

head



Policies and Procedures

Revised July 2023

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Child Safeguarding

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Children's Policies

Updated: 17th May 2022, Reviewed on the 18th of July 2023

Policy No. 1 Admissions

Suaimhneas Community Childcare welcomes all children and 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 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 120 children as follows:

Age group		No. of Places (fulltime)
Wobblers	1-2 years	8
Toddlers	2-3 Years	12
Early years' service	3-5 years	60
School Age	4-12 years	40 (Full Session)

Procedure

- Parents seeking to enrol their child into creche should contact the Childcare Manager to arrange an appointment
- The manager will provide you with a parent's information booklet which outlines the centres ethos, aims, and the services we offer
- The manager will be glad to answer any questions you have
- You will be invited to visit the creche, view the facilities and meet the staff with your child/children
- To secure a place for your child you will be required to complete and sign an enrolment form, a voice of the child form, completing all necessary information, including vaccinations, and return it to the Childcare Manager as soon as possible
- Administration for NCS and fees due each week are discussed and agreed.
- Places offered are on a first come first served basis, and a waiting list will be in operation should there be a demand for places
- An advance booking register will be used in Suaimhneas Community Childcare 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/children
- Fees must be paid in advance either on a weekly or monthly basis. (*refer to fees policy no. 2*)

Opening Hours

Type of care	Hours	Fee
Full day care	8am-6pm	€185.00
Half day care	8am-1pm	€95.00
(flexible)	1pm-6pm	
Early years' Service	9am -12pm	ECCE

	12:15pm-3:15pm	
Early Years half day	12.00pm – 6.00pm	€116.00
Early Years Part-time		€26.00
After School	1:30pm- 5:30pm	€68.00
1:30pm - 3pm		€37.00

Provision of services

- Staff ratios ally in all services and are in line with the preschool regulations and best practice as follows:
 - Wobblers 1- 2 years 1 adult to 5 children
 - Toddlers 2 – 3 years 1 adult to 6 children
 - Preschool 3 - 5 years 1 adult to 12 children
 - School age care 5-12 years 1 adult to 12 children
- The premises comply with all legal and administrative requirements e.g. preschool regulations, Safety, Health & Welfare at Work Act 1989
- All of our staff are both fully trained to the required standard of at least FETAC Level 5 and have relevant childcare experience First Aid and Manual Handling.
- We recognise and encourage parental involvement and therefore welcome parents to visit their child in the creche, become part of our parental steering group or offer suggestions to better our service.
- The physical environments both indoor and outdoor have been designed to encourage positive growth and development for children through opportunities to explore and learn
- An age appropriate emergent and inquiry-based curriculum is provided to meet the developmental needs of the individual child. It focuses on child lead, emergent interests learning through play, exploring the environment and its materials and equipment through social interaction.

Holidays / Closures

- Our service will close for all Bank & Public Holidays
- We close a 1pm December 23rd for four days at Christmas
- Fees take into account that the creche is closed for Christmas therefore no refund of fees is due

Drop off and Collection

We have an *open-door* policy at our service and welcome parental visits, however if your child or any other children in our care become upset due to your visiting your child during their day, then we might request you refrain from dropping in to the creche so often.

- Please inform the creche if someone else is going to be either dropping off or collecting your child, all collectors need to be authorised by the parents/guardians
- Authorised persons must be on the child's record card
- No one under the age of 18 will be permitted to collect your child

- On collection of your child we encourage parents/guardians to talk to staff about your child's day
- Please adhere to the times of your allocated sessions
- The creche closes at 6pm sharp. If you are going to be late, please inform the creche so that arrangements can be made. You will be required to sign a late collection book and pay a fine of €5 per 5 minutes directly to the staff member caring for your child.
- We ask all parents to shut any doors or safety gates behind them and to make sure that the front door closes firmly behind them

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 fifteen minutes if you have not been reached, we will call the other authorised collectors on your child's enrolment form.
- Staff will endeavour to make contact with you or authorised collectors for a period of the next hour.
- If we are unable to contact, you or authorised collectors and you have not made a suitable arrangement for the prompt collection of your child we will have to contact the children and Families team at social services to ask them to take responsibility for your child.

Absenteeism:

It is our policy that parents/guardians must inform Suaimhneas Creche 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 Creche and afterschool.

- Full fees are payable if your child is absent due to illness or otherwise
- Parents/guardians are required to contact the creche 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 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
- **Reviewed on the 18th of July 2023**

Policy No. 2 Immunisation Policy

- When a child is enrolled in our service the immunisation details must be copied and attached 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
- In the event of a communicable disease/illness such as measles, parents/guardians will be notified without delay and offered professional advice obtained from the HSE.

Reviewed on the 18th of July 2023

Policy No. 3 Front Door Policy

- It is the policy of our service to permit only parents/guardians, staff and known visitors into the creche. 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 hatch in the office will be used to ascertain who the person is and the purpose of the visit. ID will also be asked for at this stage.
- All visitors to the creche must always be accompanied by a staff member e.g. deliveries, maintenance personal, persons with direct contact with children ; HSE Dental Service Staff.
- All visitors must sign in and out of the building stating the purpose of their visit.

Reviewed on the 18th of July 2023

Policy No. 4 Fee Policy

The Suaimhneas Community Childcare 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

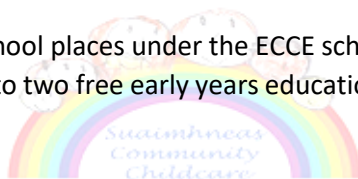
Parents/Guardians will be issued with the amount due each week and an envelope, where payments can be made to the creche office window. We would ask in so as far as possible that parents provide us with the exact amount due. Receipts will be provided also.

- In order to maintain a high-quality standard for all children who attend our service we must ensure 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 during the Christmas period but are payable for annual bank holidays**

- Payments are due on a Friday each week, the preferred method payment is cash, but other options can be discussed with the Childcare Manager. Parents can decide to pay in advance with the Childcare Manager
- We offer 10% discount rate for a second and subsequent child from the same family attending the service
- Parents will be issued with a receipt for their fee payments
- Opening hours are from 8am to 6pm Monday to Friday, all children must be vacated from the premises no later than 6pm sharp. Insurance cover applies until this time only, during opening hours. We cannot tolerate late collections after 6.00pm and will impose a fine of €1 for every minute, thereafter. Should a parent have incurred more than 1 fine during the year and has kept the staff after 6pm their contract with Suaimhneas Community Childcare will be terminated

CCS Community Child Subvention Programme

- As we are funded by the government under the National Childcare Investment Programme (NCIP) we will provide several places available under the CCS/NCS programme. This scheme aids with the cost of fees for parents in receipt of social welfare benefits and other state payments and those on low income and working parents. In order to benefit from this subvention scheme parents will have to complete a Parental Declaration Form or apply to access a chick code for their child. Please ask a member of staff for assistance.
- (please note the CCS is now closed for new applications and all applications are now made on the NCS)
- We will also provide Preschool places under the ECCE scheme which allows children between the ages of 3 & 6 years up to two 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	€185
Half day care (flexible)	8am-1pm 1pm-6pm	€95
Early Years' Service	9am- 12pm 12.15pm – 3.15pm	€67.50
Afterschool	1.30pm – 6pm	

Non-Payment of Fees

- In the event that a parent/ guardian falls into arrears with their payments a bill is provided to the parents/guardians indicating the owed amount. It is expected that any arrears will be promptly paid.
- In the event of further non-payment, a meeting will be convened between the Childcare 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 time period

- 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 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 the 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 • Guardians payment • Illness/injury benefit • Disability allowance • Back to work/ education allowance • Supplementary welfare allowance • Community employment • Domiciliary care allowance • Working family payment (FIS) • 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 has been on Band A / AJ the previous year
Full Day Payment	€100	€50
Half Day Payment	€50	€25
Sessional Payment	€33	€17
Half Session Payment	€16	€8.50

National Childcare Scheme (NCS)

We now facilitate the NCS (National Childcare Scheme). Parents/ Guardians will be required to register using their PSC (Public Services Card) and will be issued with a “Chick” code; providing the details of the available subsidy to them as an individual family, based on their income. Once the parent/guardian receives this CHICK CODE this must bring it to the manager. The manager will then work out the fee for the parent/guardian and must sign an NCS parental agreement.

Reviewed on the 18th of July 2023

Policy No. 5 Settling In

Settling in Policy:

Our service is committed to the smooth transition of the children and their parents into the creche 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 Childcare 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 the creche, including the enrolment form
- Children find the adjustment to creche 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 into 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 no time limit in the settling in process, but most children adapt and settle quite quickly
- All our staff handle settling in difficulties with patience and sensitivity and are fully aware of meeting the needs of individual children and 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/guardian will be encouraged to stay until the child feels comfortable in their new surroundings
- The person in charge on the day will greet the child and parent together if applicable
- 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. This may continue for multiple sessions to ensure the child's settling in needs are met
- 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 collected promptly from these sessions

Wobbler and Toddler Drop Off and Collection

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

Preschool Drop Off and Collection

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

Policy No. 6 Parents as Partners

Suaimhneas Community Childcare values parents as 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 and procedures together with a welcome pack via email prior to enrolling their child in the creche
- All comments, ideas & suggestions will be openly accepted by our staff team and incorporated into our service if appropriate. A suggestion box is located in the foyer of the creche.
- We regularly hold open days & information evenings to ensure that parents are well informed about the service we provide at Suaimhneas Community Childcare
- The Voluntary Board of Management of our service welcomes nominations from parents to act as representatives
- We aim to provide a regularly updated notice board in the creche hallway to inform parents about competitions, relevant phone numbers, community news, etc. We also distribute newsletters monthly to all parents/guardians.
- We encourage parents to become involved in fundraising events which may take place for the creche throughout the year
- We endeavour to make a parent's room available in the creche where staff and parents can meet and discuss matters relating to their child & service in general
- Parents/guardians 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:
 - Childs progress & observation needs
 - Joint strategy for positive behaviour management where required
 - Changes in family home
 - Difficulties or concerns
 - Suggestions for the service
 - Evaluation of care given to their child
 - Individual care plans
- To ensure this policy works to support our service/staff we have a parental conduct policy we would suggest all parents/guardians familiarise themselves with, to ensure collaborations are respectful, appropriate and conducive to progress.

Reviewed on the 18th of July 2023



Policy: 7 Parent/Guardian Code of Conduct

At Suaimhneas Community Childcare we take collaboration with parents/guardians seriously. Any issues/concerns/worries will always be taken seriously. Parents/Guardians likewise have responsibilities in their interactions with children (their own and others), educators and Management in our creche. We are expectant that all parents/Guardians and authorised collectors support our collaborative and respectful ethos, by setting a good example in their own communications/interactions with all members of our staff and our local community.

At Suaimhneas Community Childcare, the guidelines listed below are provided to parents/guardians and authorised collectors, to support positive interactions. Parents/Guardians who wish to collect their child during the day, when activities are in place, are welcome to do so but asked to respectfully wait, until the educator has a moment to converse with them and not disturb interactions with children.



We kindly ask that parents/guardians

- refrain from discussing other parents/children in front of children
- that no inappropriate social conversations happen in the presence of children.
- that no pets/dogs are brought into our service.
- act courteously to other parents/guardians/staff and children.
- to always supervise your children when entering and exiting the creche. Staff cannot be responsible for the children unless present in their rooms.
- To always supervise your children around the car park, grounds and within the wider building
- To follow our complaints policy and utilise our suggestion box to assist us in responding to evolving service provision, needs of our children and/or any concerns that arise.
- Respect our environment, we work hard to ensure our service, is a pleasant, inviting, safe and clean place for children to be. Please help us keep it neat and tidy, by respecting our no littering policy.
- Please follow carparking rules, to ensure all of our parents/guardians and children can enter and exit our premises safely.
- Please refrain from using mobile phones once entering the creche.

- Do not under any circumstances take photographs of their child/children or other children once on creche premises. In exceptional circumstances where consent is sought from all parties this may be permitted. Please discuss further with the Childcare Manager.

In order to provide a safe, calm and peaceful environment in our service, the following will not be tolerated.

- Disruptive behaviour which interferes with the operations of the creche.
- The use of loud/offensive or discriminatory language or gestures; any display of temper
- Threat of harm or aggression towards any adults/staff member or child in the creche.

This Includes:

- Approaching someone else's child in order to discuss or attempt to chastise them
- The use of loud and/or offensive behaviour/discriminatory/racist comments gestures or display of temper
- Abusive or threatening phone calls/emails or advances through social media
- Smoking/vaping and consumption of alcohol or drugs are strictly prohibited while on the premises of the creche/building.

We greatly value the input and reflections of parents/Guardians as experts on the children and wish to work always in collaboration. **However, Failure to adhere to this policy will result in our service withdrawing service provision with immediate effect.**

Review:

Management, in consultation with staff, parents/guardians monitor and review the effectiveness of this policy yearly.

Date policy was implemented:

Date policy is due to be reviewed:

Policy was reviewed on the 17th May 2022

Policy was reviewed on the 18th July 2023

Policy No. 8 Observations and Assessments

At Suaimhneas Community Childcare we aim to provide the best possible learning and care environment for children. It is our policy to make regular observations to help us better understand each child's needs, strengths and abilities so that we can respond with appropriate care and activities in our emergent and inquiry-based curriculums

Procedure

- Staff will make daily observations as part of their duty of care to ensure each child is happy and well
- As part of our Curriculum, staff will make observations of how 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/ guardian and discuss the reasons for carrying out the observations
- The results of the observation will only be shared with the relevant staff and parents/guardians
- Occasionally we may be requested by a professional to prepare a written report on a child to help that individual provide for a child's needs e.g. speech and language therapist or if we feel an application for AIM support may support the child's participation in preschool. The child's parents/guardians will be involved in this procedure. This is the only occasion when the results of observations are shared outside of our service
- Parents/ guardians have access to all written observations made on their child
- Results of observations will be shared with parents/guardians 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 and staff or management reflective practice in order to promote a fully inclusive environment
- If children indicate that they do not want to participate in the observation, we respect the child's voice and the observation is halted.

Individual care plan

An individual care plan, ICP, identifies & specifies the care & additional support 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 needs & strengths, information from Parents/Guardians & other relevant professionals e.g. special needs educators, psychologists, speech and language therapists, social workers 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 the set periods of time when they are adapted to promote further goal development

Staff at Suaimhneas Community Childcare also support and advocate the use of the AIM model for children of preschool age. Any parent/guardian who wishes to avail of the model will be assisted by

staff to make the application. All parents are provided with information about AIM at the enrolment stage.

Policy No. 9 Play Policy

At Suaimhneas Community Childcare we support and encourage all types of play and 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 wellbeing and the transition to the school environment, our curriculums are based on the emergent interests of each child and designed to complement strengths and support the needs of each child by including the following:

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



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

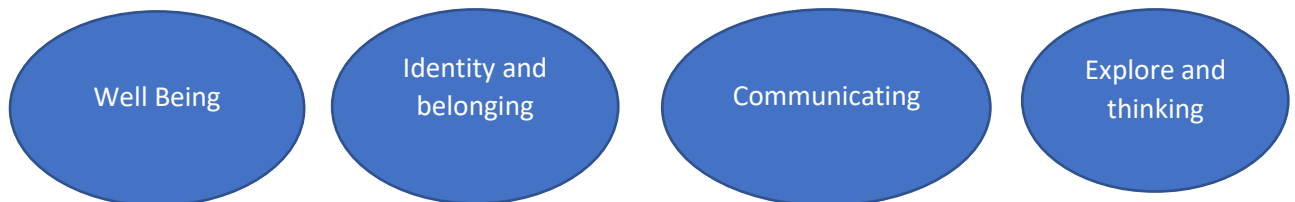
Types of play children engage in:

- Symbolic play- we encourage children to develop their abilities to use objects, actions, or ideas to represent other things
- Rough and tumble play- physically active play either indoors or outdoors
- Socio dramatic play- social or cultural experience in everyday life
- Creative play- play that allows for creation of new things and connections
- Communicative play- play using words images, gestures and non-vocal communication
- Dramatic play- dramatizes events
- Deep play- play that enables exploration of fears
- Exploratory play- play that enable 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 and listening to children

Helping children make new friends

Sand, water, playdough & clay

Paint, glue, art, household junk, collage material, tabletop 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, and drama

Singing, dancing, music and movement

Physical & energetic play

Learning about respecting families & cultures

Investigating and exploring science

Using materials to stimulate the senses, interest & curiosity

Exploring & respecting nature in the indoor & outdoor environment

Participating in small groups, large groups and circle time activities

Preparing & tidying up for meals and activities

Eating & drinking healthily

Caring for & respecting each other

Policy No. 10 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 Afterschool's Project is open to all families in Portlaoise and the 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 whatever way is appropriate/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 flexible payment systems (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, written, will be communicated in as many methods as possible

Curriculum

- Children will be valued and supported in 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
- All children will have access to outdoor play

Additional needs

- Suaimhneas Community Childcare recognizes that all children have needs but some have more than others. The special strengths and 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 procedure 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

Reviewed on the 18th of July 2023



Policy No. 11 Equality, Diversity and Inclusion

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

- Support staff in CPD that supports this including the provision of an INCO after successful completion of the LINC programme
- Train staff members in Equality and Inclusion in association with LCCC
- 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 no stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities
- Improve our knowledge and understanding of anti-discriminatory practice, promoting, equality and valuing diversity
- Make inclusion a thread that runs through all activities in 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, based on colour, ethnicity, religion, or social background, such as being a member of the traveling 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 act against any discriminatory behaviour by staff, parents or guardians. Displaying of openly racist insignia, distribution of racist materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner

Reviewed on the 18th of July 2023

Staff Illness Policy

At Suaimhneas Community Childcare 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 children in the childcare facility.

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 at Suaimhneas Community Childcare 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 doctors' certs, 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 to work
5. Follow all guidelines set out in the children's illness policy, for example wheezing, coughing, vomiting, diarrhoea bugs and other specified illnesses
6. Staff should follow set guidelines and each staff member should sign in agreement to this policy
7. In the event of a viral pandemic, Suaimhneas Community Childcare staff will follow the directive of the HSE or relevant national body.

Policy reviewed on the 18th July 2023



Policy No. 13 Food & Nutrition

Suaimhneas Community Childcare 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 parent's 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 and management of infectious disease.

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

- The Childcare 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 Childcare 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 children
- Children's hands will be washed prior to any meal
- Drinking water is continuously available for all children, in all rooms
- Childcare staff are to offer water to all children, frequently, in between meals and after activities
- 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, biscuits, crisps and drinks are not brought into the creche
- Birthdays are celebrated in the creche; parents may be asked to contribute to party food
- All food cooked on the premises is done so under strict hygienic controls and in line with the Environmental Health Standards and practices
- The weekly menu is displayed 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 appropriate manner to prevent accident or injury
- Children will be invited to take part in "mealtime" activities such as:
 - setting the table
 - pouring of milk/juice into cups
 - serving (cold) food

- Children will be invited to tidy up own plates and cutlery
- Staff listen to the children and encourage them to take part in the conversation

Children's Mealtimes

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

Reviewed on the 18th of July 2023



Policy No. 14 Administration of Medicines for Wobbler, Toddler and Preschool Children

Suaimhneas Community Childcare will administer medicine once a parent has completed a medical consent form. Medicine will only be accepted by the creche once it's in its correct bottle/ packaging 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 and dosage instructions
- A named staff member 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 staff members and counter signed by a senior member of staff every time the medicine is administered
- Once medication has ceased the form is kept in the child's file
- Childcare staff shall be provided with training to administer anti febrile medication if necessary, for individual children's care needs
- Detailed instruction about the administration of anti-febrile medication shall be displayed in all children's rooms and in individual care plans
- All medication shall be stored as per manufacturer's instructions
- Periodic checks shall also take place to ensure all medication is in date and intact
- All children's emergency details are available in each childcare room
- Emergency plans for individual children's needs are visible on the walls in all rooms outlining in detail what steps are necessary to ensure children's health and safety
- Emergency situations including: Allergic Reactions, Seizures, Asthma Attacks
- All emergency medications are stored securely in the creche office, clearly marked as emergency medications.

Reviewed on the 18th of July 2023

Policy No. 15 Safe Sleep Policy

Staff will be guided by parents/guardians on their children's sleep routines; however, children cannot be forced to sleep. Routine opportunities to rest during the day will be facilitated. In addition, we aim to provide facilities for children to rest during the day.

Procedure

- Prior to sleeping, children will be soothed and calmed by a quiet and calming atmosphere
- Children often need to rest therefore a darkened room, soft music and perhaps a back rub are all part of the process for settling a child to 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
- Children shall not be placed with a bottle at sleep time
- No soft toys shall be present in cots
- Cellular blankets are to be used, no duvets, sleep bags or bumpers are to be placed in cots
- Children under 2 shall always sleep in a cot
- The sleep room temperature is maintained between 16°C & 20°C
- If a child awakes prematurely from a nap, staff will endeavour to soothe them back to sleep. If this is unsuccessful staff shall lift the child, record time accurately and inform parents
- Children are to sleep with their feet at the foot of the cot
- Sleeping children are checked every 10 minutes by staff who must physically enter the room
- Sleep records are kept and the following recorded:
 - who settled the child for sleep
 - what time the child fell asleep
 - child's position, colour and breathing
 - when and who monitored the child's sleep
 - what time the child woke
 - any other relevant information necessary or appropriate
- All blankets, sheets and linens are laundered once a week and more if necessary. A record of this is kept on the cleaning schedule
- Sleep room has a viewing panel, so staff can keep children in sight and monitor. Staff will be allocated to the sleep room if the number of children warrant this or if through risk assessment.
- For children under 2 years of age, sleep logs are carried out every 10 minutes, by a dedicated staff member. Staff check sleeping position, breathing and facial colour
- Cots/ Beds are 0.5m apart
- Lighting is off to ensure relaxed sleepy environment
- Room temperature checked and recorded each day.

Reviewed on the 18th of July 2023

Policy No. 16 Soother/Pacifier Policy

At Suaimhneas Community Childcare we aim to support parents to finish use of pacifiers when they feel their child is ready.

For children under the age of three years:

- Two soothers/pacifiers to be provided with suitable case for storage
- Child's name or initials are to be put on the base of both soothers/pacifiers
- Parents may provide a cloth/plastic soother chain without beading or small pieces
- Soother/pacifier chains are not to be worn during nap times, as part of our safe sleep policy
- Soothers are to be used predominantly during sleep times or in instances where small children may become upset and need additional comfort
- Soothers/pacifiers shall be washed and sterilised regularly and a clean soother/pacifier available in the fridge, clearly labelled with the child's name

Reviewed on the 18th of July 2023

Policy No. 17 Toilet time

Suaimhneas Community Childcare in the interest of health and safety and best practice work towards having staff escort to and from the toilets and assist children in their toileting

Procedure

- Toddlers and young children need encouragement and help with self-care, wiping bottoms, flushing toilets and washing hands
- Staff must use 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 accident's children may have
- Our staff will maintain a pleasant atmosphere during this process
- The child's privacy is always maintained
- Toilet seats, inserts, potties, etc are cleaned and sanitised after each use using disposable gloves, antibacterial spray and paper towels which are then disposed of in the appropriate bin

Reviewed on the 18th of July 2023

Policy No: 18

Dress code/Jewellery Policy: Presenting Children to Creche/Preschool/Afterschool

- We would like to ensure that all children are happy and comfortable to engage in the variety of activities on offer to them each day. We kindly request that children come into us, in comfortable clothes, ideal for messy and physical play. **(NO good/sentimental Clothing please and thank you)**. Velcro shoes for younger children are preferable and please ensure appropriate clothing for the weather each day, as outdoor play forms a big part of our curriculum this includes coats, hats and wellies.
- All long hair must be tied up. **No HOOP EARRINGS, LONG EARRINGS, NECKLACES OR AMBER BEADS** are permitted to be worn whilst children attend Suaimhneas as they are deemed a potential choking and health and safety hazard for the children attending our service.
- If you have any questions relating to the above, please pop in to the creche office and we can discuss any concerns further.
- Thanking you for your support with this,
- Warm Regards
- *Debbie Smith*
- Childcare Manager
-
- Date Introduced: _____
- Date for Review: _____

Reviewed on the 17th May 2022

Reviewed on the 18th July 2023



Policy No. 19 Nappy Changing Policy



NAPPY CHANGING POLICIES AND PROCEDURES

This part of the Policy on Infection Control is to help reduce the risk of infection to children and staff members from nappy changing and personal care activities. It is also very important for babies and young children's wellbeing that they are interacted with positively and respectfully during all personal care activities.

Children under the age of three years are particularly susceptible to infection due to an immature and developing immune system. Safe and hygienic nappy changing practice is important to prevent germs being transmitted to the child being changed, to other children, to staff members, and to the surrounding environment.

This policy provides for all children using nappies and/or not yet able to use the toilet independently.

[The child-centred approach advocates that a child must be physiologically and psychologically ready to begin the process of toilet training. It is important to consider that initiating toilet training before the child is developmentally ready may create stress and anxiety for the child and the family and increase the length of time it takes to for the child to learn.

The main aims of this policy and procedures are to:

- Safeguard the rights and promote the welfare of children.
- Provide clear guidance and reassurance to staff members for whom providing personal care to children is a core part of their role.
- Assure parents/guardians that staff members are knowledgeable about personal care and that their individual concerns are taken into account.
- Ensure participation and inclusion for all children.
- Recognise that nappy changing time presents opportunities to promote children's learning, to meet their individual needs and to develop strong relationships.

