom of the shelf or in the drawer of the fridge so that juices cannot drip onto other food
- Never place other food in direct contact with raw meat, poultry fish or unwashed vegetables.
- Always wash fruit and vegetables under the cold tap, this will get rid of pesticides and bacteria.

Recording Temperatures in compliance with HACCP:

- Temperature readings of the fridge and freezer must be taken and recorded daily. Ideal temperature for a fridge is between 0 and 5 degrees C, ideal temperature for a freezer is – 18 degrees C.
- All food that is cooked must reach a core temperature of 72 degrees C, the name of the food cooked and its temperature must be recorded daily.
- The temperature must be taken of food before being refrigerated or frozen i.e. upon delivery and food that has been cooked and cooled.
- Food thermometer probes must be calibrated regularly to ensure they are in proper working condition.
- Records of delivery of produce must be recorded along with their best before date, condition of packaging, the temperature of the delivery in the case of frozen food and chilled food stuffs, the condition of the delivery vehicle and the delivery person.
- All frozen food stored in the freezer must display a best before date
- Records of cleaning programmes must be recorded.
- Records of pest control programme must be kept along with a plan of the building outlining the location of pest control boxes.

Food thermometer probes

Food thermometer probes must be clean with an anti-bacterial wipe before it comes in contact with food and in between contact with various food groups e.g. raw meat - cooked meat etc.

Recording Daily Cleaning

Daily cleaning tasks specific to every room are outlined on a weekly record sheet. As each task is completed, the name of the person who completed the task must be recorded and dated. Corrective action i.e. if the task was not properly carried out to standards or in accordance with the Centre's health and safety Statement will also be recorded on the same sheet.

Note: Daily cleaning will be inspected by the Childcare Manager or Team Room Leaders, who will be responsible for ensuring that corrective action is carried out.

Spillages: Policy & Procedures

In the interest of health and safety the following procedures must be used when cleaning up spillages, which include:

Dealing with vomit, blood, faeces and urine:

- Ensure ventilation is adequate before commencing
- Prepare all your equipment before you begin to clean up
- Wear protective gloves and disposable apron at all times
- Use absorbent paper towels to clean up spillages
- Double bag paper towels before disposing of them
- Soiled clothing should be rinsed and put in the washing machine for a hot wash
- Use a solution of 15ml parts of Milton / 4 parts water to sterilise the area
- After use, sterilise all equipment e.g. mop, cloths, basin etc with Milton.
- Gloves and apron should be double bagged and disposed of.
- Hands should be washed thoroughly
- Warning notices shall be displayed where appropriate.

Adult Child Ratios

The adult child ratios applied in Suiamhneas Community Childcare are in line with the current HSE regulations to ensure the highest care and safety for all children and are as follows:

Children 1 to 2 years	1 adult to 5 children
Children 2 to 3 years	1 adult 6 children
Preschool	1 adult to 11 children
After School	1 adult to 8 children

The Rights of the Child

Suaimeas Community Childcare supports the rights of children as outlined in articles 19 and 43 of the United Nations Convention on the Rights of the Child.

The U.N. General Assembly adopted the United Nations Convention on the Rights of the Child November 1989.

Article 19

1. State that parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent / guardian / carer(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide the necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 34

State parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, State Parties shall in particular take all appropriate national, bilateral and multinational measures to prevent:

- (a) The inducement or coercion of a child to any unlawful sexual activity;
- (b) The exploitative use of children in prostitution or other unlawful sexual practices;
- (c) The exploitative use of children in pornographic performances and materials.