The Australian Children's Education and Care Quality Authority reminds educators and providers that in addition to meeting children's physical needs, nappy changing, and toilet training is an important opportunity to:

- Support children's agency to develop an understanding and control of their own bodily functions.
- Give children your full attention and build respectful, trusting, and caring relationships.
- Interact with children using verbal and nonverbal communication.
- Build children's understanding of what is happening now and promote their ability to predict what will happen next in the routine.
- Help children to develop and extend their self-help skills.

Legislation and regulatory requirements

- Having clear, procedures on Nappy Changing as part of an Infection Control Policy is a requirement under Regulation 10 of the Child Care Act 1991 (Early years Services) Regulations 2016.
- Regulation 19 of the Child Care Act 1991 (Early years Services) Regulations 2016 takes account of the health, welfare, and development of the child across the service, including how the basic and individual care needs of all the children are supported.
- Regulation 23: safeguarding health, Safety and Welfare of the Child requires that the policy on infection control is implemented, that staff know the requirements, have a clear understanding of their roles and responsibilities, and have received training on the policy.
- United Nations Convention on the Rights of the Child (UNCRC).
- Children First Act (2015).
- Children First: National Guidance for the Protections and Welfare of Children (2017).
- Our Duty to Care (2002).
- Safety Health and Welfare at Works Acts, 2005, 2010.

Children's Needs

Young children, especially babies, need:

- Their personal care to be provided in a professional way, with their safety and welfare – including privacy, dignity, personal preferences, individual personalities, sensitivities, and particular needs – all fully and carefully considered.
- Their parents to be involved with early years staff in ensuring that they have consistency of care, as far as possible, as well as the support they need to feel safe, fully included, and comfortable at all times while in the service.
- The recognition by early years staff that they are still developing the capacity to know and manage their bodily functions, both physically and psychologically, and that they need time, support and understanding to continue this development successfully.
- Warm and responsive interactions at all times.
- The environment in which their personal needs are met to be thoughtfully designed to be accessible for them and to promote their competence in self-care.

Parents'/Families' needs

Parents need:

- To know that their child will, at all times, be provided with the best possible care and attention and will have their health, safety and welfare, privacy and dignity protected.
- To be assured that their child will be comfortable and appropriately supervised.
- To know that they will be fully informed and involved in all decisions and plans relating to their child's personal care and toileting related activities.

Staff needs

Staff members need:

- Clarity on their roles and responsibilities relating to all nappy changing, toileting and personal care provision for children.
- To know that the standard procedure that they follow when changing nappies is the appropriate procedure to ensure the safety and wellbeing of the children and their own safety.

- To know what Suaimhneas Community Childcares' approach is to deal with supporting toilet training and with toileting related incidents such as when a child has a toileting 'accident' (i.e., wets or soils themselves).
- To be clear on Suaimhneas Community Childcares approach to inclusion for all children, irrespective of their level of independence in toileting.

Management needs

Management needs to:

- Ensure that they meet the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016, Child Protection Legislation and Guidelines, Health and Safety Legislation and Equality Legislation.
- Ensure that all staff members and all parents of children attending the service, are clear on Suaimhneas Community Childcares requirements, expectations, and practices in relation to nappy changing and toileting.

National Quality Frameworks

- Tusla Quality and Regulatory Framework
- Siolta: The National Quality Framework for Early Childhood Education.

Policy Statement

Suaimhneas Community Childcare is committed to safeguarding and promoting the wellbeing of all of the children in our care. We are committed to ensuring that all staff members responsible for the personal care of children undertake their duties in a professional manner at all times. All hygiene and safety practices used in the service are consistent with recommendations from the Health Protection Surveillance Centre (HPSC) and the HSE.

We respond to children's individual personalities, sensitivities and needs in relation to nappy changing, toileting and toilet training. We work in close partnership with parents/guardians to share information and provide continuity of care. This includes asking for information from parents/guardians about the words and practices used at home for nappy changing or toileting and supporting toilet training.

Nappy changing is carried out with the utmost care following best practice guidelines on safety, hygiene, and positive interactions during daily routines. A clear nappy changing procedure is outlined and displayed in the changing room to be followed by all staff members who are changing nappies.

Parents/guardians need to provide the following for their child.:

- Nappies
- Wipes or cotton wool if wipes are not used.
- Creams or lotions if used.
- At least 2 changes of clothes (if toilet training extra changes of clothes may be required).

Only creams and lotions provided by parents for their child, or specifically prescribed for an individual child, will be used for that child, the cream or lotion will be clearly labelled with the child's

name. They will not be used on a child for whom they have not been specifically provided or prescribed. (See our Policy on Administration of Medicines).

Our aim is that no child will ever be left in wet or soiled clothing. As soon as a member of staff responsible for a child is aware of the child having wet or soiled themselves, they will clean them. The wet or soiled clothing will be wrapped in a plastic bag and sealed for parents/guardians to take home. At all times the member of staff will pay attention to the level of distress and comfort of the child and will only help them to change with their agreement. We will do our best to provide reassurance and encouragement to the child. In the event a child is reluctant and then refuses, their parent/guardian will be contacted immediately. If the child is ill the staff member will contact their parent/guardian immediately.

We will do our best to avoid drawing attention to such events and to positively support and encourage children in their efforts to become as independent as they are able. Where there is a decision made in partnership with parents to devise an individualised toilet training plan – based on the child’s developmental level and their readiness to learn – this is co-ordinated with the parents/guardians and records are kept in the child’s individual record.

At all times interactions are warm and positive and children’s cues are responded to quickly. Children who are out of nappies or who are training have unrestricted access to the toilet.

We work in partnership with parents/guardians to support toilet training when a child shows readiness – unless there are medical or other developmental reasons why it may not be appropriate for toilet training to begin. Where specialist equipment and facilities, above what is currently available in the service, are required, every effort will be made through accessing the support of AIM (Access and Inclusion Model) to provide appropriate facilities in a timely fashion. This will be done following agreement with parents/guardians and with the support of a Physiotherapist and/or Occupational Therapist if necessary.

One child will be cared for by one adult unless there is sound reason for having more than one adult present. In such a case, the reasons are documented. Personal care arrangements are discussed with parents/guardians on a regular basis and recorded on the child’s individual care plan. The needs and wishes of the child and their parents/guardians are taken into account wherever possible, within the constraints of staffing and in accordance with equality legislation.

In the event of their child having an unexpected need for help with personal care (for example in the case of a toilet accident or wet clothing), parents/guardians are always informed on the day. This information is communicated to the parent/guardian discreetly in person, by phone or by sealed note.

All children are treated with respect at all times and in particular in relation to toileting and when personal care is given. No child will be attended to in a way that causes distress, embarrassment, or discomfort. The privacy and dignity of each child is maintained and respected at all times.

Procedures and Practices

Interactions

Nappies are changed as necessary, in a timely manner and in response to a child’s cues indicating discomfort or a child exhibiting behaviour that suggests a soiled or wet nappy.

Explanations are given to children about what is happening when they need a nappy change, in a straightforward and reassuring way.

Strong signs are given that enable the child to anticipate and prepare for the events, for example a young child can be shown a clean nappy to indicate the intention to change their nappy.

Children are always approached gently and with consideration, and always from in front, when they are being taken for a nappy change.

The words used for parts of the body and bodily functions are agreed with parents/guardians to help ensure continuity.

It is important there is consistency in practice and communication between and with all staff regarding nappy changing and toileting practices.

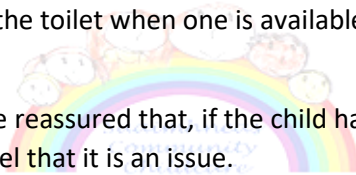
Children are encouraged to be as independent as they are able to be and to undertake as much of their own personal care as is practicable.

Children who are toilet trained or training are prompted by asking or reminding them about using the toilet to help avoid accidents. (If a child is encouraged to 'hold on' too long on a regular basis it may cause problems in the future with poor bladder emptying. On the other hand, bringing a child to the toilet too often can lead to reduced bladder capacity and also the child will not get the opportunity to experience 'full bladder' messages which they would learn to recognise as signals to go to the toilet).

Staff members at Suaimhneas Community Childcare are always positive about toilet training so that encouragement is communicated in their language and behaviour.

Children don't have to wait to use the toilet when one is available and are allowed to take their time during toileting.

Parents/guardians and the child are reassured that, if the child has an accident, it is not a problem and children will not be made to feel that it is an issue.



Child Protection

Please see our Child Safeguarding Policy and Procedures

When assistance is required in relation to personal care for a child, the staff member ensures that another appropriate adult is in the vicinity and is aware of the activities to be undertaken.

Cameras and smartphones are **never** to be taken into the changing area or the toilet area.

Partnership with parents

All toilet training and toileting related decisions and plans are made in partnership with parents/guardians.

Parents/guardians are consulted about the words and the practices used at home for nappy changing and toileting, to help ensure consistency and continuity of care for the child as far as possible.

Families are encouraged to provide older children who are toilet trained or training with clothes that make it easier for them to toilet independently, for example, elasticated pants that are easy to pull up and down.

Toileting 'accidents'

When a child who is not using nappies wets or soils themselves accidentally, they are cleaned immediately. This may involve the staff member taking the child to an appropriate place in the toilet area or the changing area/room (always with the knowledge of at least one other member of staff); helping the child to remove their soiled clothes; cleaning their skin; helping the child to dress in the child's own spare clothes and wrapping soiled clothes in plastic bags (double wrapping if necessary) to give to parents to take home.

The staff member responsible checks the child regularly to ensure that they are clean and before leaving to go home.

It is essential to balance the child's privacy with their safety and the safety of the staff member. A staff member taking a child into the changing room informs another staff member and records the time of the nappy change.

Hand washing

Both adults' and children's hands are washed after nappy changing and toileting.

Children never share water in communal basins or bowls for hand washing.

Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.

Gloves are not a substitute for handwashing – hands must always be washed before leaving the changing room/area.

Guidelines for use of potties

Potties must be used in the toilet area only.

After a child has used a potty:

- Put in disposable gloves and apron and put contents of the potty into the toilet.
- Remove residue with toilet roll and flush down the toilet.
- Clean the potty with detergent and hot water or paper towel with detergent and hot water.
- Dry with paper towel.
- Remove apron and gloves
- Wash your hands
- Then help the child to wash their hands.
- Put potty in a clean, dry area – do not store potties one inside the other.

Potties must never be washed in the designated and washing sink. Potties must be stored out of reach of children when not in use.

Guidelines for nappy changing

Staff members undertaking nappy changing should not be involved in the preparation, cooking or serving of food. If this is unavoidable, the staff member should wear a disposable apron as well as gloves and wash their hands. Please note: the apron for food preparation must be a new apron separate from any used for nappy changing.

Nappies must be changed in the designated changing room/area.

The door to the changing room/area should be closed when the room/area is in use and after leaving the room/area.



Procedure for changing a nappy

Policy 20

Supporting Nappy Changing Policy

Hygienic nappy changing practice is important to prevent germs being transmitted to other children, staff, and to the surrounding environment. Staff undertaking nappy changes should not be involved in the preparation, cooking, or serving of food.

- Please wash your hands using correct hand washing procedure. (See poster displayed for step-by-step guide to hand washing).
- Ensure you have all the equipment at hand. Creams and lotions for each child must be individually labelled to ensure that creams and lotions are not shared between children.
- Put on gloves and an apron. (Wear single use disposable gloves and aprons. Gloves must be powder free synthetic vinyl or latex gloves).
- Remove the child's nappy and put it in a 'hands-free' lidded bin which is leak proof, cleanable, sealable, and airtight.
- Remove any clothing with urine or faeces on them.
- Clean the child's bottom.
- Remove your gloves by peeling them back from your wrists, turning them inside out as you go. Put gloves in the foot operated pedal bin.
- Remove your apron and place in the foot operated pedal bin.
- Dress the child.
- Wash the child's hands using warm water and liquid soap. Hands must be dried by means of single use disposable paper towel. (See poster displayed for step-by-step guide to hand washing).
- Take the child away from the changing table.
- Clean the changing mat/table with detergent and warm water. If soiled, clean, then disinfect using a chlorine-based disinfectant, (according to manufacturer's instructions), rinse and dry after use.
- Wash your hands using warm water and liquid soap. Hands should be dried by means of single use disposable paper towels

Keep changing area clean:

- All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).
- The changing mat/s must be checked regularly and discarded if the cover is cracked or torn.
- Ensure the nappy changing area is well ventilated and bins are emptied frequently.

Change gloves:

- After caring for each child.
- After doing different care activities on the same child.
- Wash hands after gloves are removed.

Encourage older children in nappies to be as independent as possible:

- In accessing the changing area/table.
- Dressing themselves.

- Washing and drying their hands.
- In decisions around when nappies are changed.

Guidance for toileting

For children who are toilet trained or training:

- Always inspect the toilet area (including toilet seats) before they are used by the children and during the day to make sure they are visibly clean.
- If needed, help children use the toilet and wash their hands afterwards.
- Wash your hands after helping the children use the toilet.

Guidance for nappy changing and toileting on outings

- Advance consideration will be given to arrangements for any outings.
- Every child's right to privacy will be respected and children will only be changed in an appropriate place where their privacy and dignity will be maintained.
- We will ensure that the area is clean, warm, and safe.
- We will ensure that the appropriate facilities are available – such as changing mat, child's toilet seat or potty and hand washing facilities.
- Please see risk assessment for outings in the appendix.
- Parents/ guardians must provide a clearly labelled bag with all the necessary consumables which could include nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing.
- Changes of clothes must also be in the bag provided by parents/guardians.

Communication Plan



All parents/guardians will be informed of the policy and procedures regarding Nappy Changing and Toileting on enrolment. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

All staff will be made familiar with this policy in staff induction and regular staff training.

A copy of all the relevant policies is available during all hours of operation to all staff team members and parents/guardians in the Policies and Procedures folders which are located in the office, on the parent information table (which is located in the top hall) and in each room.

Parents/guardians may receive a copy of the policy at any time upon request.

All staff and parents/guardians will receive written notification of any updates.

Related Policies, Procedures and Forms

- Infection Control Policy.
- Administration of Medicines Policy.
- Record Keeping and Managing Child Protection Records.
- Parents as Partners Policy.
- Child Safeguarding Policy and Procedures.
- Supporting Nappy Changing Policy.
- Hand washing Procedure.

References

- Tusla: Quality Regulatory Framework
- Management of Infectious Disease in Childcare Facilities and Other Childcare Settings
- (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HSPC)
- Síolta the National Quality Framework for Early Childhood Education.
- Aistear: The Early Childhood Curriculum Framework.
- Toileting and Nappy Changing Principles and Practices Australian Children’s Education and Care Quality Authority October 2016.
- Children’s Handwashing Poster <http://www.safefood.eu/Education/Pre-school/Preschoohandwashing-poster.aspx>
- Adults’ Handwashing Poster <http://www.hse.ie/eng/services/list/5/publichealth/publichealthdepts/resources/handwashing.pdf>

All qualified staff must observe the policy

Date policy implemented: _____

Date policy reviewed: 17th December 2021

Policy reviewed on the 17th May 2022

Policy reviewed on the 18th July 2023



Policy No. 21 Sun Protection

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

Procedure

- Parents/Guardians must supply their children with hats and appropriate clothing that protects their face, neck, ears, shoulders, i.e. broad rimmed hats, shirts and dresses cover their 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 have is limited. If we do not have an available hat the children will have to stay inside or in the shade.
- SPF 50+ broad spectrum, water resistant sun cream must be provided for your child and labelled clearly
- Parents should, during the summer months, ensure children have sunscreen applied prior to arrival at the creche. 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 50+ sunscreen for skin protection
 - seeking shade whenever possible



Policy No. 22 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 and balanced between health and safety and the benefits of such play for child development are assessed and 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 yourself
- All outdoor play spaces and equipment are inspected daily before play commences to ensure appropriate risk assessment and the health and safety of the children
- Daily checks are carried out by the manager/deputy manager: Debbie Smith or Denise O Riordan

Policy No. 23 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 and 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, Barnardo's and ECI and are regularly informed of their training courses throughout the year

Policy No. 24 Student Placements

At Suaimhneas Community Childcare we recognise the importance of practical onsite training for childcare and social care 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 the provision of a quality early years' experience.

Procedure

- Students must present proof of Garda Vetting Irish and international if applicable to the Childcare Manager together with a recent CV, ID, proof of address, two references and Tusla E Learning Module 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 and procedures handbook when they commence their placement and provided a full induction into our service
- Students are not included in Staff: Child ratios
- Informal and formal supervision forms part of students experience with us
- All feedback from student re: any identified issues must be brought to the Childcare Manager

Policy No. 25 Health and Safety

The Suaimhneas Community Childcare Health and Safety Statement sets out the centres policy regarding 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. Responsibilities for this rests with the member of staff receiving them into the centre.

All visitors, parents, volunteers, students, and contractors must sign in and be accompanied by a member of staff 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 the visitor leave.

Safe work environment:

The approach to ensuring a safe and healthy working condition in the creche may be summarised by the following

- Identification of individuals responsible for Health & Safety in the area of work
- Identification of hazards
- Elimination of hazards
- Provision of protective equipment when 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 the appropriate training and practical experience in the specific task required)

Safe Systems at Work

It is the policy of Suaimhneas Community Childcare 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 skills 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 should carry the CE safety symbol.

Systems of work include 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 Childcare 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 Childcare Manager
- Staff members are also required to complete the necessary forms, have them signed by parents/guardians and/or the Childcare Manager
- If a member of staff is subject to an accident at work, depending on the nature of accident they will be taken to 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 and Safety Statement as “Safety Represented” must report in writing on the approval 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 a work activity
- Work related accidents to members of the public which require medical attention

Health and Safety is also addressed in the Childcare Act 1991

Accident Reporting/ Recording:

- All accidents, incidents and/ or near misses must be recorded in the accident / incident book, which are available in every room. The reporting includes the following:
 - time of incident
 - any treatment given
 - staff and children present at time of incident/ accident
 - the report once recorded is signed by relevant staff, parents, and Childcare Manager
- In the event of an emergency parents/ guardians and emergency services will be contacted immediately and informed of the accident/ incident
- In the event of a non-emergency parents shall be informed verbally at the end of the child’s session. The accident book shall be presented, discussed, and signed
- Any measures taken that could assist in the prevention of future accidents / incidents of the same nature are to be recorded in the accident/ incident book and are reported to the Childcare Manager

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 the specific forms shown to the child's parents/guardians and signed off by both parent and the child's key worker

N.B. if a child suffers injury resulting in time lost from service – 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 accident; to whom it was reported; first aid details and recommendations as to how to prevent a recurrence of such an accident.

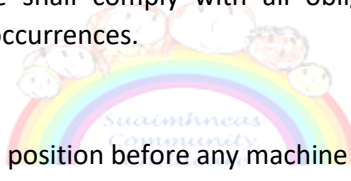
Accident investigation:

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 practises arising from this investigation should be communicated verbally and in writing to all staff, visitors, etc

Suaimhneas Community Childcare shall comply with all obligations about 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 creche 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 2ft 6 inches
3. Storage areas must be maintained in a clean and tidy condition
4. Horse play will not be tolerated
5. All electrical equipment is to be regularly inspected and maintained to a 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 and 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. Staff are made aware of the proper use of fire equipment, evacuation procedure, the use of firefighting 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 monthly, and will be recorded and filed and made available for inspection by the Preschool Inspectors and parents



Policy No. 26 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.

N.B. 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 medication prescribed by a doctor, due to an illness, should consult with the Childcare Manager.

Hazard Auditing

The Childcare Manager shall carry 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. Based on their elimination by whatever means necessary, if the problem can only be solved by significant expenditure, the Childcare 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 Childcare 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 Childcare Manager AND
- b. Report the matter to the appointed Safety Representative

The Safety Representative on receiving the report will:

- a. Inspect the problem AND
- b. Agree with the Childcare Manager on the action required, and the date by which this action should be completed

Children's Playrooms

- No hot drinks in the children's playroom
- No smoking in the children's playroom
- No sharp instruments kept in children's playroom
- First Aid Kit kept in a convenient and safe place within each room

- No shouting or cursing

Care of Children's rooms:

- Wash and disinfect tables and chairs everyday
- 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, windows, doors
- Clean any wipeable surface



Policy No. 27 First Aid

Suaimhneas Community Childcare is committed to ensuring that there is always a qualified First Aid provider and First Aid equipment on the premises. We endeavour to ensure that First Aid training is provided for all staff members.

Procedure

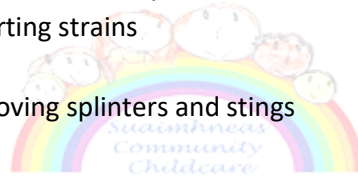
First Aid Kits:

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 the nominated person to check on the contents of the first aid kit allocated to their room and to notify the Childcare 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 and 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 triangle 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 or digital thermometer
- A flashlight
- An ice packs
- 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 and Procedure:

Although the crèche environment both indoors and outdoors 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 creche. 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 and 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 waiting on their arrival
- All accidents are recorded in both the accident record book and the child personal records
- Parents/ Guardians will be informed of minor accidents verbally when they arrive to collect their child from the creche
- The Parent/guardian will be asked to read, or have it read to them, 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/guardian if happy with the information presented will be asked to sign off on the form



Policy No.28 Exclusion of Sick Children Policy

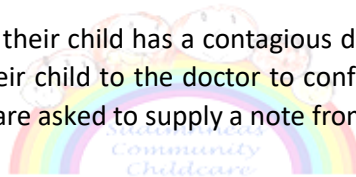
In order to ensure the health and safety of their children attending the facility, children who have any of the following conditions will be excluded from the centre until the condition subsides, is no longer contagious or we receive a note from the child's doctor stating that the child is no longer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

Common diseases that require exclusion from the creche:

- Temperature of 101°F / 38°C
- Chicken Pox (herpes – shingles)
- Rubella (German measles)
- Measles
- Pertussis (whooping cough)
- Mumps
- Vomiting (more than one in last 24 hours)
- Diarrhoea (more than twice in last 24 hours)
- Conjunctivitis
- Streptococcal Infection (sore throat – scarlet fever)
- Contagious skin condition (impetigo)
- Head Lice
- COVID -19

Notifying the creche of a contagious disease

If a parent knows or suspects that their child has a contagious disease, they are asked to inform the Childcare 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 creche.



Antibiotics

Parents are requested not to bring their child into creche during the first 2 days on a course of antibiotic treatment, so as to allow time for the antibiotic to take effect.

The creche notification of child's illness to the parents

If a child becomes ill while attending the creche, staff will endeavour to contact the child's parent/guardian or if they are unavailable a person nominated by the parents/guardians as an emergency contact to come and collect the child from the creche.

Procedure

Children who are sick will be treated as follows whilst waiting to be collected:

- 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/guardians 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 touch on back of hand, diarrhoea, excessive coughing, or fatigue

Gastric Infection Policy

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

Procedure

In the event of a child vomiting or having three diarrhoea nappies while in the creche, staff are instructed to contact the parents/guardians or the emergency contact on the child's record card. In order to minimise the spread of infection, parents/guardians must collect their child immediately. (if there are any underlining reasons for children to have loose bowel movements, such as the use of Movicol, please inform the staff before leaving the creche after dropping off)

Head Lice Policy

Head Lice are common amongst children and are in no way and indication that a child's 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 the close proximity whilst engaging in play etc. Therefore, due to the contagious nature of headlice we have the following procedure in place:

Procedure

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

Infection control policy

Handwashing

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

All children at Suaimhneas Community Childcare wash their hands:

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

Staff in Suaimhneas Community Childcare wash their hands:

- Before beginning work each day
- Before preparing food, eating, or helping children to eat
- After toileting of helping a child to do so
- 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 with paper towels.

Policy No. 29 Collection by parent or authorised adult UID

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

Procedure

- Staff at Suaimhneas Community Childcare will be alert to the possibility of parental/guardian 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/guardian is intoxicated, the staff will not permit collection of the child by the impaired person
- Staff will assist the parent/guardian in contacting another family member to come to the centre to collect the child
- If the parent/guardian insists on removing the child, the Gardai will be called

Reporting Procedures

A parent/guardian or authorised adult who presents to collect their child in an intoxicated state will be reported to the Tusla Child and Family service in the interest of child protection.



Policy No. 30 General Health and Safety

The following safety measures are followed by Suaimhneas Community Childcare

- Roll will be taken morning and afternoon of children present
- A manual system and work rota allow 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 3.32sq. meters of floor space per child. Kitchen, toilet, and hallways 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 creche
- 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°C- 20°C and 18°C – 22°C in all other rooms
- Water in the children’s toilets are thermostatically controlled to approx. 18°C
- The front door will always be monitored and made secure
- Strangers will not be allowed onto 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 lock cupboard
- Medication is safely stored away in a locked press
- There are specially equipped children’s toilets, with toilet trainer seats and steps
- There are separate toilets for staff members
- There will always be an adequate supply of hot water on 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 horseplay of any kind will be tolerated
- Refuse will be disposed safely and hygienically
- The cleaning schedules are posted in every room
- All florescent lighting has covers fitted
- There is no sharp object in the centre
- Furniture and fittings are all a high standard and where possible they carry the safety CE mark, and are all flame retardant
- Children are always supervised by fully trained and dedicated staff
- A foot operated pedal bin is to be provided for the hygienic disposal of wipes, gloves, and tissues and all sanitary accommodation involved in the nappy changing process and toileting

Sleep Rooms

1. Before sleep the room's 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 cleaned every Friday or more often if necessary
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 and procedure)
7. Children are checked every 5 minutes and recorded (see sleep time policy and procedure)

Lobby area

1. For general safety and security, the front door must always be kept closed
2. No buggies will be stored due to lack of space
3. Buggies are not permitted in the playrooms
4. All accesses must always be kept clear
5. Children are not allowed in the lobby area except for access or egress

Playrooms

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 a safety harness
3. Any broken/cracked toys and equipment will be removed
4. Spills will be cleaned up immediately
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 Childcare will ensure that

- All furniture must have no sharp edges or finger traps
- Chairs and tables must be child sized
- Feeding chairs for infants 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, they 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 periodic 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 the Childcare Manager and appointed safety representative, Debbie Smith
5. Do not attempt to repair or install electrical equipment, this must be done by a qualified electrician
6. Extension leads are 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 and egress to the childcare facility

- 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 always be closed
- The identity and business of any visitor must be ascertained before admittance
- Visitors to the centre must always be accompanied whilst on the premises

Outdoor play area

- The outdoor play is 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 Childcare Manager
- Children will always be supervised whilst using equipment
- Children will only be permitted to use equipment that is age appropriate and reflects their abilities

Lone workers

It is our policy, in the interest of child safeguarding and staff protection, that no one person works alone in the creche. A minimum of two persons is required at any given time while children are on the premises, unless permitted for specific reasons by the Childcare Manager or to facilitate changing a nappy.

Cash handling and valuables

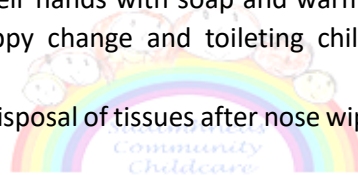
- Cash and valuables must be locked away
- Cash kept on the premises should be kept to a minimum and locked out of sight

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

General Hygiene: policy and procedure

- Suaimhneas Community Childcare shall be cleaned daily, including disinfecting toilets, hand basins, walls surrounding these areas, all vinyl floors, kitchen, tables and counters surfaces that children touch using Brill- a proven antibacterial spray proven to reduce bacterial growth, and removal of 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 changed and the soiled paper towels disposed of in the bin provided. Soiled and wet nappies shall be disposed of into the 'sanguenic' specialised nappy disposal bin provided. This bin will be emptied at the end of every day or when it is full, its contents shall 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 is the responsibility of staff to decide what part of the day is most convenient and does not interfere/impact on the child's day, e.g. after dinner if a majority of children are sleeping is 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 washed regularly and sterilised, and when not in use shall be stored in the child 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 the bin provided
- Frequent hand washing is the key to limiting the spread of infections in the creche. Inservice training, which stress the importance of handwashing, and the dangers to staff and children not observing it
- Signs shall be posted around the creche; reminding all adults and children to follow hand washing procedure and to ensure that children are taught to do so
- Each child is allocated their own clean bed linen, these are washed once a week, or when soiled



Staff 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 creche 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 disinfecting these items
- Air/heat dry dishes- avoid use of tea towels which may carry contamination from one source to another

- Follow the cleaning programme for the kitchen food preparation area. The daily cleaning programme is posted on the kitchen wall

Correct storage of Food

1. Cooked food to be stores 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 the top shelf of the fridge
3. Do not leave food uncovered
4. Temperature controls: cold food to be stored between 0-3°C, hot food to be stored above 63°C
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 -18°C, chilled food should be between 0-5°C 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/preparing food. This does not in any way reduce the need for handwashing
3. Disposable kitchen aprons must always be worn 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 plaster, supplied in first aid kit
6. Strictly no smoking in any area where food is prepared, consumed, or stored
7. Report any accidents/incidents /illnesses/infections 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°C for 2 minutes when cooking
5. When reheating food remember it should be piping hot and should reach a core minimum of 63°C
6. Discard any reheated food, which has not been consumed, DO NOT REHEAT A SECOND TIME
7. Hot food must be held at a core temperature of 63°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 bacterial growth

Key Safety Points

- Bacteria that cause food poisoning grow in temperatures between 5°C and 63°C – above refrigeration temperature and below cooking temperature
- Bacteria grow best at warm temperatures, approximately 25-40°C
- If food is kept out of the danger zone, either cold refrigeration less than 5°C or hot greater than 63°C, most bacteria will stop growing
- DO NOT LEAVE FOOD OUT ON THE 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 reading of the fridge and freezer must be taken and recorded daily. Ideal temperature for a fridge is between 0-5°C ideal temperature for a freezer is -18°C
- All food that is cooked must reach a core temperature of 72°C, the name of the food cooked, and its temperature must be recorded daily
- The temperature must be taken of the food 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, temperature of delivery in the case of frozen 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 cleaned with an antibacterial wipe before it comes in contact with the 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 carried out to standards or in accordance with the centres health and safety statement will also be recorded on the same sheet

Note: daily cleaning will be inspected by the Childcare Manager who will be responsible for ensuring that corrective action is carried out

Spillages: Policy and Procedure

In the interest of health and safety, the following procedures must be carried out when cleaning up spillages, which include dealing with vomit, blood, faeces, and urine

- Ensure ventilation is adequate before commencing
- Prepare all equipment before you begin cleaning
- 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 washing machine on hot was
- Use a solution of 15ml Milton- 4 parts water to sterilise the area
- After use, all equipment e.g. mops, cloths, basins, etc should be sterilised with Milton
- Gloves and aprons should be double bagged and disposed of
- Hands should be washed thoroughly
- Warning notices shall be displayed where appropriate

Policy No. 31 Adult/Child Ratios

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

Children 1 -2 years	1 adult to 5 children
Children 2- 3 years	1 adult to 6 children
Preschool	1 adult to 11 children
Afterschool	1 adult to 12 children
Easter/Summer Camp	1 Adult to 12 Children



Policy no. 32 Biting Policy

PROMOTING POSITIVE BEHAVIOUR

Statement

Biting is a common behaviour among children and can be a concern for parents and staff. Biting can often be painful and frightening for the child who has been bitten and frightening for the child who bites. Biting happens for different reasons with different children and under different circumstances. This is part of some children's development and can be triggered when they do not yet have the words to communicate their anger, frustration or need. At Suaimhneas Community Childcare we always follow our positive behaviour policy to promote positive behaviour.

Aim

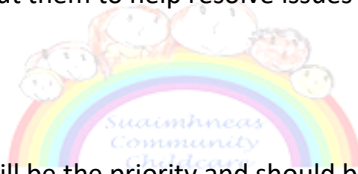
We aim to act quickly and efficiently when dealing with any case of biting.

The Childcare staff use the following strategies to prevent biting: conducting observations by shadowing children, this allows staff to conduct ABC observations that assist us to determine if there is any antecedent for biting. We provide and utilise several objects to support children during this time, in collaboration with parents. For example, sensory activities, biting rings, and any other adequate resources appropriate to the child's age and stage of development. Observation also allows staff to recognise when children need more stimulation, additional activities, or quiet times. We will treat each incident with care and patience, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.

Procedure

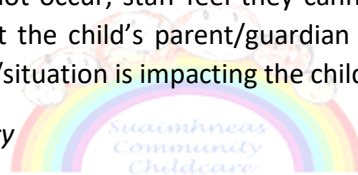
In the event of a biting incident: -

1. The child who has been bitten will be the priority and should be comforted and given reassurance.
2. Once the child is calm staff should check for any visual injury. If there is a bite mark, this should then be washed with warm soapy water and wiped with an antiseptic wipe. Staff will explain to the child what is happening and support the child as this process may be painful.
3. If the skin is broken: -
 - If the wound is bleeding it should be cleaned and dressed if appropriate to do so.
 - Staff should wear PPE when dealing with bodily fluids (refer to the PPE Policy).
 - In cases where the bite has broken the child's skin, a senior member of staff must contact the parent/guardian of the child immediately.
 - This phone call should be sensitive and give reassurance to the parent/carer and explain the procedure which has been followed. You will need to advise the parents/carers to contact the child's GP. If the skin has been severely broken the child should be taken to Accident and Emergency immediately by staff.
 - If the skin is not broken (we do not want to worry parents/carers unnecessarily)
 - If there is no obvious mark or bruising or discomfort to the child, this can then be discussed with the parents/guardians at collection time.
 - The staff member who witnessed the incident should complete an Incident Form for all children involved.
 - The Childcare Manager must be informed of all biting incidents.



- Wherever possible the child who has bitten should have their behaviour managed by their Childcare Workers and the consequence of this behaviour should be explained in a way which is appropriate to the child's age and stage of development.
- The child who has caused the bite will be told in terms that they understand that biting (the behaviour and not the child) is unkind and will be shown that it makes staff and the child who has been bitten sad. The child will be asked to say sorry if developmentally appropriate or develop their empathy skills by giving the child who has been bitten a favourite book or comforter.
- If a child continues to bite, observations will be carried out to try to distinguish a cause, e.g. tiredness or frustration. Meetings will be held with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.
- The parents/carers of the child who has bitten another person should be informed at collection time; this must be handled in a sensitive and confidential manner and not discussed openly in front of other parents/carers and children. Parents/carers may ask you the name of the child who has bitten or been bit. Staff must explain that they cannot disclose this information as confidentiality must be maintained.
- Where a child may repeatedly bite and/or if they have an additional educational need that lends itself to increased biting, risk assessments are then carried out and supports put in place to safeguard the children in the room, this includes shadowing children during play in an inobtrusive way.
- If, to ensure biting does not occur, staff feel they cannot give due care to all the children present, staff may contact the child's parent/guardian and request further information or support to assess if illness/situation is impacting the child's increased level of biting.

Arrangements to Support this Policy



1. Key messages

- Staff should acknowledge that biting incidents can cause parents a great deal of distress and worry, and staff always need to be sensitive and supportive.
- Working in partnership with parents/guardians is a key factor of any successful Behaviour Management Strategy. Staff should involve parents/guardians every step of the way and explain that this should be implemented in the home as well as in the creche.
- Staff should be aware that there are a range of triggers which can cause children to bite and should work as a team to identify these and reduce them.

2. Potential triggers for biting

- Exploration – babies and young children explore the world around them using their senses,
- young children do not always know the difference between gnawing on a toy and biting someone.
- Teething – swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing on something.
- Cause and effect – at around one year old, children become interested in what happens when they do something. For example, they may bang a spoon on a table and discover it elicits a response. This behaviour may be repeated and again to support their learning and development. This could be the case with biting as the child explores the reaction to biting someone.

- Attention – when children are in a situation where they feel they are not receiving enough attention biting is a quick way of becoming the centre of attention.
- Independence – toddlers are trying very hard to be independent using phrases such as “me do it” and “mine”. If a child wants a toy or wants another child to do something this could lead to a biting incident.
- Frustration – children can be frustrated by several things, such as long waiting times before or after transitions times. Wanting to do something independently, but not quite being able to manage the task. Also, not having the vocabulary to express themselves clearly. This can lead to biting as a way of dealing with this frustration.
- Environment – an environment that does not provide challenge, or allows children to become uninterested can lead to displays of negative behaviour such as biting.
- Not having their needs met – children who are tired, hungry, or uncomfortable may bite others as a way of expressing their emotions. All these triggers should be considered during unobtrusive shadowing and observation– it could be one of these factors or a combination of them.

3. Potential strategies to support the management of biting incidents

- Staff may need to increase the supervision of a child who is biting; this does not necessarily need to be one to one. It could be during times of the day, or by simply reducing the number of large group activities provided.
- Staff should make sure a child who is biting received significant encouragement when displaying positive behaviour, and avoid excessive attention following an incident. Staff should evaluate the routine and judge whether it is meeting the needs of the child. A good quality routine should provide experiences and activities both indoors and outdoors that have no waiting times. Whilst group activities should be for the benefit of the children and not as a holding exercise.
- Staff should plan activities which help release frustration such as physical outdoor play and malleable experiences like play dough, gloop etc Staff should provide cosy areas for children to relax in and activities which release tension such as splashing in water, digging in sand and using sensory equipment.

If you have any questions or queries relating to this, please discuss with the childcare manager.



Policy no.33 Anti-Bullying Policy:

We respond to the issue of bullying very seriously whether amongst children or adults in our setting. We have developed strict procedures that we adhere to if we are provided with any evidence of bullying within our creche, preschool or afterschool.

What is Bullying?

Bullying is not always easy to define. The Health and Safety Authority's definition of bullying is that it is:

"repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity and safety while attending our service."

An isolated incident of the behaviour described in this definition may be an affront to dignity but as a once off incident is not considered to be bullying.

In the table below please see some information that states the difference between normal peer conflict and bullying in the context of attending our service.

Normal Peer Conflict	Bullying
Equal power to friends	Imbalance of power; not friends
Happened occasionally	Repeated negative actions
Accidental	Purposeful
Not Serious	Serious with the threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction to bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse-will take responsibility	No remorse-blames victim
Effort to solve problem	No effort to solve problem

This policy is designed to support our positive behaviour policy, equal opportunities, and antidiscrimination policies.

Bullying is about a pre-meditated act, which relies on a stage of cognitive development in order to think the process through and occurs generally in children over five years of age.

Aims and Objectives of this policy:

- We as a service believe bullying is wrong and can be damaging and traumatic to individual people. We proactively implement policies and procedures to prevent this, by developing a setting in which bullying is regarded as unacceptable.
- We aim to deliver a safe and secure environment where all children can learn without fear or anxiety attributed to bullying.
- This policy aims to produce a consistent response to any evidence or incidence of bullying, and we request that all Parents/Guardians make themselves aware of it.
- We support all parties in reviewing and adapting this policy to ensure all parties gain a full understanding and acceptance of our ethos around any incidence of bullying.

Rough and Tumble Play:

We here at Suaimhneas recognise the need to recognise rough and tumble play as distinct from inappropriate or aggressive behaviour. We believe all behaviour is an expression and that children are often influenced by many factors including their favourite TV/Game characters, we endorse the following strategies to manage this type of play:

- We keenly observe the behaviour, allowing children to see that adults are present and engaged. We encourage children to continue their play as long as it is not viewed as aggressive and is pro-social and enjoyed by all participants.
- We set boundaries for games at the onset and allow children time to have input and consideration around the boundaries.
- We support restorative practice and support children to find alternative solutions in games that develop to require additional boundaries for example any play that supports the use of weaponry.

Hurtful Behaviour:

Very young children are developmentally egocentric; meaning they put their own feelings first and do not yet understand the feelings of others. We recognise that this is developmentally appropriate for children in this age bracket and that needs need to be nurtured and children learn by the example led by others, including staff. If hurtful comments are made, our strategy is as follows:

- To recognise that young children are not always able to manage and express their feelings and need support to co-regulate
- We assist in the development in emotional literacy to support cognitive and social development.
- We offer support to both parties to discuss their issues through play, story time, circle time activities and with the support of grownups in their lives, including parents/guardians.

Anti-Bullying Procedure:

It is the responsibility of the Childcare Manager to support staff/volunteers/students in the implementation of this policy. All staff paid or otherwise are given access to read the above at induction stage.

The Manager ensures that through curriculum and play opportunities children begin to learn and understand that bullying is inherently wrong and unacceptable in Suaimhneas Community Childcare. The Childcare Manager works with staff through regular meetings and supervision to ensure that this message is clear and understood by all.

The Manager will actively seek out training that could support staff in their implementation of this policy for example training in EQI, communication techniques, Triple P, and any other relevant training.

The Childcare Manager takes responsibility for ensuring the atmosphere of work in Suaimhneas Community Childcare is that of mutual support, encouragement, and praise. When people feel they belong to a friendly and welcoming environment we hope that bullying is far less likely to occur.

The role of Staff:

- All staff are aware of their role in observing children and ensuring the health and safety of all children is of paramount importance. All forms of bullying are taken seriously, recorded, and reported to the Childcare Manager. A record of such incidence is kept, shared with the manager and the parties involved.
- If staff witness an act of bullying, they do all they can to support the person being bullied and the bully as we recognise that all behaviours are an expression of need and sometimes hurt. Consultation with the Childcare Manager and the Parents/Guardians will be sought in an attempt to support/resolve the issue for children in attendance with Suaimhneas Community Childcare. All communications around this are carried out in a sensitive manner and we expect that parents/guardians will work with us to ensure the children can find a resolution.
- If incidents of bullying are reoccurring and staff/ parents/guardian input has failed to achieve the desired result, staff will conduct a risk assessment to ascertain if we are in a position to continuing caring for the children in the group at optimal level.
- If staff feel the children themselves are in danger or if they feel there is a potential for danger it is our policy that we contact parents/guardians to support their children at home. In the event of any serious breach of conduct whilst attending Suaimhneas An Garda Siochana/Tusla may be contacted.

Parents Role:

It is our view that parents/guardians have a vital role in supporting us with the implementation of this policy, we expect that in the best interests of the child/children that parents/guardians will work with us to attempt to resolve any issue.

If parents/guardians are aware that their child is being bullied or may be acting as a perpetrator in bullying another child, they should report this to childcare staff without any delay.

Parents/Guardians are expected to work with us in the promotion of positive behaviour management strategies and social skills to support the children involved.

Monitoring and review:

The policy and procedure are regularly reviewed by the Childcare Manager in consultation and collaboration with staff and Parents/Guardians were appropriate.

Signed Childcare Manager:

Reviewed on the 17th May 2022

Reviewed on the 18th July 2023



Policy No. 34 Communication with Parents Policy

At Suaimhneas Community Childcare we value our strong relationships with Parents/Guardians as partners and aim to work in collaboration and consultation with Parents/Guardians about their children's care in a professional and meaningful way. All information passed to parents is done so in a respectful and professional way.

We have been granted permission to hold information about children and record further information as part of our operations and curriculum, this information is protected by GDPR and should be treated with due care. Confidentiality is vital to our success as a professional organisation and I would advise all staff if they are unsure to re-read our confidentiality policy and familiarise yourself to ensure understanding. If you have any queries, contact me immediately.

I wish to advise ALL staff at Suaimhneas Community Childcare that they are prohibited from communicating with Parents/Guardians on social media platforms and should refrain from engaging in any communication about children or childcare operations outside of Suaimhneas; even if initiated by the Parent/Guardian. To safeguard the children in our care, ourselves, and our team as part of a professional organisation this is essential. Failure to adhere to this policy will result in disciplinary action.

Procedure

If a Parent/Guardian has any issues or concern's, we can advise them during our working hours in the centre that they can come and talk to the Childcare Manager/Deputy Manager in the office or can call the office on 0578686158. This is to ensure we maintain professional boundaries as a team of a professional organisation, to ensure ALL policies and procedures are adhered to and to safeguard ourselves during resting hours.



Policy No. 35 Partnership with Parents

Suaimhneas Community Childcare gives parents and family's opportunities to share, get involved and make suggestions about all the activities happening in our service. Families are the most important people in their children's lives, and we are committed to be open, inclusive, welcoming, accepting, and respectful of all family types. As a partnership we ask families to show respect for all staff, children, and families in return.

Principle:

This Policy is underpinned by national standards of Preschool Services 2010.

Procedure:

- Families will be greeted on arrival by a member of staff, ideally a key worker. This is an opportunity to share information and grow the relationship between the family and Suaimhneas Community Childcare.
- Suaimhneas Community Childcare has an open-door policy where families are welcome in the setting throughout the day and DO NOT have to make an appointment to visit their child or to speak to the Creche Manger.
- We share information with families in a number of ways always cognizant of our GDPR duties. We encourage daily conversations, phone calls, emails, newsletters, texts and are open to other forms of communication recommended to us by parents/guardians.
- Portlaoise Family Resource Centre is upstairs in the community building; it also has an open-door policy where parents can come and chat with our project co-ordinator if they seek a cup of tea and a chat to avail of some family support or assistance with applications or information around other services.
- Suaimhneas Community Childcare ensures all families are consulted during periods of change to our service, including updates on policies and procedures.
- There is plentiful time and opportunity for formal and informal conversations with both our staff and Childcare Manager; parents are also invited to work collaboratively with staff in all aspects of their child's care.
- We ask parents/guardians and families to get involved with our emergent curriculum and to support the implementation of a curriculum that is inclusive, respectful of family customs, belief, language and culture are all supported and included in the service.
- Meetings are arranged without delay to discuss children's progress and development where appropriate.
- We have a family notice board that provides plentiful information about upcoming events, news, and celebrations as well as our curriculum and play statement.
- Posters around your child's room highlight our emergent curriculums and specific activities children are involved in on a monthly basis.
- Parents/Guardians can also have access to their child's portfolios and observations at any time. All information will be passed on to parents/Guardians when children move from one room to another or transition to big school.
- As a partnership we ask that all families are respectful of staff, children, and other families in the setting.
- Any complaints, concerns or comments should follow the procedure
- All children's keyworkers will provide opportunity for parents/guardians to discuss A child's progress and documented learning.

- Sharing of photos and art
- the child's relationships and interests
- Suggestions for our service
- Joint evaluation of the childcare service
- Joint behaviour management and strategy if appropriate and necessary.
- Difficulties or concerns
- the services comments/complaints procedure



Policy No. 36 Pet Policy

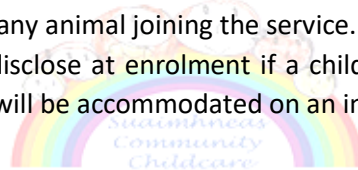
Suaimhneas Community Childcare believes that having pets in a service is a great benefit to the children as they will experience and learn skills which will support them throughout their lives. While there are many benefits to keeping pets in the service, there are issues and concerns to consider and be cognisant of in order to ensure the health, safety and wellbeing of the children and pets.

Principle:

This Policy is underpinned by the Preschool Regulations 2006

Procedure:

- Animals will be carefully selected considering their size, care needs, temperament, health risks and appropriateness for all children.
- All animals will be cared for properly including, feeding, exercise, interaction with them as well as cleaning their living area.
- Children will always be supervised by staff around the pets.
- Children and staff will always wash their hands before and after handling pets/pet food.
- Children will not participate in the cleaning of the animals' living area or have any access to any waste products from the animal.
- Animals will not be kept in the food preparation area.
- No animals with risks of carrying parasites, bacteria or similar are allowed on the premises.
- Risk assessments are carried out before the introduction of any animal.
- Parents will be notified of any animal joining the service.
- Parents will be asked to disclose at enrolment if a child has any allergies. If a child has an allergy to the animal, this will be accommodated on an individual level.



Policy No. 37 Inclusion Policy

Suaimhneas Community Childcare recognises and respects the rights of all adults and children in our service. We value the ability, individuality, and the cultural background of all children by providing each child with the opportunities they need to reach their full potential as an active learner with and inclusive ethos/culture. We aim to actively promote equality of access and participation and eliminate discrimination on grounds of gender, civil status, family status, sexual orientation, religion, race, age, disability, and membership of travelling community. This policy represents the agreed principles and commitment for inclusion, in line with the Early Childcare and Educational National Inclusion Charter.

Principle

This policy is underwritten by the Childcare Act 1991 (Early Years' Service) Regulations 2016, the Employment Equality Acts 1998 to 2011, the Equal States Acts 2000- 2012, UN Convention on the Rights of the Child (Articles 29 & 30), The Disability Act 2005 and the Special Needs Legislation- EPSEN Act 2004

Rationale

Suaimhneas Community Childcare is committed to working in partnership with parents to support children's ability, identity, cultural background, and sense of belonging, we will support families in their parenting role and respecting their values and beliefs about childrearing. We will support children to become respectful of difference and foster each child's critical thinking in order to confront bias and discrimination. We will implement a curriculum that meets the individual needs and emerging interests of the child under Siolta, The National quality Framework (2006) and Aistear: The National Curriculum Framework (2009) and response to children's diverse and individual learning needs and styles through curriculum.

We will respond appropriately and sensitively to any additional need a child may experience. Additional needs may include any change in the child's life, such as a new sibling, moving to a new house, absent parent/s or a situation that may call for a long-term care plan, such as asthma, allergies, disability, developmental delay and medical conditions.

We will support continual development for all early childhood practitioners so as to ensure they are trained in an equality and diverse approach to providing care and education to all.

We will ensure fair and equal opportunities for all potential and existing employees in line with our recruitment policy.

Sample Procedure

All children attending Suaimhneas Community Childcare are supported to:

- Feel secure and know that their contributions are valued
- Know they belong and are valued as individuals
- Feel strong and confident about their identity
- Know their cultural backgrounds are respected and valued
- Learn in groups so that they all can experience success
- Engage with materials and experiences that reflect a range of social and cultural backgrounds, gender, and ability (visitors, books, music, musical instruments, cooking activities, craft, clothing, multicultural dolls, multicultural jigsaws, games, play equipment, posters and other props).

- Have a common curriculum experience that allows for a range of different learning styles
- Participate fully, having a regard for and been cognisant of children with a variety of disabilities
- Respect the purpose for which children's aids or assistive technology are intended.
- Families attending the centre are supported to:
- Consult with the service about the care of each child to minimise conflict between the services philosophy and family values.
- Be involved in policy and procedure development to ensure cultural sensitivities are included.
- Access information about the service and the policies and procedures by translating information into their home language if necessary.
- Participate in the services programme and to introduce their cultures, food, art, music, language, celebrations, and dress to the other children in the service.
- Early years educators will promote equality, diversity, and inclusion. They will:
- Remove assumptions, judgements, and expectations about the cultural and linguistic backgrounds of all families and the team.
- Regard all individuals equally, showing sensitivity and providing equal opportunities for children of all backgrounds.
- Actively intervene in situations when bias is shown and encourage children to challenge bias
- Demonstrate positive attitudes when making changes to accommodate all children. Work as a team with parents and other professionals to develop, carry out and review plans for children with additional support needs.
- Adhere to the National Diversity, Equality, and Inclusion Charter.
- **Dealing with Discriminatory incidents**
- The first step in handling incidents involving discrimination is to recognise and acknowledge what is happening
- All children will be informed that name-calling or physically hurting someone is unacceptable.
- When an incident occurs (hurtful remark made by one child to another) both children learn for the incident. The response to the incident will reference the rules of service as appropriate.
- Staff will endeavour to determine the real reason for incident involving exclusion or conflict. It may not be a discriminatory incident, so staff will be careful not to make assumptions.
- Some issues may be brought into the early childhood service by the child, arising from comments made by adults outside the service. Staff will recognise when it is an adult issue and identify appropriate actions for addressing the issue with the child's parents or guardians.
- An incident should be considered from the perspective of all individuals involved as well as those who witnessed it. Appropriate actions need to be taken, at circle time or in group discussions, in order to address incidents witnessed by children who were not involved. This does not mean singling children out in the group.
- By showing empathy and expressing our feelings, we help children to express their feelings.
- It is important to be aware of how our own attitudes can shape and respond to a given situation. All staff will be mindful that early childhood practitioners are role models for the children and the early childcare service. Children will do as we do. (The eist manual-Ar an mBealach, 2010, Pavee Point)

More information is available on Diversity, Equality and Inclusion is included in the Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood Care and Education (Department of Children and Youth Affairs, 2016)

If you as named staff member or a parent, feel that this policy is not being implemented, you can follow Suaimhneas Community Childcares Complaints policy.

The policy links with our-

- Admissions policy
- Child Protection policy
- Staff Training policy
- Supervision policy
- Confidentiality policy
- Complaints policy
- Partnership with Parents
- Recruitment policy
- Students and Volunteers



Policy No. 38 Health and Safety (cont.)

At Suaimhneas Community Childcare we are fully committed to the health and safety of all children, families, staff, students, and volunteers attending our service each day. Suaimhneas believe children need a safe and secure environment to explore and discover the world around them and risk assessment and safety measures need to be in place to safeguard their health and safety.

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006.

Entrance:

- The entrance to the building is always locked and secure.
- To gain access to the childcare centre, the bell must be rung, and a member of staff is required to permit entrance.
- All visitors are chaperoned around our building and must sign in our guest book, located in the main reception area.

Outdoor Area:

- The outdoor area is safe and secure with walled surroundings and two locked gates.
- A staff member checks the outdoor play area each morning to ensure there are no hazards that would present safeguarding issues for the children's use of the area.
- The adult: child ratio will always be maintained in the outdoor area.
- Staff will closely monitor and supervise play and games and manage risky play where appropriate.

Safety Statement:

- In accordance with Health, Safety and Welfare at Work Act 2005 a safety statement has been developed and is available upon request.
- Risk assessments are carried out on a regular basis and when new practise and/or equipment is being introduced.

Fire Safety

- A fire certificate has been granted by the fire authority and the service follows the guidelines set out in fire safety in preschool/afterschool services.
- All firefighting equipment and detection equipment will be regularly checked and maintained by Fitz fire.
- Fire drills will be carried out on a monthly basis and all records of drills will be kept in creche office.
- Suaimhneas Community Childcare will have a named fire officer responsible for maintaining all fire records.
- Staff will have access to fire safety training as appropriate.

Policy No. 39 Fire Safety

Suaimhneas Community Childcare places the highest level of priority on the Health, safety and protection of all children, staff, students, and families using our service. We will ensure that our staff have training in fire safety and that all children are educated in a developmentally appropriate way on the dangers of fire and what to do in the event of a fire within our service.

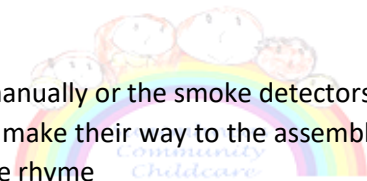
Principle: the policy is underpinned by the Childcare (Preschool services) Regulations 2006, the Fire Services Act 198 and the Health, Safety, and Welfare at Work Act 2005.

Procedure:

- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year
- Children will be taught the reason for fire drills and the importance of learning what to do when they hear them using our in-house rhyme. See attached sheet.
- Fire drills will be carried out monthly, changing the time and the day to ensure all children experience a fire drill.
- All fire drill practices will be recorded using a fire drill record
- The fire drill will be made up of the children and staff understanding where the nearest exit is and calmly making their way to the assembly point
- The assembly point location is in our outdoor play space outside preschool 2/4.
- Our fire officer is Debbie Smith

Fire Drill

- The alarm will be set off manually or the smoke detectors will raise the alarm
- The staff and children will make their way to the assembly point, the staff calmly leading the way in singing our in-house rhyme
- Staff will bring children attendance records
- The fire officer will check each room to ensure there is no one left in the building
- At the assembly point all children and staff will be accounted for using the attendance records
- The Fire Brigade will be called if necessary

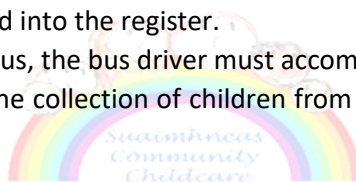


Policy No. 40 Drop off and Collection Policy

The safety and welfare of children attending Suaimhneas Community Childcare is of paramount importance. At Suaimhneas, we have established procedures for drop off/collection of children to ensure a smooth transition and effective time keeping within our service. All procedures follow legislative requirements as per Child Care (Pre-school Services) regulations 2006.

Procedures

- Staff collect children from Scoil Bhríde each day at 1:20 and 2:20, at least two staff members will be present at all times.
- Staff have listed the children to be collected each day and from which class. Any amendments to this are provided to staff as necessary, for example absences due to illness/holidays.
- The number of children leaving school with staff is recorded.
- All children are expected to come out and meet with staff in a timely manner before walking across to afterschool with staff.
- Suaimhneas Community Childcare staff are not responsible for children until they have left school and are in the company of Suaimhneas staff.
- Staff utilise the safe cross code when walking from Scoil Bhríde to Suaimhneas Community Childcare.
- Once children have arrived in our afterschool service, they are signed into our register and the time is recorded.
- Any children coming to us from any other primary schools are dropped to the after-school room by parents and signed into the register.
- If children are arriving by bus, the bus driver must accompany them to the afterschool room.
- If any issues arise during the collection of children from school the Childcare Manager must be notified immediately.



Collecting a child:

- A parent collecting a child from the service must sign the child out in the afterschool room designated sign out book.
- If parents have provided children with permission to go home themselves, we need this to be provided to us in a written format and kept with afterschool files for staff reference.
- No person under the age of 18 can act as an authorized collector on the children's record cards. Children will not be allowed to leave with a collector if they are unauthorized. Any authorized collectors must have verbal and written permission from children's parents/guardians to collect a child/child. Staff will require to see photographic ID (drivers' licence) to ensure authorized collectors on first instance.

Late collection of Children:

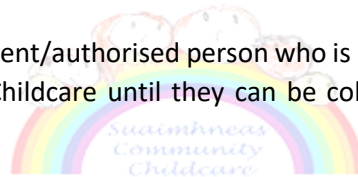
- Where a parent/guardian knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements.
- The Childcare Manager is notified of any late collections of children.
- Where a pattern emerges, the Childcare manager and/or Deputy Manager will discuss the issue with parents/Guardians and discuss any supports that can assist the child's family.
- When a parent/guardian is late and does not phone to inform the service, a late fee will be charged. After 15 minutes additional authorised collectors and emergency contacts will be called.

- Regulations stipulate that at least two members of staff remain with a child when children are still present in the service.

Non-collection of children:

If a child is not collected from our service at the end of their session/day and the service is unable to contact both the parent/guardians and emergency contacts, after a period of two hours the following procedure applies

- The child will remain in the service with two members of staff.
- The Childcare Manger/Deputy Manager is informed immediately.
- Staff will follow procedures outlined in our child protection policy. Contact Tulsa and Duty Social Worker on 0578669257 or An Garda Siochana 0578674100
- A full written report to be written by staff outlining the incident.
- Attempted collection by a parent who had been denied access in court Order
- **A parent who has been denied access to a child through a court order will not be permitted on to the services premises. (A copy of a court order currently in place must be shown to the Service Manger).**
- If a parent who has been denied access becomes threatening and insists on attempting to remove a child from the service, the manager will call An Garda Siochana.
- **Attempted collection by a parent who is adversely affected by alcohol or drugs**
- The service will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs/alcohol
- Staff will explain to the parent/authorised person who is unfit, why the child should remain at Suaimhneas Community Childcare until they can be collected by someone in a fit state to collect them.



Policy No. 41 Homework Policy

Homework is only one of the many activities, which is facilitated within the school age childcare (Afterschool) programme. The ethos of the setting is to provide children with recreational and enrichment activities that allow for play and relaxation after their day at school. However, we do appreciate that some parents would wish to have homework completed by their child during afterschool session and this request will be facilitated where possible.

Afterschool Ratio is 12:1 for School Aged Childcare

Procedure

- Homework will be facilitated within a quiet area of the setting away from regular activities. The children do their homework as they arrive to the service at 1:30/2:30 each day in the after-school room before lunch time.
- The afterschool staff team will supervise the homework session.
- The afterschool staff team are supported by volunteers and students on placement.
- Children will be supervised in groups while completing their homework and staff will provide specific support if a child requests it, (one to one care to complete all homework assignments cannot always be accommodated).
- A maximum of (45 minutes) is allocated to homework completion. After this period of time children will be asked to move to lunch time and prepare for play activities.
- Staff will concentrate on written homework with the children and endeavour to assist in the completion of reading and learning. Staff are here to assist children, if children are having difficulty with their homework and staff feel children require extended tuition, parents will be informed, and staff will discuss what supports we can offer in afterschool.
- Parents/guardians must check their individual child's homework and sign their child's journal each night.
- Management reserve the right to defer homework at any given time to facilitate participation in special play activities or events, or in the event of an accident/incident. (Where possible parents will be notified in advance).
- If any child is observed as disruptive or who is not interested in completing his/her homework, staff utilise positive behaviour management to encourage the completion of homework, if this is unsuccessful children will be asked to tidy up and return to regular activities and his/her parents will be advised accordingly.

We have not currently got internet access in the afterschool room, if a child has a particular project or piece of homework to complete that requires internet access, staff will endeavour to support that child using a catalogue of information we have compiled relating to the primary school curriculum and/or use of computers in the creche office if appropriate.

Again, we ask that parents/guardians check their child's homework on a daily basis to ensure all aspects are completed as requested by the children's teacher.

If you at any time have any questions/concerns relating to homework, please contact afterschool staff or drop into the office anytime.

Policy No. 42 Mission Statement

Our mission each day at Suaimhneas Community Childcare is to provide care for children which values a home from home environment. We achieve this through providing childcare, which is community based, dependable, affordable, accessible, and professional. Our staff aim to create an environment which values diversity and equality, positivity, warmth, cognitive and sensory stimulation; developmentally appropriate to ensuring each child can reach their full potential. Staff also endeavour to provide a curriculum and environment that is child centred and focused on emergent learning which empowers young children to actively pursue their own learning, as well as directed learning where appropriate, using directives from Siolta/Aistear.

We aim to build a foundation for learning that will enable us to be life-long learners, to give opportunities to explore and discover the world around us that will develop a sense of wonder and respect for our environment. To foster meaningful relationships that will encourage empathy and an understanding that we are as unique as we are special.

Values/Ethos

Central to what we do is to value each child as unique individuals, understand and promote the importance of play, community liaison, collaboration and partnership with parents and the human rights of each child.

The Childcare Service endeavours to promote these values through partnership with parents, equality and respectfulness to all children, play based child centred activities, on-going training for adults in the provision and practice of early years care and education, and co-ordination with relevant statutory, community and voluntary organisations.

Aims

To help each child to learn and develop as an individual, providing a stimulating, broad and happy environment to do so.

Allow the children to be:

- Happy and confident
- Have a sense of security
- Independent and interdependent
- Share and care with others
- Explore and question
- Respectful of themselves and others

Objectives:

- To provide a safe, secure, stimulating environment which embraces all children and values their race, language, gender, age, disability, culture, class, and religion.
- To value all children as individuals and appreciate their uniqueness.
- To value parents and carers as the primary educators of the child.
- To have high expectations of the children and ourselves.
- To ensure that all staff receives appropriate training and maintain high levels of practice.

- To develop practice which is based on a philosophy of responsibility towards each other.
- To enthuse the children about the extensive range of creativity and imagination experiences through the arts.
- To develop practice which values the wider community as a means of adding to the richness of our curriculum and centre.
- To recognise children as an important part of our community.



Policy No. 43 Curriculum Statement

At Suaimhneas Community Childcare we are committed to developing a curriculum that is child centred, play and inquiry based and full of emergent ideas. We believe that this type of curriculum empowers young children to be active agents in their own learning.

The adults in environment are supportive providing balanced and timely encouragement, interaction and intervention to best support each child's learning and promote positive attitudes towards learning, in a fun and supportive environment.

We acknowledge the importance routine plays in every child's life and endeavour to provide consistent childcare staff that can develop strong trusting and meaningful relationships with children and their families whilst on their early years journey.

Our programme of activities involves several types of play, please see attached list. We strive to provide a programme that encourages development holistically including physical, social, emotional, intellectual, creative, and linguistic development. Childcare staff also engage in continuous professional development that supports continued best practice and assists us in our ethos of being inclusive and responsive to our community's needs.

We achieve this by integrating the principles and guidelines of Aistear and Síolta into our curriculum here at Suaimhneas. Aistear is the curriculum framework for children in our service from 1-6 years. It provides enjoyable, challenging, and varied activities for children to support their growth, development, interests and assisting them to reach their fullest potential. This curriculum is reflective and acknowledging of the benefits that collaboration and partnership with parents/guardians has in supporting children through their early years learning, play interactions and assessments were appropriate.

Síolta is the framework for Early Childhood Education in Ireland. Síolta is a quality framework for all services from children 0-6. It provides several standards to enhance the quality of every childcare service:

The standards of Síolta:

- Rights of the child
- Environments
- Parents and family's consultation
- Interactions
- Play
- Curriculum
- Planning and evaluation
- Health and welfare
- Organisation professional practice
- Communication
- Transitions
- Identity and belonging
- Legislation and regulation
- Community involvement

We have an emergent curriculum based around play and inquiry:

This is why?

We believe our curriculum promotes independence, social skills, confidence, self-skills, and problem solving among children. These are vital skills that support children through their life and into their future. These skills help them to be confident and capable in all their learning experiences.

Benefits of these outcomes for children:

Well-Being:

Children are confident, happy, and healthy

Identity and Belonging:

Children have a positive sense of who they are, develop a strong sense of their culture and heritage and feel valued and respected as part of a family and community.

Communicating:

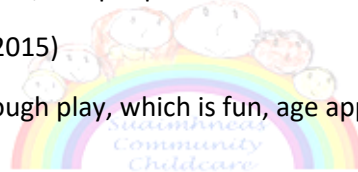
Children share their ideas and feelings with growing confidence and competence in a variety of different ways for different purposes.

Exploring and thinking:

Children make sense of things, places, and people in their world.

Aistear and Síolta practice Guide (2015)

Children learn these play skills through play, which is fun, age appropriate and meaningful to them in a way they understand.



What?

All children learn through play and experience in a supportive and stimulating environment. This allows each child to explore, expand on their knowledge develop their imagination and understanding in relation to the world around them and beyond.

Children learn to interact with others positively and understand what is socially acceptable in their community and society as a whole. They learn about respecting their environment and the children and adults in their environment also. We integrate words, phrases and lamh signs into weekly activities to assist in language development and positive representations for all our children's languages.

How?

Adults in our setting consistently and positively reinforce through praise, role modelling and positive gesture, affirmations, and interactions. Some of our activities are adult led and some are child led, we feel this balance allows us to appropriately practice school readiness and holistic development. This type of play allows children to be active in supervised rough and tumble play with meaningful opportunities for realistic risk taking.

We strongly believe that outdoor play and outdoor experiences assists in opportunity for free play that is fun, challenging and has plenty of scope for exploration and interaction for the children among their peers.

Policy No. 44 Linking with the Community

Suaimhneas Community Childcare recognises and celebrates that each child is a member of a larger community which is an integral part of their lives. A community is more than a location of set people. Suaimhneas Community Childcare believes in a strong sense of community and will work together with those around to support and help both children and families to be involved in the wider community.

Principle:

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006 and the National Standards for Preschool 2010

Procedure:

A range of information will be displayed to families which outlines the available, local regional and national resources to them. This will be kept up to date and families will be individually informed if there is a particular event happening which will suit them. Examples of these will be professional supports available, health services, parental support, parent, and toddler groups or similar, cultural or social events, etc.

Suaimhneas Community Childcare produces a monthly newsletter to help inform parents and the local community of events happening within the service and how this supports professional learning and development.

It is important that children feel part of the community and begin to understand the sense of community representatives that visit the service and talk to the children about what they do and when the children might visit them e.g. Lollipop Lady, Gardai, Dentist, Doctor, etc.

The children will also be encouraged to visit local amenities while attending our service, i.e. the library. We also invite parents and children to discuss their trips to local parks, shops, regional places (leisure centre, timahoe tower) to support learning of their community.

As an important setting to children and their families, we are dedicated to keeping in touch with people who are important in the child's lives. This will be carried out with parental/guardian consent, knowledge with the best interest of our children at the core of all collaborations and correspondence.



Policy no.45 Child Safeguarding Statement:

Name of services and activities provided:

The purpose of Suaimhneas Community Childcare is to provide quality, affordable, accessible early years education and care and school aged childcare for children in our local community aged 1-12. It is a community creche and is classified as full-time day care/sessional/part-time/ECCE services under the Childcare Act 1991 (Early Years Services) Regulations 2016 we also operate SAC as per (School Age Childcare) Regulations 2019. It is open for 51 weeks of the year, running from August until August each year. We can cater for 95 children at any one time. This statement of purpose and function is available for parents/guardians in the foyer of the creche.

Underpinned by Aistear and Síolta, our aim is to provide care and learning for children that is integrated, broad, stimulating with the emergent interests and ideas of children at its core. This is achieved through natural play, designed activities based on children's interests and meaningful learning and development with staff through relationships that are supportive and engaging, inclusively to all children and families.

Ethos:

Suaimhneas Community Childcare provides fulltime registered day care., sessional preschool and school aged services; childcare which value a home from home environment. We will achieve this through providing childcare, which is community based, dependable, affordable, and professional. Our staff aim to create an environment which values diversity and equality, positivity, warmth, cognitive and sensory stimulation and which is developmentally appropriate to each child's individual needs. Staff endeavour to provide a curriculum based on the children emergent ideas and interests taking direction from Síolta and Aistear.

We operate the following ratios

Wobblers: 1:5 maximum, 8 children maximum

Toddlers 1-6 maximum, 12 children maximum

Preschool 1/3 1:11 maximum, 16 children maximum

Preschool 2/4 1:11 maximum, 14 children maximum

School Aged Childcare 1:12

Principle:

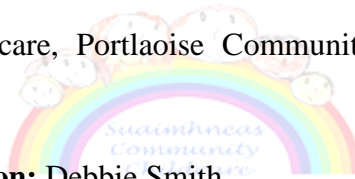
Principle:

Suaimhneas Community Childcare provides care for children from 1 year to twelve years of age. The centre is purpose built to cater for the individual age groups through the use of appropriate rooms, such as the wobbler room, toddler room, preschool and afterschool rooms for school aged childcare.

The service receives funding from Pobal NCIP schemes including the ECCE Scheme, CCSP, NCS and SAC. These schemes are incorporated into our fees policy and the Childcare Manger discusses schemes and eligibility with Parents/Guardians at enrolment stage, assisting them and advising them accordingly.

Setting Details:

Suaimhneas Community Childcare, Portlaoise Community and Family Resource Centre
Portlaoise



Contact Person/Relevant Person: Debbie Smith

Position in setting: Childcare Manager

Contact telephone Number: 0578686151

Email Address: info@portlaoisefrc.ie dsmith@portlaoisefrc.ie

Description of the setting: ECCE, Part-time/Fulltime/ Sessional and School Aged Childcare, Community Childcare Setting.

Curriculum: Aistear; the early years curriculum- emergent and inquiry play based curriculum

Programme: ECCE, CCSP and NCS

Number of weeks open: 51 weeks

Opening Hours: 8am-6pm Monday-Friday

Number of Children and Staff: 20 staff 150 children, in total taking up 20 full time places, 60 ECCE and 45 SAC places.

Ratios: As mentioned above

Opening Hours: 8am-6pm Monday-Friday

Number of Children and Staff: 20 staff 150 children, in total taking up 20 full time places, 60 ECCE and 45 SAC places.

Ratios: As mentioned above

Range of Childcare Services:

Our early years services are conducted through Wobbler 1-2 years, Toddler 2-3 Years and Preschool 3-5 care. We provide an afterschool service that caters for children from school age up to 12 years, incorporates homework support, dinner, arts and crafts, games, dance, music and outdoor activities and sports.

These camps include activities that support the children’s emergent and inquiry-based ideas, including cooking, outdoor play, exercise, games and arts and crafts activities.

Opening times:

August to August

Centre opens from 8:00am to 6:00pm Monday to Friday.



Holidays:

Over the Christmas Period the centre closes for one week.

On public holidays including Good Friday.

Commitment to Safeguarding Children from harm:

Management Structure:

- Acting Childcare Manager: Debbie Smith
- Acting Deputy Manager: Denise O Riordan
- Project Co-ordinator: Joan Bolger
- Our service is committed to safeguarding the children in our care, through the provision of care and an environment that is safe and where play, learning and developing is central to everyday experiences.
- The safety and welfare of all the children attending our service is paramount, we are committed to child-centred practice in all of our work.

- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, heard and responded to in a respectful and congruent way.
- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by **Children’s First: National Guidance for the Protection and Welfare of Children, DCYA, 2017, Child Safeguarding: A Guide for Policy, Practice and Procedure, Tulsa, 2018, and the Children First Act 2015.**
- Our policy declarations apply to all paid staff, volunteers, committee/board members and students on work placement within our organisation. All committee board members, staff, volunteers, and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- We review our safeguarding statement and accompanying child safeguarding policies and procedures every year or when necessary, due to identified risk, changes in legislation or in national policy.
- Designated Liaison Person:
- DLP: Debbie Smith
- 0578686158



Risk Assessment:

In accordance with the Children First Act 2015, we have carried out an assessment of any potential for harm (as defined in the Children First Act 2015) to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Areas of risk listed:

	Risk of harm (as defined in the Childrens First Act 2015)	Procedure in place to manage identified risk
1	<p>Risk of harm of abuse by a staff member/volunteer.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> • Rough handling of children by staff in a way that causes harm to a child • Staff/volunteers shouting at or chastising children to the 	<ul style="list-style-type: none"> • Food & nutrition policy/procedure. • Recruitment policy/procedure. • Student placements policy/procedure. • Comments & Complaints policy/procedure. • Staff induction, training, supervision, and support of staff policy/procedure. • Child protection and Welfare Reporting policy/procedure.

	<p>extent that it causes harm to a child.</p> <ul style="list-style-type: none"> On-going provision of inadequate food and/or nutrition to the extent that it causes harm to a child. 	<ul style="list-style-type: none"> Child Safeguarding Policies & Procedures Garda Vetting Policy/Procedure. Code of Behaviour when Working with Children policy/procedure. Dealing with Allegations of Abuse or Neglect against Employees policy/procedure. Managing Behaviour policy/procedure.
2	<p>Risk of abuse by staff/volunteers not knowing correct procedures.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> Children at risk due to inadequate supervision. Children being harmed as a result of staff not reporting appropriate concerns. Children being harmed by inappropriate actions or interactions by staff. 	<ul style="list-style-type: none"> Code of Behaviour when Working with Children policy/procedure. Child Safeguarding Policies & Procedures Comments & Complaints policy/procedure. Dealing with Allegations of Abuse or Neglect against Employees policy/procedure. Managing Behaviour policy/procedure.
3	<p>Risk of abuse during lone working/1:1 working (personal care and intimate care).</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> An incident of sexual abuse by a staff member/volunteer, for example, during nappy changing or intimate care routines. An incident of physical abuse by a staff member/student/volunteer during one-to-one work. Emotional abuse by a staff member/student/volunteer taking place during one to one work. 	<ul style="list-style-type: none"> Staff induction, training, supervision, and support of staff policy/procedure. Recruitment policy/procedure. Garda Vetting Policy/Procedure. Child Safeguarding Policies & Procedures Nappy changing policy/procedure Toilet training policy/procedure Inclusion policy/procedure. Code of Behaviour when Working with Children policy/procedure. Dealing with Allegations of Abuse or Neglect against Employees policy/procedure. One to one work policy/procedure. Touch and physical contact policy/procedure.
4	<p>Risk of harm by use of unauthorised photography or from online abuse through social media or internet access.</p> <p>Examples of risk include, but are not limited to:</p>	<ul style="list-style-type: none"> Use of mobile phone and technology policy/procedure. Social media policy/procedure record keeping and Managing child protection records policy/procedure

	<ul style="list-style-type: none"> Poor management of images or recordings of children, including those shared publicly or on social media 	
5	<p>Risk of harm from unannounced visitors to service (e.g. maintenance/repairs/deliveries).</p> <p>Examples of risk include:</p> <ul style="list-style-type: none"> Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed, or gates being locked etc. Risk of physical, sexual or emotional abuse to children from visitors. Children placed at risk of harm due to inadequate supervision. 	<ul style="list-style-type: none"> Front door policy/procedure. Health and safety policy/procedure Health and illness policy/procedure Risk assessment policy/procedure Child safeguarding statement.
6	<p>Risk of harm of bullying of a child by a member of staff/volunteer/peer</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> Repeated, extreme acts of bullying (i.e. verbal, psychological, or physical aggression between children. Children using social media platforms to post derogatory comments or pictures of other children 	<ul style="list-style-type: none"> Anti-bullying policy/procedure Comments and complaints policy/procedure. Staff induction, training, supervision, and support of staff policy/procedure.
7	<p>Risk of harm on outings.</p> <p>Examples of risk include, but are not limited to:</p> <ul style="list-style-type: none"> Children placed at risk of harm due to inadequate supervision on outings. A child going missing, or unaccounted for, for any period of time 	<ul style="list-style-type: none"> Outings policy/procedure. Risk assessment policy/procedure. Child safeguarding statement Missing child policy/procedure. Staff development policy/procedure.
8	<p>Non-compliance with Suaimhneas Child Protection Policy</p>	<ul style="list-style-type: none"> All staff and volunteers are provided with the Child protection policy. Any breach of the Child Protection Policy

		will be reported to the Childcare Manager. The child protection policy is reviewed each year or as deemed necessary.
9	Delay in making referrals to Tusla	<ul style="list-style-type: none"> All staff and volunteers are trained and supported to ensure that they can act promptly and without delay in contacting the Mandated Person or Tusla when they deem a referral may be required
10	Receipt of complaint of alleged child abuse where a parent, guardian/childcare worker/Student/Volunteer is the alleged perpetrator	<ul style="list-style-type: none"> All staff know the procedures to make a referral to the Designated Liaison Person or directly to Tusla. Internal disciplinary processes are in place when the issue concerns an employee
11	Child makes a disclosure to a member of staff	<ul style="list-style-type: none"> All staff know the procedures to make a referral to the Designated Liaison Person or directly to Tusla, Child Protection and Welfare Reporting Procedures
12	A suspicion of child abuse is determined by a member of staff	<ul style="list-style-type: none"> All staff are aware of the procedures to make a referral to the Designated Liaison Person or directly to Tusla

Suaimhneas Community Childcare Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.

The procedures listed in our Risk Assessment and the Specified Procedures below support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to Tusla.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a Relevant Person.

- A Designated Liaison Person (DLP) and Deputy have been appointed
- Confidentiality Policy
- Procedure for managing Child Protection Records
- Recruitment policy
- Positive Behaviour management Policy, code for working with child and young people
- Induction Policy
- All staff have completed Tusla E-Learning MODULE – introduction TO Children First and relevant staff have attended Always Children First Child Protection Training
- Complaints Policy
- Policy on Outings
- Policy for managing Accidents and Incidents.
- Social Media management policy.

This Child Safeguarding Statement will be displayed prominently.

All procedures will be made available to staff, parents, young people, members of the public and Tusla, if requested.



Suaimhneas Community Childcares recognises that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed in October 2022 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: _____ (Provider of the Relevant Service)

Signatories of this statement: Debbie Smith, Childcare Manager & Joan Bolger Acting Project Coordinator.

Names and contact details:

Suaimhneas Community Childcare: Portlaoise Community and Family Resource Centre, Treo Nua, Harpurs Lane, Portlaoise, County Laois, R32C7DD Tel: 0578686151/0578686158. For

queries in relation to the Child Safeguarding Statement please contact the **relevant person** Debbie Smith Acting Childcare Manager & Acting Liaison Person, at the address above or email: dsmith@portlaoisefrc.ie

Policy in place from 27th October 2020: _____

Signed Childcare Manager: _____

Reviewed on the 17th May 2022

Reviewed on the 18th July 2023

Child Safeguarding

This statement has been made in relation to Suaimhneas Community Childcare as part of Portlaoise Family Resource Centre, house within Treo Nua, Harpurs lane, Portlaoise

The Management Structure is

Debbie Smith *Creche Manager*

Denise O Riordan *Deputy Manager*

Nature of Service:

The aim of Suaimhneas Community Childcare is to provide quality affordable childcare for children from 12 months right through to school aged children.

Commitment to Safeguard Children from harm:

Our service is committed to safeguarding all the children in our care and to provide a safe environment in which each individual child can play, learn, and develop to their fullest potential.

Our service is centred upon protecting the welfare and wellbeing of the children attending our service. Upholding this is paramount, in all that we do. We are committed to child centred practice in all our work with children who attend our service. We are committed to upholding the rights of every child, young person who attends our service, including the rights to be kept safe and protected from harm, to be listened to and to be heard.

Our policy and procedure to safeguard children and young people reflect on and are underpinned by national policy and legislation such as; Children First National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First- Child Safeguarding Guide 2017 and the Children First Act 2015

Our policy declaration applies to all paid staff, volunteers, and students on work placement within our organisation. All staff, volunteers and student familiarise themselves with this declaration. Staff sign up to abide by the policies, procedures and guidance encompassed by this policy declaration and our Child Safeguarding Policy and accompanying procedures.

We will review our Child Safeguarding Statement and Accompanying Child Safeguarding Policies and Procedures every year or when deemed necessary, due to new service issues or changes in legislation or national policy.

Designated Liaison for Child Protection

DLP: *Debbie Smith*

Deputy: *Denise O Riordan*

Risk Assessment:

The Childcare Manager with the assistance of staff has carried out a detailed risk assessment outlining any potential harm that may occur for a child while attending Suaimhneas Community Childcare or participating in any activities provided by the service. A written assessment details the current risks identified and the service procedures that are currently in place to manage those risks. Those risks are listed and referenced in the appendix of this statement.

Policy and procedures are read and review by all childcare staff at induction and when changes and updates are made. Staff signatures give notice of the same in the Childcare Managers copy of the policies and procedures and the safeguarding statement.

a. Child Safeguarding Policies and Procedures:

Suaimhneas Community Childcare adheres to all relevant National Guidelines and Procedures in respect of caring for children. This includes the Children First Act 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the guidance for developing a Child Safeguarding Statement for Early Years' Service 2018.

The following is a list of policies and procedures to support this

- Procedure to maintain a list of mandated persons under the Children First Act 2015
- A Designated Liaison Person and deputy are appointed and named
- All staff have completed Tusla E-Learning module- introduction to children first
- Suaimhneas Community Childcare Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- Policy for dealing with allegations of abuse, neglect against employees
- Procedure for managing Child Protection Records
- Recruitment Policy
- Garda Vetting Policy
- Induction Policy
- Supervision Policy
- Complaints Policy
- Policy for managing accidents and incidents
- Supporting Positive Behaviour at Suaimhneas Community Childcare
- Policy for Outings

At Suaimhneas Community Childcare we realise that drafting and implementing new policies is an ongoing process. At Suaimhneas Community Childcare we are committed to implementing a Child Safeguarding Statement with specific reference to all policies and procedures that support our intention to keep all our children safe and free from harm while attending any of our services.

This policy statement will be reviewed on a yearly basis for continued suitability in meeting aims and adhering to any development in policy, legislation or literature relating to best practice.

This policy statement has been developed by the Childcare Manager with input from the childcare staff and is available for all staff, volunteers, students, parents, and guardians. A copy of this will be made available to Tusla if requested.

b. Child Protection and Welfare Reporting Procedures:

The management of Suaimhneas Community Childcare believe that child protection is an imperative aspect of promoting children's overall development, wellbeing and in promoting self-esteem. It is our policy that the environment at Suaimhneas Community Childcare fosters, trust, respect, equity, and a real willingness to listen to children and hear what they have to say. The best interests of the child are paramount in all we aim to achieve and do.

Responsibilities of Staff and Volunteers:

- All staff and volunteers complete the e-learning module (introduction to children first), many staff have and continue to participate in ongoing Children's First Training and other relevant training pertaining to the safeguarding of children.
- It is the responsibility of staff to be aware of the definitions of signs of abuse
- To keep accurate and impartial records of any concerns or disclosures and handed over to the DLP. Information to be included will be, details of concern, who raised it, who was contacted, any action taken, details regarding informing parents
- To report all suspicions and concerns to the DLP, a prompt response is imperative to ensure safeguarding for the child of concern. Failure to illicit a swift response may result in ongoing harm to the child
- Staff and management continue a supportive relationship with the child, following any disclosure, ensuring open communication and inclusion

Reasonable grounds for concern are:

- Evidence or injury or behaviour that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern regarding suspected sexual abuse
- Consistent signs that a child may be suffering from emotional or physical neglect
- A child verbalising or indicating that any abuse has taken place or that he/she has been abused
- Any admission or indication from an adult or child that an act of alleged abuse has taken place or been committed
- Any account from a person who may have witnessed abuse taking place

If any employee/volunteer is unsure about what reasonable grounds for concern are, they should discuss the same with the DLP for clarification and support.

Procedures for all staff if a child makes a self-disclosure of abuse or retrospective disclosure

- Stay as calm as possible. DO not panic
- Be aware that the disclosure may be difficult for the child

- Listen to the child and provide them with ample opportunity to tell you as much as they wish to, allow the child to disclose at their own pace
- Do not show or demonstrate any feelings of disgust, anger, or shock
- Any questions should be supportive and for purpose of clarification only
- Do not ask intimate questions
- Assure and reassure the child that you believe them and are listening
- Do not promise to keep any secrets
- Record accurately and in writing the details of disclosure without delay. Be sure to use the exact words and language the child used. Using child protection concern records provided by DLP.
- Inform the DLP without delay
- Maintain confidentiality

Reporting Procedures:

- If a member of staff suspects a child is suffering or has suffered any form of abuse, physical, emotional, neglect or sexual, they will inform the DLP without delay and written records will be made.
- All written records of child protection concerns are stored separately and securely from general files. They are accessed by relevant persons on a need to know basis
- If concerns reach the threshold for harm specified in Children First National Guidelines, a report will be made to Tusla using the Child Protection and Welfare form by the DLP
- If suspected immediate risk to the safety and welfare of a child the Tusla Duty Social Worker must be contacted immediately, if unavailable the DLP may contact An Garda Síochána

Reporting procedures for mandated person only:

- Under the Children First Act 2015 Mandated Person are legally obligated to report any knowledge, belief, reasonable concern, or suspicion that a child has been harmed, is being harmed or may be at risk of being harmed to Tusla immediately
- Mandated persons a Suaimhneas Community Childcare bring any concerns to the DLP without delay
- If the Child Protection concern in question reaches the Threshold specified in The Children First Act 2015, the DLP is required to make a mandated report. The mandated person may seek advice, guidance, and support from the DLP in relation to any child protection concerns they have regarding the threshold of harm.
- Reports are made by the mandated person who raised the concern and the DLP, this report is made using the Child Protection and Welfare form available on Tusla.ie
- The report must specify that it is a mandated report

If the DLP is unsure about the grounds for a child protection concern or threshold of harm they should contact the Tusla Duty Social Work team for support and guidance without delay.

Child Protection concerns not reported to Tusla:

If the DLP decides not to proceed with reporting to Tusla, the following steps must be taken:

- The reasons for not proceeding with the report should be recorded
- Any action taken by the DLP as a result of concerns should be recorded

- The staff member/volunteer who raised the concern should be informed of the reason the report is not being made at this time
- Staff member/volunteer shall be informed that if they remain concerned about the situation, they can independently make a report to Tusla or An Garda Síochána. The Protection for Persons Reporting Child Abuse Act 1998, will apply to any member of staff wishing to proceed with concerns to Tusla
- Duty Social Work Team, Tusla Child and Family Agency **Phone:0578692567**
- An Garda Síochána **Phone:0578674100**

c. Confidentiality

It is our policy at Suaimhneas Community Childcare to keep confidential all the personal information sought and recorded by management in relation to children, families, staff, students, volunteers. This information is kept as part of the children's care and necessary to ensure adherence to Tusla mandatory requirements

- Parents should have access to all records and information regarding their child only
- The provision of information to statutory agencies for the purpose of Child Protection does not constitute a breach of confidentiality by Suaimhneas Community Childcare
- Parents/Guardians are informed of any reports made to Tusla in respect of their child UNLESS doing so could endanger the child, place them at father risk of harm, impair any investigative risk assessment by Tusla or if the reporter may be at risk of harm in respect of the report being made
- Parents/Guardians are also informed unless there is a danger to the person raising the concern or making the report
- All information collated as part of a Child Protection concern shall be stored securely and separately from general files. This information should only be shared on a need to know basis as per Child Protection Policy and Data Protection Legislation
- As part of our induction policy, all new employees, students, volunteers will be supported to familiarise themselves with our confidentiality policy and the procedure under pinning it

d. Dealing with Allegations of Abuse or Neglect against Employees:

An employee is a paid member of staff her at Suaimhneas Community Childcare or a staff member sponsored by a government scheme. Additional workers may be volunteers or students or parents participating in activities at Suaimhneas Community Childcare

In any instance of allegations of abuse or neglect against employees, management at Suaimhneas Community Childcare understand that the protection and welfare of children is paramount, and the service also has responsibilities for addressing the employment issue for the employee.

In any instance of an allegation made about employees at Suaimhneas Community Childcare, the DLP (Debbie Smith, Childcare Manager) should act and follow procedures in relation to the safety and protection of the child and mandated person (Joan Bolger Project Coordinator) has responsibility for addressing the employment issues arising from the employee

Procedures for reporting:

- All employees, volunteers and students are made aware at induction of who they should contact if they become aware of an allegation of abuse or neglect in respect to an employee at Suaimhneas Community Childcare
- Any allegation made about a member of staff/employee at Suaimhneas Community Childcare should be reported to the DLP immediately a written record must be taken of the allegation in detail
- If the allegation is being made by another member of staff at Suaimhneas Community Childcare, they must not under any condition approach the member of staff themselves
- If appropriate under the Children First Act 2015, a report shall be made to Tusla without delay
- The staff member as an alleged perpetrator will be made aware of the allegation made against them and the nature of the allegation. They shall be offered the opportunity to seek representation
- Suaimhneas Community Childcare and the Board of Management must suspend the employee with pay, pending on the investigation
- Where an allegation is made against the Childcare Manager, reports are made to the chairperson of the Board of Management
- The Childcare Manager shall be informed by the chairperson of the allegation made against them
- Employees should be afforded the opportunity to respond to the allegation, the response should be recorded and forwarded to Tusla with the formal report
- All stages of the process should be recorded, accurately and impartially
- If an investigation is required, it will be conducted in a timely fashion and in line with our complaints policy. The alleged perpetrator shall be informed of how the process will be conducted, who will carry out the investigation, the amount of time it will take, and any appeals process provided
- The fact that a member of staff is reinstated with no disciplinary action needed should be taken as evidence that no blame/fault or suspicion remains. External counselling may also be made available upon request if warranted
- Whether or not the matter warrants the threshold of harm any allegation of abuse or neglect by employees is always reported to the DLP
- All matters relating to allegations are kept in the strictest confidence, the identity of the employee shall remain undisclosed except in the instances that is necessary for procedures with this policy

e. Record Keeping and Managing Child Protection Records

Records required by the Childcare Act 1991 (Early Years' Service) Preschool Regulation 2016 are kept in respect of all children, staff, volunteers and students and the service provision provided by Suaimhneas Community Childcare

- Information is accurate and kept up to date. Files are maintained and stored securely
- Records and information may be made available to parents upon request. Childcare Workers utilise in house observations and reports are shown to parents/guardians and the sign to give notice of communication on development and participation in play centred activities
- Records and information are made available to the Early Years (Preschool) inspectorate. The Early years inspectorate is offered access to files for inspection purpose only. These measures

are in place in an effort to Safeguard and Protect all children attending Suaimhneas Community Childcare and ensure service provision is in line with current best practice

- All confidential records are kept as such and only accessed on a need to know basis in line with our confidentiality policy. Confidential files relating to child protection and welfare concerns are stored separately and securely by the DLP in a designated filing station, in line with our Child Protection Policy
- Archiving of files is completed at the end of each preschool year or as necessary as children withdraw from out service
- All records at Suaimhneas Community Childcare are managed in line with our Data Protection Policy also

f. Recruitment Policy

Suaimhneas Community Childcare is an equal opportunities employer. At Suaimhneas Community Childcare we are committed to recruiting the best candidate available to fit specified posts including volunteers. At Suaimhneas Community Childcare we ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of traveling community or religious beliefs

The principals of this policy are under pinned by the Childcare Act 1991 (Early Years Services) Regulation 2016, The Employment Equality Acts 1998-2-15, Freedom of Information Act and Data Protection Act

The recruitment policy outlines how our service recruits and selects the best candidate for a specific role. It is our aim to have a transparent recruitment policy ensuring our service adheres to best practice guidelines under Irish Law. All job descriptions aim to meet specific aims of service provision at Suaimhneas Community Childcare and candidates are measured against selected criteria.

This policy specifies the appropriate procedure to be followed when hiring employees and recruiting volunteers

- A job description shall detail the role that is been advertised and includes a list of main duties and personal specifications such as qualifications and characteristics desirable/essential
- All jobs shall be advertised both internally and externally as appropriate. Staff shall be made aware of upcoming vacancies; notice will give reference to how candidates can apply; via email or application to include curriculum vitae and cover letter
- Short listing is developed based on the criteria specified in the job description. A short-listing panel selects the suitable candidates and notifies candidates who are to proceed to the interview

Interview:

- A suitable interview panel is selected; to include the Childcare Manager. A panel of more than one person assists in ensuring a balanced outcome to the interview process
- A prepared list of questions to assess candidates is agreed upon by members of the interview panel. These questions are devised based on competencies, skills, and work experience set out in the original job description. A scoring sheet is used in respect of the criteria necessary for the specific job role and each candidate is scored accordingly. Detailed notes are taken from each interview to demonstrate and keep record of how candidates marks were allocated

- Panel members at interview should confirm that the candidate is happy for references named in application or on the C.V. can be contacted regarding their application at present
- Record of shortlisting and interview process should be maintained and filed for a period of 12 months.

Employee Selection:

- The selection is made based on several factors that include; qualifications, experience, training, suitability to the specified role, communication skills, ability to work effectively with children of differing age groups and the ability to work well as part of the childcare team.

Garda Vetting

- Any position offered to a candidate is based on successful completion of the garda vetting process. Candidates are informed of the same. This is completed before candidates can have access to work as an employee of Suaimhneas Community Childcare
- All new employees must produce photo identification, such as a driver's license or passport, which also must be in date, and all original qualifications. Copies of each are taken and kept on employees file for the duration of the employment

Reference Checking

- Two references must be provided by each prospective employee to the Childcare Manager at Suaimhneas Community Childcare. One must be provided from most recent employer. Family members are not permitted as referees
- The Childcare Manager will phone check each candidates reference, with permission from the candidate to do so, when references of employment history, qualifications and experience are verified; reference letters are stamped with company stamp and signed to signal the checking process as complete. Copies are then place in employees' file.

Follow up protocols

- Contact unsuccessful candidates via Email
- Maintain and store securely recruitment records for a period of one year
- All candidates have the right to request information regarding their recruitment process application. This can be requested in writing. All information provided by the candidates is held in line with Data Protection Legislation.

Probation Period

- All employees and volunteers are provided with an employment contract in a timely fashion following successful completion of the recruitment process
- All staff are required to successfully complete a probationary period specified in the employees' contract for periods of 3,6, and up to 12 months

Other policies relevant to recruitment

- Staff induction/training
- Supervision
- Storage of records policy
- Garda Vetting policy

g. Garda Vetting Policy

Garda Vetting is in itself a procedure through which An Garda Síochána is asked, with a person's permission, to disclose any information held on Garda file.

Under the National Vetting Bureau (children and vulnerable persons) Acts 2012 to 2016, it is a crime to employ someone in certain work or activities without undertaking Garda Vetting

The Childcare Act 1991 (Early Years Services) Regulations 2016 also requires services to ensure Garda Vetting for every employee, student, volunteer regardless of whether that person is working in a paid/unpaid capacity

All employees, board members, students or volunteers are subject to satisfactory Garda Vetting every 3 years, regardless of length of service. Re-Vetting is also carried out when deemed necessary to uphold the health, welfare and protection of children attending Suaimhneas Community Childcare.

Procedure

Workers shall not commence employment with Suaimhneas Community Childcare until satisfactory Garda Vetting has been processed.

Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the state or elsewhere as the case may be are disclosed to the authorised liaison person (the authorised signatory; Debbie Smith) upon completion.

Nominated Garda Vetting Contact Person

The nominated Garda Vetting Contact person at Suaimhneas Community Childcare is Debbie Smith, Childcare Manger. The nominated Garda Vetting Contact person is registered with the Pobal Garda Vetting Consortium. It is their role to manage all Garda Vetting application submitted by Suaimhneas Community Childcare.

Garda Vetting Procedure:

The nominated contact person will distribute Garda Vetting forms to applicants. Once completed the forms will be checked for completeness by the nominated contact person. In the event of an incomplete form, the form will be returned to the applicant to complete. The forms are then sent to the authorised signatory for processing. Once vetted, the original Garda Vetting applications forms along with any disclosures are returned to the nominated contact person. Garda Clearance is successful and is then attached to individual employee files in secure filing stations

Dealing with a negative disclosure

After the appropriate recruitment and interview process has taken place and the organisation has submitted the Garda Vetting application. If there is a negative disclosure returned by the National Vetting Bureau the following policy should apply.

Negative Disclosure Policy:

- Appoint a decision maker/ decision making committee
- A decision maker/decision making committee can be a senior member of staff or members of the interview panel

- The decision maker/decision making committee will assess the suitability of applicants for positions in the organisation regarding any Garda Vetting disclosures that maybe received in respect of them
- The decision making should include any categories of convictions that would automatically disqualify an applicant from filling a position at Suaimhneas Community Childcare
- If a disclosure does not automatically disqualify the applicant but raises doubts or concerns about the employee members suitability, it will be considered by the decision maker/makers. The decision on accepting or rejecting an applicant following a negative disclosure will be made by the decision maker/makers taking into account the nature of the disclosure, the circumstances surrounding it (to the extent that they may be known) and an assessment of the risk factors. The details of the disclosure will be verified with the applicant, who may be requested to provide further details relating to the incident(s) pertaining.

Areas for consideration after a negative disclosure:

The disclosure needs to be assessed in relation to the applicants intended role within Suaimhneas Community Childcare. The following points will be considered:

- The seriousness or nature of any offence and its relevance to be an employee or volunteer
- The length of time since the offence occurred
- The number and frequency of any convictions
- Any relevant information offered by the applicant about the circumstances, for example influence of domestic or financial difficulties
- The self-disclosure of the conviction/prosecution or pending conviction or prosecution by the applicant
- Whether the offence was a one-off part or part of a history of offending
- Whether the applicant's circumstances have changed since the offence took place
- Serious road traffic offences such as drunk driving, dangerous driving, hit and run, no insurance and car theft
- The degree of remorse, and motivation for change expressed by the individual, if this information is provided
- The references received

Assessing Disclosures:

The decision maker/makers will assess the information provided by the disclosure process and will make a recommendation on whether the applicant should be appointed. If disclosures have been received the decision maker will request in writing that the applicant furnish further information on these disclosures or attend a meeting to discuss the disclosures and the circumstances surrounding them

Appointment Approved: if after reviewing all available information the decision maker is confident that the applicant is able to work within the organisation/setting, then the remainder of the recruitment process should be followed in the usual way and the appointment confirmed.

Restricted Appointment: after reviewing all the available information, the decision maker may feel that the applicant is suitable to work in the organisation but should avoid any areas where they may be an opportunity to reoffend. For example, a person with a recent conviction involving drink driving could be issued with a restricted appointment excluding school collections. If an application for the

applicant position is accepted subject any restrictions, the acceptance and terms of the restrictions should be confirmed in writing to the employee.

Appointment Denied: if after reviewing all available information the decision maker/makers may feel that the application process should be denied, the applicant should be informed of this in writing.

Throughout the procedure it is important that the applicant is kept informed and that the information provided is kept confidential to those directly involved in the process. The applicant will then be notified in writing on the final decision made by the decision maker.

Commitment to Fairness:

All decision makers must in all cases behave without malice, and in every event must act fairly. They are entitled to reach a decision based on the information before them but may ask the prospective employee for additional information.

This is a guidance document and does not constitute legal or other professional advice. It is a requirement of the Childcare Act 1991 (Early Years Services) Regulations 2016 that those working as an employee/board member of an organisation that is wholly or mainly for children are successfully Garda Vetted.

h. Code of Behaviour when Working with Children

Our code of behaviour is an imperative aspect of the child safeguarding statement. It demonstrates acceptable and expected standards for all employees and acts as a tool to support understanding of the same for parents/guardians in their expectation of service provision whilst attending our service. This is informative and acts as a tool/benchmark for new employees, students, and volunteers. Please see Appendix 3 for our full list of Child/Adult ratios

Managing and Supervising Activities

- Staff will always act as a positive role model, being mindful of how to play, speak and interact with the children as a key part of their role. Positive role modelling includes explaining feelings, using a calm tone of voice, offering choice to the children, using language to help children understand positive decisions and getting down to a child's eye level.
- Any rules will be kept clear, simple and age appropriate. Staff shall always comfort an upset child. Play activities, circle time and story time will be used to play out challenging situations, so children get the opportunity to practice positive behaviour strategies in a safe proactive way. Children shall be offered a variety of activities that include lots of choice elements to keep the children active in play. Children will have ample time allocated within the play and learning curriculum to explore outdoor play space allowing lots of opportunity to run and feel free.
- Children will not have to sit for long periods of time allowing them choice and opportunity to move from an activity which does not interest them
- The children shall become familiar with in house rules, BE NICE, BE GOOD, BE CAREFUL, BE KIND & DON'T HURT ANYONE INCLUDING THEMSELVES and will come up with rules they think are important helping them to take ownership of their specific behaviour. Childcare workers

shall also utilize positive reinforcement strategies such as rewards, redirection, distraction, caring gestures, praise, and encouragement in activities. Children are scaffolded to enhance and support engagement and allow for inclusive practice in all activities. This play spaces will be laid out into specific play areas, supporting children's natural curiosity, and encouraging them to engage in their play and develop their own interests. Emergent learning and child lead activities are central to our activity curriculum

- Risk assessment is an important aspect of managing and supervising activities, all activities are assessed for potential risks and steps taken to minimise potential accidents/incidents. Assessment includes preparedness in staffing ratios, material, equipment, and sufficient time to conduct any activity.

Reflective practice allows childcare staff to improve, repeat or diagnose specific activities based on appropriateness and the children's interests.

i. Communication

Communication is an exchange of information, ideas, or feelings. It can be both verbal and nonverbal. Children communicating verbally and non-verbally to express their ideas, thoughts and feeling. Childcare workers at Suaimhneas Community Childcare respect all communication efforts of children and engage in daily interactions with all children to support the growth of positive self-esteem, identity, belonging and to develop our curriculum based on emergent interests and ideas. Staff understand that younger children tend to communicate through nonverbal means like eye contact, facial expressions, gestures, and movement, as well as sounds such as crying, laughter and babbling. Toddlers and older children learn how to use language to communicate in addition to nonverbal strategies. Adults acknowledge children's communication and respond to it through their actions and through their own verbal and nonverbal forms of communication interactions supports children's language development, mental health, and overall wellbeing.

At Suaimhneas Community Childcare we support positive communication methods, below are some of the ways we achieve this:

ALL STAFF:

- Model respectful communication practices at all times with adults and children
- Use communication that is appropriate to the development stage of the child
- Use communication that is child centred, reflecting the child's needs and interests
- Smile and use positive facial expressions and use other forms of non-verbal communication
- Maintain eye contact with young children where it is culturally appropriate
- Get down to the same level as a child to gain their attention while talking to them
- Keep instructions simple and specific when asking a child to do something
- Take time to actively listen to children, showing interest in their ideas and activities
- Talk with children, not at them and be patient as they communicate with you
- Praise and thank children for positive behaviour and acknowledge their achievements
- Organise the environment in a way that invites interaction and communication
- Respect the feelings and opinions of children, irrespective of age
- Use open ended questions or statements to encourage children to communicate their own thoughts, feelings, and ideas, e.g. `tell me about your picture....`

j. One to One work:

It is our policy at Suaimhneas Community Childcare, that in the interest of child protection and safeguarding that best practice means that no one person should work alone in the creche. A minimum of two persons is required/expected at any given time while children are on the premises. In special or exceptional circumstances staff may be required to perform duties on a one to one basis. This will only be in consultation with the Childcare Manager, or in a situation where the child requires a specific core task, i.e. nappy changing.

These tasks must be risk assessed to ensure

- An appropriate balance between curriculum group-based activities and one to one work
- Boundaries of childcare workers role are understood, supported, and observed
- Childcare workers are not isolated and/or overwhelmed when undertaking one on one work
- Support of additional staff is made available upon request or as necessary to uphold safety and protection of children in our service.

k. Touch and physical contact:

Our curriculum is designed around the best interests of the children's overall development, health, and well-being. Touch and physical interactions are considered an essential healthy component of this. At Suaimhneas Community Childcare we aim to manage healthy boundaries with all our children whilst being supported and enabled to offer developmentally appropriate comfort and reassurance appropriate to individual children's needs

- Physical care such as toileting and nappy changes are covered in separate policies
- Individual care plans ensure that children's specific needs such as feeding, toileting, and dressing irrespective of age are addressed and supported based on specific assistance necessary outlined in ICP and agreed to by parents/guardians and other relevant persons
- All touch and physical contact are considered most positive when initiated by a child, touch and physical contact should be in response to children's needs and not the childcare workers. Any physical touch or contact should be with the child's permission, childcare workers should be respectful of children's wishes and any resistance should be fully respected
- Children should always be given the opportunity for appropriate physical contact if they require it
- Any physical contact between childcare workers and children should always be open and in line with the circumstances discussed above
- Kissing children is prohibited

l. Stepping out policy:

We at Suaimhneas Community Childcare aim to provide a positive and supportive working environment for all our staff. We understand there may be times, when for any reason a staff member may feel/become overwhelmed and require a moment or two to self-regulate, calm, and maintain a professional composure.

We ask that any staff member who requires time to step out of their working environment follow the procedure below:

- Take a step back from the situation
- Seek support from fellow team members and ask for assistance from a team member if action is required to complete an activity or task
- Call for back up; ensuring child/adult ratios are upheld
- Leave the room and take a few moments for yourself
- Discuss the same with the Childcare Manager before returning to your role within a childcare room
- Outline any additional supports/resources necessary to ensure quality service provision
- If you are unable to return to work, please contact your Childcare Manager immediately

m. Use of Mobile Phones and Technology

Suaimhneas Community Childcare workers have access to camera phones. These camera phones do not pertain sim cards. The sole purpose of the phones is to take observational photos of the children during activities for developmental checklists, curriculum activities and personal record folders. All photos taken are deleted after printed.

All employees are made aware of this policy at induction. All employees have a duty of care to adhere to the code of behaviour policy. Any breaches observed should be reported immediately to the Childcare Manager. Breaches of the code of behaviour are dealt with through the disciplinary procedure.

Students are not permitted to take photos if photographic evidence is required for the completion of their work; written permission and consent must be sought via Suaimhneas Community Childcare staff and is consultation with the Childcare Manager.

n. Staff Induction, Training, Supervision and Support of Staff Policy:

At Suaimhneas Community Childcare we recognise that all new staff members, volunteers, and students need and benefit from support and encouragement to familiarise themselves with their new place of work and working environment. It is imperative that staff feel comfortable and competent in understanding their role and responsibilities at Suaimhneas Community Childcare. Working as part of a team is vital to our continued success and all new employees, volunteers and students shall be provided with sufficient time, information, guidance, and supervision.

Suaimhneas Community Childcare has developed an induction programme to support understanding of how culture and ethos at Suaimhneas Community Childcare and how our child centred play curriculum is achieved and implemented by all.

It is recognised at Suaimhneas Community Childcare that starting a new position can be daunting but also rewarding and exciting time. We are committed to support each new person with the necessary information and support to ensure professionalism and confidence when working with our biggest stakeholders, children, and their families

This policy is underpinned by The National Preschool Regulation (2016)

Procedure

Each new member of staff, student and volunteers are afforded sufficient time to complete the induction process. The information involved in the induction process shall begin on the persons start date and shall cover the following.

- DLP shall support each new person to complete and understand the e-learning course “Introduction to Children’s First” and Child Safeguarding Statement
- General daily operations at Suaimhneas Community Childcare
- All policy and procedures relevant to that person’s specific role
- Health and safety
- Information on specific room curriculums and room operations
- In house paperwork and observations tools
- Any additional training necessary for example, manual handling

New staff, students and volunteers will be introduced to all staff and partnered with an experienced member of staff to support them during their induction process. Experienced staff may be able to answer some questions and offer support and encouragement to new staff during this process

New staff are supported to understand and provide input to the children’s curriculum, ensuring a reflective curriculum and all rounded team approach to building positive child centred play experiences for children attending Suaimhneas Community Childcare.

Support and supervision are carried out informally on a daily basis or as necessary. Formal supervision shall take place upon completion of induction process and on a regular basis thereafter. This is to best support each new employee, student or volunteer and ensure they feel valued as they integrate as part of the successful childcare team here at Suaimhneas Community Childcare.

Staff sign to give notice of successful completion of the induction process and this is stored on their employee file. (see Appendix)

All management, staff, students, and volunteers will be encouraged to attend relevant training continuous child protection training and any other training identified as relevant by the Childcare Manager. A training need analysis is carried out at regular intervals and reviewed to establish what types of training staff require. Staff are supported to provide input of the same and keep abreast of changes in legislation and guidelines on best service provision.

The Childcare Act 1991 (Early Years’ Service) Regulations 2016 require preschool services to have a Supervision Policy:

The management and support of employees is paramount in an effort to safeguard children here at Suaimhneas Community Childcare. The Childcare Manager is responsible for conduction all formal supervision for employees, students, and volunteers.

Supervision should occur every three months or as is necessary to best support employees. Employees shall be given notice of the intent for a supervision session and shall be conducted with a person-centred approach. Notes are taken during each session and are co-signed by those in attendance. At the beginning of each session employees are supported to reflect on previous sessions to ensure effectiveness. Supervision sessions shall not act as an appraisal/disciplinary session and are conducted separately, including input from the project coordinator where appropriate.

o. Comments and Complaints

At Suaimhneas Community Childcare we believe that all children and parents/guardians and families are always entitled to high quality service provision. At enrolment parents are informed of our comments and complaints procedure and informed of our open-door policy.

Parents at this stage are also informed that all complaints are taken seriously and dealt with compassion, impartially and confidentially.

If parents/guardians or a named advocate express specific need they are entitled to expect prompt careful and considered attention to ensure their needs are met in a timely manner. At Suaimhneas Community Childcare we openly welcome suggestions on how to improve our service and will give due attention to any concerns regarding day to day running of the creche. It is our anticipation that any such concerns or suggestions may be resolved quickly and informally with appropriate members of staff. If this approach does not achieve the desired result; we have a procedure for dealing with continued concerns.

Complaints Procedure:

- Any parent/guardian feeling uneasy about any aspect of their child’s care provision shall speak and express concerns/ worries with
 - A) The child’s Childcare Worker
 - B) Childcare Manager, Debbie Smith, or Deputy Manager, Denise O Riordan.
- Any parents who may require written response to their concern should give notice at this time
- If this does not produce the desired satisfactory outcome, or if the problem reoccurs, a formal complaint is made at this time in writing (forms available from Childcare Manager or any member of staff)
- The written complaint is presented to the Childcare Manager and an investigation is conducted as soon as is practicable
- The complainant can expect a written receipt in acknowledgement of formal complaint, as well as an indication of how and when the complaint will be addressed, usually within five working days
- When a formal complaint has been successfully investigated the Childcare Manager, Debbie Smith, shall inform the complainant in writing the result of the investigation and the outcome.

p. Policy for Managing Outings:

At Suaimhneas Community Childcare we believe that outings extend and enhance the learning opportunities provided within an early year’s settings.

The main purpose of this policy is to specify what we do to keep children safe and well when they are under the control of Suaimhneas Community Childcare, but not on the premises.

It is important also to ensure that we provide an enjoyable, engaging and valuable experience that will extend the children’s interests and knowledge beyond the early years setting

Legislation and regulatory requirements

This policy is underwritten by the Childcare Act 1991 (Early Years Services) Regulations 2016, Children’s First Act 2015 and Health and Safety at Work Acts 2005 and 2010.

Children’s Needs

Children need:

- Well-planned, interesting and safe opportunities to explore the world outside of their early years setting to enhance their interests and learning of the world.
- Adequate, appropriate supervision so they can feel safe and secure.
- Someone who can provide first aid in case of accidents.
- Someone who knows what to do and how to keep everyone safe and well if a serious incident occurs.

Parents/Guardians Needs

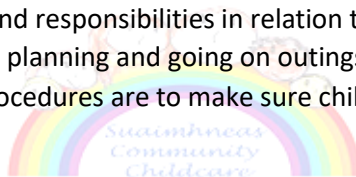
Parents/Guardians need to know that:

- Their children will not be taken on outings unless they (parents/guardians) have given informed consent.
- Their children will be safe and appropriately supervised.
- Their children will have well-planned, purposeful opportunities for interesting and exciting learning experiences outside of their early years setting.
- There will be clear information on the plans for any outings, including any risk assessments.
- The adults who lead outings will be able to deal with any situations that may arise, such as medical or other emergencies, that occur while not on the premises.

Staff Needs

Staff members need:

- To be clear on their roles and responsibilities in relation to ensuring the safety and well-being of the children when planning and going on outings.
- To be clear on what the procedures are to make sure children stay safe and their wellbeing is assured on all outings.



Management Needs

Management need:

- To know that all staff members have the information and resources they need to provide quality learning opportunities for the children.
- To make sure that staff members will be informed about any plans for outings.
- To make sure that all necessary procedures and precautions needed for outings – including:
 - Appropriate consents from parents/guardians.
 - Risk assessments.
 - Appropriate ratios and supervision arrangements.
 - Appropriate and safe transportation.
 - Communication with all other stakeholders about the outing.
 - First aid and medical considerations are clearly known to all staff members to ensure their full implementation.

National Quality Frameworks

- Tusla: Quality and Regulatory Framework
- Siolta: The National Quality Framework for Early Childhood Education.

- Aistear: The Early Childhood Curriculum Framework
- Early Years Education-focused Inspection EYEI Framework (Department of Education and Skills)

Policy Statement

Here at Suaimhneas Community Childcare we aim to build a foundation for learning that will enable us to be lifelong learners, to give opportunities to explore and discover the world around us that will develop a sense of wonder and respect for our environment. We also aim to foster meaningful relationships that will encourage empathy and understanding that we are as unique as we are special.

Outings are planned to provide new, varied, exciting and interesting learning and development experiences for children.

Thorough risk assessments are carried out prior to all outings/excursions and adequate insurance cover for the outing, including transportation, is provided for. Adequate and appropriate precautions are taken to prevent accidents, incidents or infection.

The safety and welfare of the child will always be the first consideration if a child is injured or an accident or incident occurs, and parents/guardians will always be kept fully informed.

Part of Suaimhneas Community Childcare's planning process involves ensuring that outings are appropriate for the age and level of development of participating children. Our outings will cater for children in our preschool rooms, ages 2 years and 8 months to 5 years and 6 months.

Parents/guardians will be provided with advance notice of each outing with details of the date, destination, leaving and return times, staffing and group size, cost and transport arrangements, food and appropriate clothing.

Written parent/guardian consent must be obtained for each child participating in the outing. Only a parent/guardian can give consent for their child. Signed consent forms will be retained in the service in accordance with data protection requirements. For a regular outing, the written consent form will be obtained once at the beginning of term. (a copy of a consent form is attached as an appendix).

All children will be safely and appropriately supervised while on the outing

Parent/guardian/carer support on the day of the outing or excursion is encouraged and welcomed. The ratio of children to adults will be based on the risk assessment, and as directed by our insurance company.

We encourage parents/guardians to be actively involved in our excursions/outings. If you would like to volunteer to join us on our outings, please be aware that volunteers will not be allowed to supervise any children (other than their own children) unless accompanied by at least one member of staff.

Different types of outings take place. Each outing may require slightly different preparations and staffing levels.

These include:

- Trips on foot, for example – visits to the woods, the park, the library, fire station or the post office.
- Trips requiring transport to places like museums, open farms and so on.

When transport is needed, all necessary steps are taken to ensure that children will be transported safely with appropriate use of both car seats and seat belts.

It is important to note that parents/guardians can decline any offer for their children to be involved in any planned outings. If this happens, alternative arrangements are made for the child. Children who do not have parent or guardian consent to go on an outing will be supported to make sure they do not feel excluded.

Procedures and Practices

Consent

Parents/guardians will be given written authorisation for their child to be involved in an outing with full knowledge of the date, destination and method of transport, planned activities and number of staff members and other adults accompanying/supervising children.

The consent form will include:

- The child's name
- The reason for the outing
- The date and expected time of departure and return
- A description of the proposed destination
- The method of transport that will be used
- The proposed activities
- The anticipated number of children likely to be going on the outing
- Any adults other than staff member who will accompany and supervise the children on the outing.
- Information about the risk assessment that has been carried out and is available at the service.
- The cost of the outing if there is any cost involved.

Parents/guardians will be notified in advance about what type of clothing will be suitable for their child to wear, and whether they will need to provide items such as spare clothing, sunscreen, a packed lunch and drinks.

Staff can only plan outings with the knowledge and written consent of the manager, Debbie Smith.

Written plans of the outing, including the risk assessment, must be presented to Debbie Smith, Childcare Manager, in advance of the proposed outing.

Insurance

Suaimhneas Community Childcare is insured with Arachas. Arachas is based in Dublin and can be contacted on 01 2135000

The Childcare Manager, Debbie Smith will notify the insurance company of each outing/excursion that is being undertaken by Suaimhneas Community Childcare, following our exploratory visit to the venue.

Safety Considerations and risk assessment

The Childcare Manager, Debbie Smith will implement the relevant safety procedures -this includes taking all appropriate steps to ensure that children are transported safely.

Debbie Smith (Childcare Manager) and Denise O Riordan (Deputy Manager) are responsible for the organisation of all outings. All outings will be discussed in detail with the relevant staff prior to notifying parents/guardians.

In all cases a risk assessment will be carried out to assess how many staff members are needed to accompany children on outings.

An exploratory visit will be carried out by the Childcare Manager, Debbie Smith or the Deputy Manager, Denise O Riordan, to assess the suitability of the destination/venue. A risk assessment will be carried out prior to an outing taking place.

The risk assessment will identify and assess the risks a particular outing may pose to the safety, health or wellbeing of any child being taken on the outing and will specify how the identified risks will be managed and minimised.

It is important to be aware of any possible risks and any necessary precautions involved for a particular location and for particular types of weather.

- Consideration of the following is included in the risk assessment:
 - The route and transportation for the outing.
 - The destination and proposed duration.
 - The types of activities that will be taking place on the outing.
 - The weather forecast – will sunscreen and/or rain gear be required?
 - The number of adults and children involved in the outing.
 - Additional needs of children.
 - Water hazards and trip hazards
 - The number of staff and other responsible adults needed to provide supervision and any specialised skills are required.
 - The items that should be taken.
 - Safety notices at the destination, such as signs or flags
 - Hand washing requirements
 - Children’s allergies, including food hypersensitivities
 - Any risks associated with water-based activities

All children will be spoken to prior to departure about the importance of keeping safe at all times, staying with your group and following all relevant guidelines.

Hygiene issues will be discussed with all children, staff, and volunteers before departure (especially on farm visits). All staff, volunteers and children will implement our infection control policy when on outings. All COVID guidelines will be adhered to.

A list of all members of staff and children participating in the outing along with relevant phone numbers, will be left with the Childcare Manager, Debbie Smith.

Supervision of children

A group photograph will be taken before leaving Suaimhneas Community Childcare to check against if required. This is to provide the most recent picture of the children and their clothes.

All children will be required to wear high-viz vests and name tags will be placed on the children before leaving the service and only remove when children return to the service.

The children **will** always, be appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

Particular care will be taken when supervising children at pick up and drop off.

Prior to any outing, should a child go missing, it will be decided among staff who will help to search, how the search will be carried out and who will take charge of the rest of the group of children.

It is essential to call or mark names in a roll call, with a name-to-face check rather than count heads. To ensure that all children are accounted for, the procedure to be followed will be:

- On leaving the service
- On arrival at the destination
- At regular intervals while at the destination
- When moving from area to area – including going indoors or outdoors
- Leaving the destination
- On return to the service

Items to be taken by the Childcare Manager, Debbie Smith, on the outing:

- A fully charged mobile phone (with easily accessible emergency contact numbers) will be taken by the person in charge of the outing on all outings (available from Debbie Smith)
- A fully stocked First Aid kit and medications for children who need them on the day, will be taken (please see our policy on administering medication for more detail).
 - Emergency medications or supplies as specified in any of the children’s individual Care Plans.
 - All medications will be in their original container with pharmacist’s instructions included (as per our administration of medication policy). Medications that normally require refrigeration must be carried in a cool pack.
- A list of the Record of Attendance and the children’s next of kin emergency contact information (i.e., Parents/guardians home, work, and mobile numbers).
- Individual Care Plans for children who have them.
- A list of emergency service contacts
- Our Critical Incident Plan, where appropriate.
- Some spare clothes.
- Refreshments i.e. water and additional snacks

All staff in Suaimhneas Community Childcare are holders of a current First Aid Certificate.

Food and Drinks

Where food and drinks are brought on the outing, food safety guidelines must be followed.

Children will have their hands cleaned before eating.

Children will have access to drinking water and be kept well hydrated during all outings.

Transport

When transport is needed for any outing, the Childcare Manager, Debbie Smith will ensure that:

- Car seats are provided and are appropriate to the age and height of each child being transported, in line with S.I No.240 of 2006, European Communities.
- Drivers are appropriately vetted by the National Vetting Bureau of An Garda Siochana where applicable from a reputable company.
- There is safe supervision of children during transport and getting in and out of vehicles.
- Children are never left alone inside a vehicle, even when the engine is turned off.
- Car keys are never left in the ignition when getting out of the car/bus and car/bus keys are kept in a safe place, out of reach of children.
- Where required, a vehicle is equipped with a ramp or hydraulic lift to allow entry and exit.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover, in accordance with data protection requirements.

Clear detailed contingency plans will be made in advance for an unavoidable late return.

Accidents, incidents or injuries

If there is an accident involving a child, a member of staff or an accompanying adult or if a child goes missing on the outing or is left behind, the staff member in charge of the outing will make sure that:

- The previously agreed search procedure is followed, if necessary. The Childcare Manager will follow the Tusla requirement and where a child goes missing this will be notified to Tusla within 3 days.
- The pre-assigned members of staff take the other children back to the service.
- If First Aid needs to be administered all staff have up to date First Aid training.
- The person in charge leads all necessary communications with emergency services and with parents/guardians of the child/children concerned.
- If the Childcare Manager, Debbie Smith is not present on the outing, she is to be contacted immediately.
- On return to the service the occurrence is recorded as an incident in the Incident Report book.
- All staff follow our accident incident policy when on outings.

Communication Plan

All parents/guardians will be informed of the policy and procedures regarding outings on enrolment to Suaimhneas Community Childcare. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parent Handbook. This policy will also be reviewed with staff members at induction and annual staff training.

A copy of all policies will be available during opening hours to staff members and parents/guardians in the policy book which is in both the office and the front hall.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and all the staff team will receive written notification of any changes or updates.

Related Policies, Procedures and Forms

- Policy on Managing Accidents and Incidents
- Infection Control policy
- Recruitment policy
- Administration of medicines policy.
- Child Safeguarding policy.
- Curriculum statement
- Parents as partners
- Communication with parents
- Partnership with parents
- Health and safety policy
- Student placements policy
- Recruitment policy
- First Aid policy
- Parent/guardian consent form for outings/excursions
- Risk assessment form

References

- Tusla: Quality and Regulatory Framework
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Siolta: The National Quality Framework for Early Childhood Education.

This policy must be observed by:

The Childcare Manager: Debbie Smith

The Deputy Manager: Denise O Riordan

The FRC Manager: Joan Bolger

All childcare staff

All students and volunteers.



Actions to be taken if the policy is not implemented

If a staff member fails to implement the policy the following will happen:

- A meeting may be held by the childcare manager, Debbie Smith with relevant staff member to discuss reasons why the policy was not implemented.
- The item will be discussed at a supervision with relevant staff member.
- If staff member continues to fail to implement the policy a verbal or written warning may be issued by the childcare manager, Debbie Smith.

Contact Information

if you need more information about this policy, contact:

Name	Debbie Smith, Childcare Manager
Phone Number	057 8686158

Date Policy Created	July 14 th 2021
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Signatures

	Name and Position	Signature
Approved by	Debbie Smith, Childcare Manager	
Approved by	Joan Bolger, FRC Manager	

Review Date

Date this policy will be reviewed	14 th July 2022
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Reviewed on the 17th May 2022

Reviewed on the 18th July 2023

Parent/Guardian Consent Form for Outings/Excursions

Child's Name: _____

Reason for Outing/Excursion:

Date of Outing/Excursion: _____

Time of Departure: _____



Time of Return: _____

Description of Destination:

Method of Transport being used: _____

The activities that children will be participating in:

The number of children going on the outing/excursion: _____

The adult/child ratio on the outing: _____

Names of other staff or adults who will accompany and supervise the children on the outing:

A risk assessment will be carried out prior to the outing/excursion and will be available for all parents/guardians in the office.

I _____ parent/ guardian of _____ (child's name) give permission for my child to take part in an outing/excursion to _____ (name of destination) on _____ (date of outing).

Parents/guardians will be notified in advance about what type of clothing will be suitable for the outing/excursion and if they will need to provide items such as spare clothing, sunscreen, a packed lunch and drinks.

q. *Managing Accidents and Incidents*

At Suaimhneas Community Childcare it is our policy to act always to promote the health, wellbeing and safety of all the children in our service, through development, implementation and review of policies and procedures that support best practice and service provision. We regularly review risk assessments and are proactive in an effort to reduce incidences of accident as far as possible and include fire safety checks. Although we adhere to the Childcare Act 1991 (Early Years' Service) Regulations 2016 we are cognisant that accidents may still occur.

Procedures for responding to an Accident /Incident:

- The safety and welfare of a child is paramount in any response staff have to an accident/incident occurring
- All members of staff are aware of emergency contact numbers and they are displayed in rooms and the creche office beside all phones
- All relevant employees have up to date first aid training, with additional training if necessary, for the care of children with specific long-term illnesses such as diabetes, anaphylaxis, epilepsy and asthma where necessary training is required for individual care and emergency plans
- After an accident /incident as soon as is practicable, the accident report form is completed, and the Childcare Manager is notified of the same
- The early years inspectorate is informed in the event of any serious accidents/incident occurring in line with the Childcare Act (Early Years' Service) Regulation 2016, as soon as is practicable
- Parents/guardians are always informed of any accident/incident pertaining to their child only. Parents/guardians are requested to sign notice of the same including the time of the accident/incident, details of the accident/incident, if any equipment was involved, the action taken by staff, any necessary treatment given, the time of the accident/incident and the Childcare Manager is informed and signs reports also.
- The Childcare Manager reviews accident and incident forms periodically as part of continuous risk assessments for safeguarding children whilst attending our service.

r. *Social Media Policy*

At Suaimhneas Community Childcare we aim to keep our social media use and reliance at a minimum. Currently we have a Facebook page. The sole purpose of this page is to communicate with parents about upcoming events and information is provided to parents by the FRC also.

- Only general information, newsletters and news about closures are posted on the Facebook page. It is never used as a communication tool in relation to personal matters that relate to Suaimhneas Community Childcare
- The social media administrator has sole access to the account
- The Childcare Manager does not engage with children or parents individually through social media
- Staff do not engage with the Childcare Manager through social media about any aspect of employment or work matters
- We do not post images of children on social media and will not seek permission to do so
- Cameras used to take photos of children for observational and curriculum-based activities are the property of Suaimhneas Community Childcare and are used specifically for that purpose. All images are deleted immediately after printing for the purposes mentioned above
- All images are covered by data protection legislation
- Any breach of this policy should result in a report being made to the Childcare Manager. Staff breach of this policy shall be met with disciplinary action as out lined in the policy

s. **THE RIGHTS OF A CHILD**

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

The UN 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 the identification, reporting, referrals, investigation, treatment, and follow up 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 of 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



POLICY No 46: Manual Handling

Document Title: Manual Handling Policy

Suaimhneas Community Childcare in adherence to the Child Care Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 11: Professional Practice) (National Standard 19: Equipment and Materials, National Standard 20: Safety)

Statement of Intent:

We will assess and reduce the risks associated with manual handling. The main area of the body affected by handling accidents is the back, but virtually any part of the body can suffer injury due to poor manual handling. It is important to remember that health, safety, and welfare is the responsibility of everybody in the service not just the management.

Duties:

- Assess risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and Safety law.
- Make arrangements to implement the measures identified as being required by the risk assessment.
- Appoint competent people to help with implementation.
- Provide information to employees that can be understood, as well as adequate training and instruction.

Policies & Procedures

- Set up emergency procedures.
- Staff should complete Manual Handling training.
- Avoid hazardous Manual Handling operations as far as is reasonably practicable
- Make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable
- Provide proper equipment such as nappy changing steps

Employee Duties:

- Report dangerous situations and any shortcomings in their employers' health and safety arrangements.
- Take reasonable care not to endanger themselves or anybody else.
- Use any equipment provided such as nappy changing steps.

Principles of Safer Handling:

The simple steps below are **not** a guaranteed way of protecting you from manual handling injury. By following the steps below, you are reducing the possibility of an accident and the injury that could result from it.

The basic principles are:

- Avoid manual handling whenever possible.

- Use equipment (if available).
- Assess the task (consider use of equipment or breaking it down into easy stages).
- Assess the load (try a test lift).
- Know your own limitations and don't be afraid to ask for assistance if required.
- Prepare the area, remember that whatever you pick up must be put down at some point (and vice versa).
- Position yourself correctly.
- Perform the task applying safer lifting techniques.
- Evaluate the task (how could it be made easier next time?).
- The key message when performing manual handling is THINK before you do it.

Date Policy Implemented: _____

Review Date: _____

Signed: _____

Reviewed on the 17th May 2022

Reviewed on the 18th of July 2023



Policy No: 47 Missing Child Policy

Child Care Act 1991 (Early Years Services) Regulations 2016 (Siolta Standard 9: Health and Welfare) (National Standard 4: Records, National Standard 5: Organisation and Management, National Standard 6: Evaluation, National Standard 20: Safety)

Statement of Intent:

It is always our intention to keep children safe and to avoid a situation whereby a child is missing.

Procedure:

- Children are welcomed into the setting by a designated member of staff, who marks their presence in the daily sign in book signed by the parent/guardian/authorised collector and again in an individual rook register.
- A member of staff remains on duty by the door throughout the arrival and departure period of the service and until all parents/guardians have left the premises.
- The main door is always kept secure and can only be accessed by a fob locking system allowing only staff with fobs to enter the premises without a chaperone.
- Children's times of arrival and departure are noted on the register, and a note is made in the register if a child is to leave early or with another authorised collector/adult.
- The outdoor area is supervised when children are always outside and securely fenced with secure gates.
- Visitors are only allowed entry via the fobbed locked door with a chaperone (staff member) if the person is not recognised, a staff member will approach them and speak with them.
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period without an adult being aware of their location. This includes the sleep rooms, where monitoring systems are in place and a staff member carries out physical checks every 5 – 10 minutes.
- The outdoor area is supervised.
- The rooms in which the children play is never left unsupervised/out of vision of staff.
- Staff always remain on duty within the main room, unless all the children and staff are in the outdoor area together.
- If all staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.

In the event of staff not being able to locate a child on the premises:

- Staff will contact the Childcare Manager first.
- The premises is locked down and searched thoroughly and immediately.
- The register will be called to determine which child(ren) is/are missing.
- The grounds surrounding the service are thoroughly searched.
- Staff will inform the parents/guardians and other agencies as appropriate ie. An Garda Síochana.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed

Policy no 48: Drop off and Collection Policy School Aged Childcare:



Statement of intent:

The safety of the children attending our service is of paramount concern to our staff, students, and volunteers. For this reason, staff at Suaimhneas Community Childcare operates a strict and pre-agreed collection policy with parents/guardians and children attending our service.

This policy describes the procedures carried out to ensure the safety of the children arriving and departing from Suaimhneas Community Childcare. The policy outlines the role of the authorised person, procedures for collections and drop offs and unaccompanied school age children.

This policy is available for children and parents/guardians to view in the foyer area of the creche alongside all other policies and procedures. The service endeavours to review this policy in consultation with parents/guardians, school aged children and staff. This policy should be viewed in line with other school aged service policies including managing behaviour, accident and incident complaints, recruitment, risk management and/or staff training.

Principle:

The policy is underpinned by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services 2018).

Authorisation to collect:

Upon enrolment Parents/Guardians must complete a child record form which includes details of whom is authorised to collect the children. These details are kept on file for each child. Children may only be collected by the authorised person(s) named on the child record card. This can be adapted at Parental/Guardian request, we request that this is limited to 4 authorised collectors including the parents/guardians listed. Any changes must be documented on the child's record card.

Child Collection Procedures:

Children may only be collected by the person(s) named on their child record card.

The parent/guardian must notify Suaimhneas Community Childcare in advance if they wish to make a change to the authorised collectors or add someone to their list.

Any persons collecting a child/children will be required to confirm their identity by producing proof of identification i.e. driver licence/passport if they are unknown to staff in the centre.

Children must always be collected by authorised collectors at the designated time for the end of their session. Parents/guardians are required to contact our service if there is an occasion, they feel they may be late. If there is persistent lateness, a late collection fee of five euro per five minutes applies.

There are always adequate staff on duty to ensure the care and supervision of children during collection/drop off times and when entering our service, should staff need to speak to parent/guardians or parents/guardians need to speak to staff.

Children will never be released into the care of a child who is under the age of 16 years or to a person who appears to be incapable of caring for a child.

Parents/Guardians who are under the influence of drugs and/or alcohol will not be permitted to collect their child/children. In these circumstances, the Childcare Manager or person in charge will contact an alternative authorised collector on the child's registration form to come and collect the child/children. An explanation as to why the child cannot be released into the care of the person under the influence of alcohol/drugs will also be provided.

If an unauthorised person arrives to collect a child, they will be requested to wait outside the service while a staff member contacts the primary care giver. If there is any threat/intimidation to staff or a child the Gardai will be called.

Late Collections:

If the child/children are not collected by the parent/guardian at their agreed time the service will attempt to contact the parents/guardians and/or the emergency contact person after a period of ten minutes.

If the child is not collected at the end of the session/day and the service is unable to contact both the parents/guardian and emergency contact the following procedures will apply:

The Childcare Manager/Deputy Manager will be informed.

Two staff will remain on the premises with the child until the parent/guardian or authorised collector arrives to collect the child. Both staff members will be fully vetted and remain with the child after the premise's closes.

Staff will reattempt to contact parents/guardians every ten minutes up to a period of one hour.

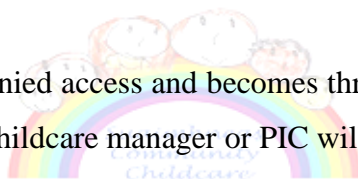
If after a period of one-hour staff have been unsuccessful in their attempts to contact parents/guardians and authorised collectors, staff will follow the procedures outlined in our child protection policy. Contact Tusla Duty Social Worker on 0578669257 or An Garda Siochana 0578674100

A full written report is to be written by staff outlining the incident, an incident form is also to be written up.

Attempted collection by a parent who had been denied access in court order:

A parent who has been denied access to a child through a court order will not be permitted into the service. (Copy of the court order currently in place must be shown to the Childcare Manager)

If a parent/guardian has been denied access and becomes threatening and insists on removing the child from the service, the Childcare manager or PIC will call An Garda Siochana.



Transport Policy:

Children are collected by the service (by foot, walking).

At Suaimhneas Community Childcare we provide a collection service to Scoil Bhríde (Primary School). School Aged Childcare ratios are always followed during collection times, with extra staff members to support supervision of the children. All staff members are garda vetted.

Parents/Guardians are required to meet with staff at the school for the child's first day coming to afterschool. This supports the child's comfort with being collected by Afterschool staff and parents understanding of the collection procedure, allowing the parent to discuss the expectations of the child in relation to being collected from school by Suaimhneas staff, for example:

- Waiting within the classroom for afterschool staff to collect them
- Remaining in the designated meeting point when transferred into the care of afterschool staff until all children are present.

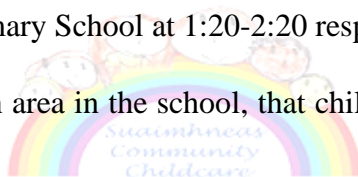
- Participating in a roll call at the school.
- Staying within the group whilst walking over to the centre
- Listening to afterschool staff's instructions in relation to road safety and crossing the road, staying on the pathways etc.
- Following our positive behaviour management policy, acting respectfully towards staff and other children.

This is something we suggest is routinely discussed with children being collected from school by Suaimhneas Staff to ensure children's continued understanding of the procedure.

At Suaimhneas Community Childcare our insurance policy covers the collection of children on foot from Scoil Bhríde. We follow the recommendations of our insurance company in relation to the collection of children i.e. staff ratios etc. The insurance company are notified if there are any changes to the numbers etc. maximum number of children in afterschool is 45. The ratio in relation to SAC is 12:1, we operate a much lower ratio than that during collection times.

At Suaimhneas Community Childcare we leave our service at 1:10pm and 2:10pm and collect the children at Scoil Bhríde Primary School at 1:20-2:20 respectively.

We have a designated collection area in the school, that children and parents are informed of on the first day of collection.



It is important that if a child is sick or will not be attending our service, that parents contact staff of Suaimhneas Community Childcare.

The designated staff members carry the services mobile phone and afterschool register when going on the school run.

Children meet Staff at the classroom/door and proceed to congregate at a designated meeting spot.

Children are noted in the register at the meeting spot and parents contacted if any child is absent if we have not been previously informed of their absence. Staff and child ratios are followed strictly. Suaimhneas Community Childcare is covered by insurance for the collection of children on foot by Arachas Brokers Limited.

Person responsible: Childcare Staff reporting to Childcare Manager

This policy was adopted by Suaimhneas Community Childcare on September 2nd, 2019

Signed by Debbie Smith (Childcare Manager) Policy Review November 2020

This policy was reviewed on the 17th May 2022

Reviewed on the 18th of July 2023





Policy no 49: Risk Assessment Policy

At Suaimhneas Community Childcare, we are committed to safeguarding children, staff, parents/guardians, and all visitors to our centre. We have policies, procedures, and practices in place to ensure that we are providing a safe place for children, staff, parents/guardians and visitors to be.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health & Welfare at Work Act (2005). Child Care Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 9: Health and Welfare, Síolta Standard 15: Legislation & Regulation) (National Standard 17: Premises, National Standard 18: Facilities, National Standard 20: Safety)

Statement of Intent:

- To ensure the health, safety and welfare of all children and adults on the premises or while engaged in offsite activities. Risk will be managed through a range of assessments:
- An annual revision of Risk Assessment policy and weekly risk assessment on the building and health & safety processes as part of the review of our Health & Safety Statement on a yearly basis.
- Daily Risk assessment of classrooms, sleep areas and outdoors.
- The risk assessment following any accident or incident.
- The risk assessment of children with specific illnesses, conditions, and allergies through the development of medical care plans.
- the risks assessment of pregnant employees.

Rationale

Risk is a part of everyday life in the early childhood setting and is something our team are well accustomed to responding to. For example, all members ensure they have considered all potential hazards that may occur during service provision and children's play activities. Undertaking a risk assessment leads to a safer environment for children, staff, and parents/guardians.

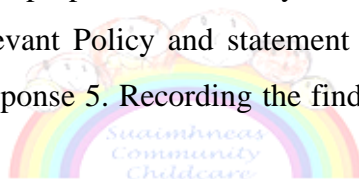
A structured approach to managing the risks they are exposed to ensure time and consideration is given to how risks apply to our service. In our service we view this as a vital tool for reducing accidents and ill health at work.

Who is responsible?

All staff members have a role to play in dealing with risk. However, risk is ultimately the responsibility of the Project Coordinator and BOM. Managerial staff are responsible for ensuring a proper risk management policy is in place and is monitored on an ongoing basis. All staff and volunteers are responsible for complying with the strategy. Communication of the strategy is the responsibility of the managing body/team. The Childcare Manager, in collaboration with Childcare staff have responsibility for managing risks and conducting risk assessments in your organisation.

What is a Risk Assessment?

Risk Assessment is where you examine the service to find out what could cause harm to children, workers, or visitors. The purpose is to identify the risks and then eliminate or control the risk: STEP 1 Having a relevant Policy and statement of intent 2. Identifying Risks 3. Assessing Risk 4. Deciding Response 5. Recording the findings 6. Review and update when necessary or annually



Important note: A hazard is anything that can cause harm for example.

- Sockets left uncovered
- No first aider on premises
- A worker lifting sleep mattresses against manual handling advice
- Food being served without appropriate hand washing/gloves

A Risk is the chance (high or low) that the hazard will cause harm.

Identify Hazards:

- Walk around the service (outside and inside).
- Use a risk assessment checklist.
- Ask employees in each room if they can identify hazards as they may have noticed something.
- Check manufacturer's instructions to ensure workers are using equipment or materials properly.

- Check accident and incident forms – you may identify hazards this way.
- What to do when you identify risk:
- Get rid of hazard (e.g. removing a mat that is a tripping hazard).

Process for Managing Risk:



Safety:

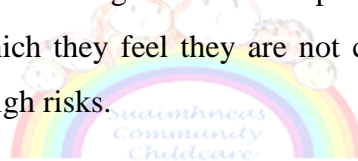
Employees shall:

- take reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work.
- Familiarise themselves with and always conform to, the organisation's Safety, Health and Welfare policies.
- Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
- Use any suitable appliance, protective clothing, convenience, or equipment in such a manner as to provide the protection intended for securing their Safety, Health and Welfare while at work.
- Conform to all instructions given by the management, and others who have a responsibility for Safety, Health and Welfare.
- Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.

- Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Health and Safety Officer
- Report to the Health & Safety Officer, without delay, all accidents, damage, defects, or issues of safety. This includes accidents or near misses, whether persons are injured or not.
- Carry out hazard checks in their own area of work daily. Participate in statutory training as required (Paediatric First Aid, Manual Handling, Food Hygiene and Fire Safety).

Employees shall not:

- Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. Please report any medical issues likely to affect your safety or that of the children or your colleagues as soon as possible to management.
- Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.



What to do when you identify risk: Get rid of hazard (e.g. removing a mat that is a tripping hazard).

Control the risk so that harm is unlikely (e.g. covering a socket). Risk Assessment of Employees, volunteers, and others. We have in place comprehensive recruitment, selection and Garda vetting procedures plus staff absence, training and staff ratio policy measures already in place will include processes, policies and procedures,

Person Responsible: _____

This policy was adopted by Suaimhneas Community Childcare on Date:

Signed by: _____ (Chairperson BOM)

Review Date: _____

Reviewed on the 17th May 2022, Reviewed on the 18th July 2023

Children's Policies



Policy 50: Afterschool Policies



Debbie Smith
[Company name]
Children's Policies



Policy 51: Statement of Purpose and Function

The purpose of Suaimhneas Community Childcare is to provide quality, affordable, accessible early years education and care and school aged childcare for children in our local community aged 1-12. It is a community creche and is classified as full-time day care/sessional/part-time service under the Childcare Act 1991 (Early Years Services) Regulations 2016. We also operate SAC as per (School Age Childcare) Regulations 2019. It is open for 51 weeks of the year, running from August until August each year. We can cater for 95 children at any one time. This statement of purpose and function is available for parents/guardians in the foyer of the creche.

Ethos:

It is the aim of Suaimhneas Community Childcare to provide fulltime registered day care, sessional preschool and school aged services; childcare which values a home from home environment. We will achieve this through providing childcare, which is community based, dependable, affordable, and professional. Our staff aim to create an environment which values diversity and equality, positivity, warmth, cognitive and sensory stimulation and which is developmentally appropriate to each child's individual needs. Staff will also endeavour to provide a curriculum based on the children emergent ideas and interests taking direction from Siolta and Aistear.

We operate the following ratios

Wobblers: 1:5 maximum, 8 children maximum

Toddlers 1-6 maximum, 14 children maximum

Preschool 1/3 1:11 maximum, 16 children maximum

Preschool 2/4 1:11 maximum, 14 children maximum

School Aged Childcare 1:12

Principle:

Suaimhneas Community Childcare provides care for children from 1 year to twelve years of age. The centre is purpose built to cater for the individual age groups through the use of appropriate rooms, such as the wobbler room, toddler room, preschool and afterschool rooms for school aged childcare.

The service receives funding from Pobal NCIP schemes including the ECCE Scheme, CCSP, NCS and SAC. These schemes are incorporated into our fees policy and the Childcare Manager discusses schemes and eligibility with Parents/Guardians at enrolment stage, assisting them and advising them accordingly.

Setting Details:

Suaimhneas Community Childcare, Portlaoise Community and Family Resource Centre
Portlaoise

Contact Person: Debbie Smith

Position in setting: Childcare Manager

Contact telephone Number: 0578686156

Email Address: info@portlaoisefrc.ie dsmith@portlaoisefrc.ie

Description of the setting: ECCE, Part-time/Fulltime/ Sessional and School Aged Childcare, Community Childcare Setting.

Curriculum: Aistear; the early years curriculum- emergent and inquiry play based curriculum

Programme: ECCE, CCSP and NCS

Number of weeks open: 51 weeks

Opening Hours: 8am-6pm Monday-Friday

Number of Children and Staff: 20 staff 150 children, in total taking up 20 full time places, 60 ECCE and 45 SAC places.

Ratios: As mentioned above

Range of Childcare Services:

Our early years services are conducted through Wobbler 1-2 years, Toddler 2-3 Years and Preschool 3-5 care. We provide an afterschool service that caters for children from school age up to 12 years, incorporates homework support, dinner, arts and crafts, games, dance, music and outdoor activities and sports.

These camps include activities that support the children's emergent and inquiry-based ideas, including cooking, outdoor play, exercise, games and arts and crafts activities.

Opening times:

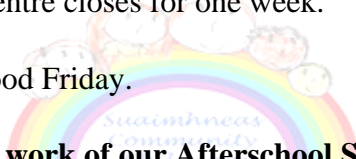
August to August

Centre opens from 8:30am to 6:00pm Monday to Friday.

Holidays:

Over the Christmas Period the centre closes for one week.

On public holidays including Good Friday.

**List of Policies that inform the work of our Afterschool Service:**

- Policy on infection control
- Policy on managing behaviour
- Dropping off and collection policies
- Fire safety policy
- Medication management policy

An annual calendar is emailed to parents and notes provided of upcoming breaks. Ample notice shall be provided if changes occur. This statement is available in a full copy of our policies and procedures in the foyer of our building. Information regarding our service is also available for children in a child friendly form with children's input.

Person responsible: Joan Bolger Project Co-ordinator

This Policy was adopted by Suaimhneas Community Childcare Afterschool on the 2nd September 2019

Signed by Debbie Smith (Childcare Manager) Review Date: November 2020 or as required for SAC regulation compliance

Reviewed on the 17th May 2022

Reviewed on the 18th of July 2023



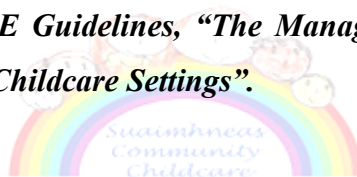
Policy no: 52 Infection Control Policy:**Policy Statement:**

It is of priority and paramount consideration for Suaimhneas Community Childcare to ensure that all children attending our service and our staff are safe from the transmission of diseases. The health, well-being and safety of staff, children and visitors to our service is paramount and we aim to prevent and manage infection if it becomes apparent in our service.

This policy is communicated to all staff/students at induction stage, where students and staff sign to state they have read and understood the policies pertaining to Suaimhneas Community Childcare and parents have access to this policy in the foyer area of the creche. Parents are given the opportunity to be emailed a copy of our full policies and procedures at enrolment stage.

Children are informed through the use of child friendly signage, in the afterschool room.

This policy is reflective of HSE Guidelines, “The Management of Infectious Disease in Childcare Facilities and other Childcare Settings”.

**Principle:**

This policy is underpinned by the Child Care Act (1991) (Early Years Services) (Registration of School Age Services) Regulations 2018 and Tusla (2018) Quality and Regulatory Framework.

Rationale:

We here at Suaimhneas understand that infection can lead to serious ill-health for young children. Infection control procedures seek to reduce the risk of children and staff contracting an illness in Suaimhneas Community Childcare by ensuring good hygiene practices in our everyday practice, that acts to reduce/minimise the risk of infection. These hygiene practices children and families can also implement at home.

Protection and Preventing the Spread of Infection:

Hand hygiene procedures and frequencies are as per management of infectious disease in childcare facilities and other settings. This includes posters to ensure all staff and children wash

their hands after playing with pets, using the bathroom, sneezing, blowing noses and coughing, touching a cut or open sore, playing outside and before eating.

Risk Assessments:

Risk assessments are undertaken by staff to ascertain if activities, actions, or environments pose risks from an infection control standpoint to the children and staff of Suaimhneas Community Childcare. Actions are implemented to eliminate or reduce the risks identified through the risk assessment.

- Suaimhneas Community Childcare has a handwashing policy in place; with staff acting as positive models of this in practice. Staff wash their hands after using the toilet, before eating/preparing/dishing food with additional access to staff hand sanitizer in each room. Staff also wash their hands after wiping noses, after waste disposal, after mopping up spills, after assisting children to use the toilet, before and after nappy changes, after caring for sick children, after handling with gloves soiled/wet nappies, after handling soiled clothing and after dealing with any waste after the removal of disposable gloves.
- A wash basin is available in each room, that is thermostatically controlled, with anti-bacterial soap and paper towels available. A wash hand basin is also available in bathrooms and kitchen.
- In Suaimhneas Community Childcare, children are encouraged and supported to wash their hands with warm water and soap under staff supervision after using the toilet, getting their nappy changed, before eating, after sneezing/coughing, blowing noses, after handling animals (If applicable), after touching a cut/sore, participating in messy activities or after outside play. Clear guidance on this level of handwashing is available in each room of our service, for staff and children.

Animals and Pets:

- Handwashing and drying procedures are followed after handling any animals/pets or equipment associated with the pet

Food Preparation:

- Our kitchen staff always wear gloves in the preparation of food for the creche and afterschool.
- Routine handwashing takes place as does the washing of hands after the removal of waste food and materials.
- Appropriate food hygiene practices are also followed.
- Perishable food is kept in a refrigerator, between the temperature of 0-5 degrees Celsius. Any perishable food left at room temperature, will be discarded after a period of no longer than two hours.

Cleaning the Premises:

- All staff are aware of their role in maintaining high quality standards of hygiene on a daily basis.
- Suaimhneas Community Childcare encourages best practice regarding keeping the environment and premises safe and clean on a daily basis.
- Spillages of blood, faeces, urine, vomit or other bodily fluids or excretions are cleaned immediately and with priority. Mops are not to be used for these and extreme caution is always exercised. Weekly cleaning schedules are in place and records kept.
- Suaimhneas Community Childcare has a contract with Ray Whelan for the disposal of all waste from the Premises of Suaimhneas Community Childcare.
- Our premises are free from pests and rodents, we have a contract with Rentokil. Weekly checks are carried out by staff and monthly checks are completed by Rentokil personnel.
- We maintain a good stock of cleaning products supplied by CHEMTEC and Hygiene Warehouse to ensure that hygiene practices can always be carried out efficiently. Adequate supplies include cloths, aprons, sprays, mops, buckets, and detergents, this ensures cleaning can be carried out to a high standard; several staff have been trained by the Hygiene Warehouse on the use of antibacterial spray brill. Cleaning products are kept away and are not accessible to children.
- Toys and play materials are cleaned daily, with focus paid to any items that may appear soiled. Toys and play items are not brought to toilets or changing rooms.
- Toilets, floors, storage shelves, tables and chairs are sprayed daily using Brill, this is a measure in place to decrease spread of infection, all cleaning agents used are detailed in daily cleaning sheets.

- Any soiled clothes are placed in nappy bags, sealed, and sent home with parents/guardians. Parents/guardians are informed at collection if clothes being sent home are soiled.
- At least once a day, all year round each room is aired out, by opening windows and doors. (all rooms are well ventilated on a daily basis). We have also installed air purifier systems in 3 of our rooms).
- All staff are informed at introduction that they will receive regular updates about the control of infectious diseases and illnesses and provided with information as necessary to ensure safe standards of hygiene.

Immunisations:

- Our immunisation policy is strictly adhered to.
- On enrolment, parents are asked for their child's immunisation record, this information is attached to the child's record card.
- Parents/guardians of children who are not immunised are made aware of the dangers of infectious diseases. Parents/Guardians are encouraged to keep up to date with current vaccination requirements and we kindly request that we are kept abreast of any updates to the child's vaccination record.
- It is not our policy here at Suaimhneas Community Childcare to ensure that children are immunised to gain admission to our service, but we do encourage parents to seek further information from professionals regarding vaccinations. We also request that vaccination records are kept up to date.
- If a child is not immunised, our service may request an exclusion period, in the event of an outbreak of a vaccine preventable illness such as measles, whooping cough etc, even in a case where their child is well. this is to protect the non-immunised child.

Information related to immunisations and prevention of infection is available upon request.

Illness:

If a staff member or child attending Suaimhneas Community Childcare is unwell, we kindly suggest that they remain at home until they are fully recovered. Staff and Management of Suaimhneas Community Childcare follow the exclusion notes in the Management of Infectious Disease in Childcare Facilities and other Childcare Settings. For a

list of common infectious diseases, their symptoms and associated exclusion periods please refer to the following website for further information www.hpsc.ie/A-Z/Lifestages/Childcare/

If a child is unwell, Suaimhneas Community Childcare request that the child is kept at home if they are unable to participate in activities, normal to their usual participation/ or if they may be at risk of passing an infection to another child/adult in our service.

If a child becomes unwell during their session/day in our service, we request that the child's parents/guardians or authorised person to collect the child does so at their earliest convenience and within a maximum of thirty minutes. We endeavour to separate sick children from well children where possible in Suaimhneas Community Childcare.

If Suaimhneas Community Childcare staff cannot contact the parents/guardians/emergency contact for a child, it may be necessary to transfer the child to hospital by ambulance depending on the severity of their symptoms.

Unwell children, with a recorded temperature and/or specific signs or symptoms, an exclusion period will begin until a time where a diagnosis is made, and exclusion is revised, or the temperature has subsided without need for treatment for forty eight hours or more. Staff can and will if necessary, use discretion when it comes to readmitting a child back into Suaimhneas Community Childcare, if they believe the child is still unwell and cannot take part in their activities as would be normal to their level of participation. In this instance staff may request that the child is kept at home.

Children and staff must remain at home for at least 48 hours after an episode of infectious vomiting/Diarrhoea.

Staff will report any illness to the Childcare Manager/deputy manager in the Childcare Managers' absence as the identified person in charge.

In the event of a report of a communicable disease/illness staff follow HSE guidelines: Managing an infectious disease in a childcare setting. All staff will be made aware of the action plan necessary to prevent the spread of a communicable disease/illness.

Notifiable Diseases:

All Staff are made aware of the disease classified as notifiable by the Department of Public Health, a list from the HSE.

When staff are notified by the Department of Public Health of a diagnosis of a child attending the service or an employee, volunteer, contractor, visitor or other person working in the service, as suffering from an infectious disease, the service will notify the Tusla Early Years Inspectorate by filling out the Notification of Incidents Form.

Suaimhneas Community Childcare will contact the Department of Public Health if there is a concern about a communicable disease/infectious illness or if there is an outbreak of an infectious illness in our service. The Department of Health will also be contacted, and advice sought on the distribution of appropriate information to parents. The advice of the Department of Public Health will always be followed regarding the management of infectious diseases/illnesses.

Parents will be informed verbally and provided with written information if we have an outbreak of an infectious disease/illness. All reasonable information about the outbreak will be provided.

Please find below the table of the recommended exclusion times for children of Suaimhneas Community Childcare to support the prevention a spread of infection; as per HSE guidelines

Illness/Infection	Exclusion Time from Service	Comments
High temperature	48 hours	Child may return if well and not require medication to reduce temperature
Vomiting/Diarrhoea	48 hours after the last episode of diarrhoea/vomiting	Child may return when well
Tonsillitis	None in most cases but if it is bacterial 48 hours from commencement of antibiotic	If viral antibiotic will not be necessary
Chickenpox	7 days from the onset of the rash	Scabs must be dried up before the child returns
Shingles	Exclusion only applies if the rash is wet/weeping and cannot be protected	Can cause chickenpox in those that are not immune. Pregnant staff should seek medical advice if exposed

Measles	Four days from the onset of the rash	Vaccination is recommended. Pregnant staff should seek medical advice if exposed
Mumps	5 days after the onset of swelling	Vaccination is recommended
Meningitis	Until recovered	Vaccination is recommended
Whooping Cough/Pertussis	21 days from the onset if antibiotic is not recommended	Vaccinated recommended
Hand, foot, and Mouth	Exclusion may be considered in cases where the child as a temperature and where they child presents as unwell	DPH should be contacted if an outbreak occurs
Impetigo	Until lesions are healed or 48 hours from commencing an antibiotic	An antibiotic will speed up healing and reduce infectious period
Ringworm	Exclusion until treated	Treatment by GP is required
Threadworms	None	Treatment is recommended for the child and the household
Headlice	None	Treatment is recommended for the child
Slapped Cheek	None	Pregnant staff should seek medical advice if exposed
Scabies	Child can return after treatment	Household, and any in close contact with the child requiring treatment
Conjunctivitis	Child can return after treatment	DPH should be contacted if an outbreak occurs

Person responsible: Debbie Smith. This policy was adopted by Suaimhneas Community Childcare on the 2nd September 2019.

This policy was reviewed by the Childcare Manager in August 2020 in collaboration with staff and parents.

Reviewed on the 17th May 2022

Reviewed on the 18th July 2023



Policy no 53: Complaints Policy:

Policy Statement:

Suaimhneas Community Childcare is committed to providing high quality childcare, ECCE and afterschool experience for everyone that meets our service and welcome children's and parents' views of the service. We understand and are cognizant of times when parents/guardians may have concerns and wish to provide comments/feedback to our staff/childcare manager.

We aim to always address any concerns/comments/complaints with careful attention and be courteous to the information we receive. We also wish to learn from such incidences to ensure we can continuously improve our service.

This policy is available to all parents/guardians at enrolment and in the foyer area of the creche.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years' Service) (Registration of School Age Services) Regulations 2018.



Ethos:

Suaimhneas Community Childcare operates with a commitment to working with children in an environment that recognises and is respectful of their rights and needs. All activities are driven by principles of Aistear and Siolta, utilising emergent and inquiry-based ideas from children, to promote the child's holistic development and ensure their well-being. This ethos is underpinned by our shared understanding that our engagement with children and relationships are formed on trust, caring and respectful interactions with staff, in a safe, warm, and welcoming environment.

Procedure:

If a parent/guardian wishes to make a complaint, they must contact the Childcare Manager and give an account of the issue and reason for complaint.

We require the following information:

Name, address, and telephone number

Full details of the complaint

Names of those involved (Including any staff members present)

Copies of any relevant documentation

Complaint to be received by the Childcare Manger of Suaimhneas Community Childcare/ Deputy Manager if the Childcare Manger is absent.

Once this information is received by the Childcare Manager:

- Investigate the complaint being made in a timely manner (up to a period of 5 working days), at this time the complainant is also given information on how the complaints process is completed and feedback will be received.
- Speak to all the relevant parties involved and try to find a resolution
- The complaint will be dealt with in an open and impartial manner and will be reviewed with all accounts appropriate to ensure a full picture and resolve can be established.
- If the complaint has been made against a staff member, the staff member involved will be made aware of the formal complaint made against them in full details. The staff member will be given the right to reply.
- If the complaint involves a child protection concern, a separate reporting procedure will be followed in line with Tusla regulations and child protection policy.
- If the complainant is not satisfied with the result brought by the childcare manager, the project coordinator and board of management will be informed and conduct their own investigation.
- This investigation will be conducted as soon as is practicable and the board responds to the complainant within 28 working days. the board of management have responsibility for ensuring the matter comes to a satisfactory conclusion for all involved in the case. The conclusion or closing of the complaint once all parties are satisfied, is then signed off by all parties involved if appropriate and/or accessible.
- Written records of complaints, including any outcomes, must be retained for a period of two years and should be available for inspection.

Procedure:

Suaimhneas Community Childcare is committed to providing a high-quality service to everyone we have the privilege of working with. If you have any comments/complaints about our service we would like to hear from you. We are committed to listening to your complaints/comments and treating them seriously and with the due regard they deserve. We endeavour to learn from any comments/complaints made to us so we can evolve in our practice and evolve in practice.

Suaimhneas Community Childcare endeavours to fulfil the following values in all aspects of our work:

- Respectful partnership: focusing on the needs and well-being of the children attending our service
- Positive engagement and collaboration with parents/guardians
- Openness and appropriate sharing of information
- Being always, professional, and proficient, aiming to ensure prompt, polite, appropriate response and when necessary confidential. We endeavour to always learn from mistakes, use them to improve our service and practices and review complaints policy and procedures on an annual basis or should the need arise intermittently.
- You can make a complaint to The Childcare Manager of Suaimhneas Community Childcare by telephone: 0578686156 email: dsmith@portlaoisefrc.ie or post to Suaimhneas Community Childcare, Portlaoise Family Resource Centre, Harpurs Lane, Portlaoise, R32C7DD

Please include the following in your complaint:

- Name, Address, and a day-time telephone number
- Full details of the complaint.
- Names of those involved, including staff
- Copies of any relevant documentation

Receipt of formal complaint will be acknowledged within 5 working days and the Childcare Manager will communicate how the complaint will be handled. The centre will deal reasonably and sensitively with the complaint and act as appropriate. A decision on the complaint will be issued to the complainant within 5 working days of the letter acknowledgement.

Appeal:

If the complainant is dissatisfied with the response to the complaint, there is an opportunity to appeal it. The appeal must be submitted within 5 working days. The appeal is handled by someone who is not involved in the original complaint process.

Record of complaints and confidentiality:

An accurate and detailed record of each complaint is kept for a period of two years from the date the complaint has been dealt with. Complaint information is stored securely and confidentially in the service and is only accessed by the registered provider and Childcare Manager. The people who have access to the complaint are named at the bottom of this policy.

Complaint not within the scope of the service:

Any complaints not within the scope of the service to investigate will be referred on as appropriate.

For Example: If there are safeguarding concerns relating to the complaint, the DLP Designated Liaison Person is informed, and the child protection policy of the service followed.

If a complaint involves a potential criminal offence, An Garda Síochána will be notified. Person responsible is Debbie Smith.

This policy was adopted on 2nd September 2019.

Signed by Debbie Smith (Childcare Manager)

This policy was reviewed by the Childcare Manager in August 2020.

This policy was reviewed on the 17th May 2022

Reviewed on the 18th July 2023



Children's Complaints Policy

If you feel....



- ✓ Unhappy or sad about Afterschool
- ✓ Unhappy or sad about something that happened
- ✓ Unhappy or sad about someone you see at Afterschool



Things you could do...

- ✓ Talk to your parent or carer
- ✓ Talk to your teacher or Debbie/Denise
- ✓ Tell a friend how you feel



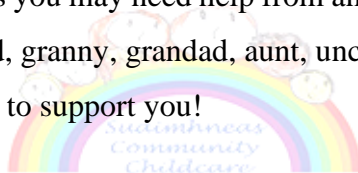
Things we can do...

- ✓ Listen
- ✓ Find out what has been happening
- ✓ Keep you safe



If you have a comment or complaint about Suaimhneas Community Childcare, please tell us as soon as possible. You can speak to your room leader, any member of staff or speak to the manager. We are always here to listen to you.

If you feel more comfortable writing it down, you can give a letter to Debbie/Denise or give us a call (0578686156). Sometimes you may need help from an adult to express how you may be feeling; if so, ask your mam, dad, granny, grandad, aunt, uncle, or another member of staff for help. Remember we are all here to support you!



What we do when we receive a complaint....

- ✓ Acknowledge the complaint as soon as possible; this may take up to 5 days.
- ✓ Investigate the complaint and listen to every party seriously. To get a better picture of what has happened we may need to talk to you and other children attending the Afterschool service.
- ✓ Try to make changes to resolve the issue that is bothering you or maybe a group of children.
- ✓ Keep everybody informed!!

If you are unhappy about the outcome, please let us know so you can appeal it. The appeal of the complaint will be looked after by different people in the service. Persons who have access to the record of complaints: Debbie Smith (Childcare Manager), Project Co-ordinator. Review Date August 2022. (reviewed 17th May 2022) (reviewed on the 18th July 2023)

Policy no 54: Drop off and collection Policy School Aged Childcare:

Statement of intent:

The safety of the children attending our service is of paramount concern to our staff, students, and volunteers. For this reason, staff at Suaimhneas Community Childcare operates a strict and pre-agreed collection policy with parents/guardians and children attending our service. We are committed to supporting each child's health and well-being.

This policy describes the procedures carried out to ensure the safety of the children arriving and departing from Suaimhneas Community Childcare. The policy outlines the role of the authorised person, procedures for collections and drop offs and unaccompanied school age children.

This policy is available for children and parents/guardians to view in the foyer area of the creche alongside all other policies and procedures the service endeavours to review this policy in consultation with parents/guardians, school aged children and staff. This policy should be viewed in line with other school aged service policies including managing behaviour, accident and incident complaints, recruitment, risk management and/or staff training.

Principle:

The policy is underpinned by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services 2018).

Authorisation to collect:

Upon enrolment Parents/Guardians must complete a child record form which includes details of whom is authorised to collect the children. These details are kept on file for each child. Children may only be collected by the authorised person(s) named on the child record card.

Child Collection Procedures:

Children may only be collected by the person(s) named on their child record card.

The parent/guardian must notify Suaimhneas Community Childcare in advance if they wish to make a change to the authorised collectors or add someone to their list.

Any persons collecting a child/children will be required to confirm their identity by producing proof of identification i.e. driver licence/passport if they are unknown to staff in the centre.

Children must always be collected by authorised collectors at the designated time for the end of their session. Parents/guardians are required to contact our service if there is an occasion, they feel they may be late. If there is persistent lateness, a late collection fee of five euro per five minutes applies.

There are always adequate staff on duty to ensure the care and supervision of children during collection/drop off times and when entering our service, should staff need to speak to parent/guardians or parents/guardians need to speak to staff.

Children will never be release into the care of a child who is under the age of 16 years or to a person who appears to be incapable of caring for a child.

Parents/Guardians who are under the influence of drugs and/or alcohol will not be permitted to collect their child/children. In these circumstances, the Childcare Manager or person in charge will contact an alternative authorised collector on the child's registration form to come and collect the child/children. An explanation as to why the child cannot be released into the care of the person under the influence of alcohol/drugs will also be provided.

If an unauthorised person arrives to collect a child, they will be requested to wait outside the service while a staff member contacts the primary care giver. If there is any threat/intimidation to staff or child. Gardai will be called.

Late Collections:

If the child/children are not collected by the parent/guardian at their agreed time the service will attempt to contact the parents/guardians and/or the emergency contact person after a period of ten minutes.

If the child is not collected at the end of the session/day and the service is unable to contact both the parents/guardian and emergency contact the following procedures will apply:

The Childcare Manager/Deputy Manager will be informed.

Two staff will remain on the premises with the child until the parent/guardian or authorised collector arrives to collect the child. Both staff members will be fully vetted and remain with the child after the premise's closes.

Staff will reattempt to contact parents/guardians every ten minutes up to a period of one hour.

If after a period of one-hour staff have been unsuccessful in their attempts to contact parents/guardians and authorised collectors, staff will follow the procedures outlined in our child protection policy. Contact Tusla Duty Social Worker on 0578669257 or An Siochana 0578674100

A full written report is to be written by staff outlining the incident, an incident form is also to be written up.

Attempted collection by a parent who had been denied access in court order:

A parent who has been denied access to a child through a court order will not be permitted into the service. (Copy of the court order currently in place must be shown to the childcare manager)

If a parent/guardian has been denied access and becomes threatening and insists on removing the child from the service, the Childcare manager or PIC will call An Garda Siochana.

Transport Policy:

Children are collected by the service (by foot, walking)

At Suaimhneas Community Childcare we provide a collection service to Scoil Bhride (Primary School). School Aged Childcare ratios are always followed during collection times, with extra staff members to support supervision of the children. All staff members are garda vetted.

At Suaimhneas Community Childcare our insurance policy covers the collection of children on foot from Scoil Bhride. We follow the recommendations of our insurance company in relation to the collection of children i.e. staff ratios etc. the insurance company are notified if there are any changes to the numbers etc. maximum number of children in afterschool is 45.

At Suaimhneas Community Childcare we leave our service at 1:10pm and 2:10pm and collect the children at Scoil Bhride Primary School at 1.20pm and 2.20pm.

We have designated collection gates A - D in the school.

It is important that if a child is sick or will not be attending our service, that parents contact staff of Suaimhneas Community Childcare.

The designated staff members carry the services mobile phone when going on the school run. Suaimhneas Community Childcare is covered by insurance for the collection of children on foot by Arachas Brokers Limited.

Person responsible: Childcare Manager

This policy was adopted by Suaimhneas Community Childcare on September 2nd, 2019

Signed by Debbie Smith (Childcare Manager)

This policy was reviewed by the childcare manager in August 2020 in collaboration with staff and parents.

This Policy was reviewed on 17th May 2022

Reviewed on the 18th of July 2023



Policy no: 55 Fire Safety**Policy Statement:**

Suaimhneas Community Childcare Afterschool Service places the highest priority on the health, safety and protection of all children, staff and families using our service. All reasonable measures are undertaken to guard against the outbreak of fire. This policy is available to view in Reception, by all staff, visitors to the service, school age children, parents, and guardians. In the case of a fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are familiar with the location of firefighting equipment and trained in the use of such equipment. Several staff members have received fire safety training and we have a designated safety officer.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years' Service) (Registration of School Age Services) Regulations 2018, the Fire Services Act 1981 and 2003, the Health, Safety and Welfare at Work act 2005, the Building Control Act 1990 and the Fire Safety in Pre-Schools Guidelines 1999.

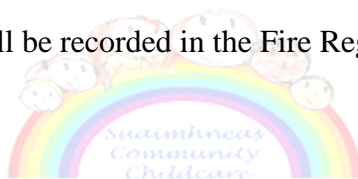
Rationale

It is best practice to produce and put into practice a Fire Register and an Emergency Evacuation Plan. Every person working with children should be equipped with the knowledge and skills to respond effectively where there is concern in relation to fire hazards within the building. Adults must always supervise children during the day. All equipment, fixtures and fittings must comply with the most recent European Safety Standards. All settings will have procedures detailing the frequency and timing of fire drills to be carried out in the service and will maintain a written record of any fire drill that takes place in the premises. These records will be available for inspection to a parent/guardian, an employee or an authorised person and retained for a period of five years after its creation. Procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Policy Procedure

The guidelines for a fire safety programme in Fire safety in Pre-schools (1999) are adhered to:

- Preventing outbreaks of fire (see Section 2.3).
- Instruction and training of staff on fire prevention and fire safety procedures (Section 2.4).
- Emergency procedures and evacuation drills (Section 2.5).
- Maintenance of fire protection equipment (Section 2.6).
- Maintenance of building services (Section 2.7).
- Providing appropriate furnishings and fittings including bedding (Section 2.8).
- Availability of escape routes (Section 2.9).
- Keeping of fire safety records (Section 2.10).
- Fire drills will be carried out monthly while changing the time and day to ensure all children experience a fire drill.
- All fire drill practices will be recorded in the Fire Register.



Fire Register

- Staff assigned specific responsibilities will be listed in the register along with the training they have received. Copies of training certificates will be retained.
- All fire appliances including fire extinguishers, fire reels and fire blankets and their location will be listed along with their most recent service date.
- Evacuation procedures will be drawn up for each room with due consideration to the age range/mobility of the children. A Record of Means of Escape Route Inspection will be completed daily to ensure all emergency escape routes are free from obstructions and open freely.
- A Record of Fire Door Inspection will be maintained monthly to ensure that all Fire Doors are working correctly.
- A Fire Detection and Alarm System General Register will be used to record any incidents or activation in relation to the fire detection system. A weekly/monthly sounder test will be carried out on all alarms by the building management company.

- A Record of Emergency Lighting Equipment Inspection is completed by the building management company.
- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year. The Fire Safety Warden will ensure that the annual maintenance is carried out by a competent service provider.
- On completion of the work, a Certificate of Servicing/Testing should be issued by the service provider to the Fire Safety Manager and a copy should be kept with this register for inspection by an authorized person of the local fire authority.

Fire Drill

Fire evacuation drills will be carried out to simulate fire conditions. No advance warning should be given, other than to specific staff or an alarm monitoring centre for the purposes of safety and the avoidance of a false call being made to the Fire Service. Once a month at least.

- The alarm will be set off manually or the smoke detectors will raise the alarm.
- The staff and children will make their way to the assembly point location which is outside the building at the perimeter wall.
- Staff will bring the child attendance record.
- The fire officer will collect the staff/guest sign in book.
- The fire officer will check each room to ensure no person is left in the building.
- At the assembly point all children and staff will be accounted for using the Attendance Records.
- A record of the fire drill will be maintained including the date, person/section taking part, the evacuation time, any details of deficiencies and actions taken.

Training

- Debbie Smith is the Fire Warden and has received training from a registered provider.
- Allocated staff will receive training in Fire Safety and evacuation procedures and will sign a declaration that they are aware of and trained in the procedures to be followed in case of fire in the service.
- All staff will be familiar with the location of any firefighting equipment and trained in the use of such equipment.
- Staff will support children in understanding the procedures to follow when they hear the fire alarm.

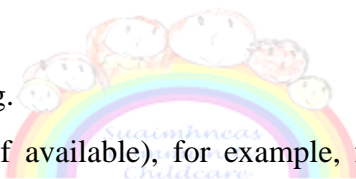
Evacuation Procedures

Raising the Alarm

Anyone discovering an outbreak of fire MUST, without hesitation, sound the alarm by operating the nearest fire alarm calls point.

Calling the Fire Brigade

- All outbreaks of fire or any suspected fire, however small, must be reported immediately to the Fire Brigade by the quickest means available. This task will be the responsibility of the Named Person. When calling the Fire Brigade give clear information including:
 - Name of the building.
 - Address of the building.
 - Eircode.
 - Directions to the building.
 - Type of fire situation (if available), for example, fire location, fire size, materials involved, persons missing.



On Hearing the Fire Alarm

The evacuation procedure will be initiated once the fire alarm has been sounded.

Assembly Point

- An area outside the premises is designated as an assembly point. It is clearly marked with appropriate signage and easily identified.
- The assembly point must be far enough away from the premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put children and staff at risk from emergency vehicles responding to the incident.

- Specific arrangements must be made for children with additional needs to ensure that they are assisted during evacuation
- No running is to be permitted to avoid panic.
- Anyone who is not in a room when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill, the person in charge.

Roll Call

- Attendance registers should be held at a central point and must be brought to the assembly point when the alarm sounds.
- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- When everyone has assembled at the assembly point, a roll call or count must be made immediately to ascertain that no one has remained in the premises.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked using the attendance records and visitors' book to verify that everyone is out of the building.
- The person in charge of each room must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of any persons missing.

Meeting the Fire Brigade

- The nominated person who carried out the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so, vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.
- You should provide the following information to the Fire Brigade: the location of the fire, materials involved, details of missing persons, location of nearest fire hydrants, location of all access doors to the building, location of any special risks, keys for access into any locked areas.
- The Fire Brigade should be notified about any missing persons when they arrive at the scene.

Notifying Parents and Guardians

- The agreed notification procedure should be initiated so that parents and guardians are notified.

Child Friendly Version

Below is an example of a child friendly version of the evacuation procedure and this can be found in reception.

If a fire starts in the service.

- If you hear a fire alarm, remember the fire drill practice.
- Stay calm, do not run, and do everything that your afterschool leader says.
- If you are going downstairs, walk in a straight line.
- Do not use lifts – they stop working when fire starts.
- Leave all your bags and toys inside – these will get in people’s way.
- When you reach the Assembly Point outside, stay with your friends and listen carefully to your leaders and the fire brigade.
- Make sure to listen carefully for your name during roll call – SHOUT that you are ‘present’ so that your leader can hear you.
- Stay quiet and calm outside and wait for your leader to tell you that it is safe to go inside again.

Fire warden has been appointed.

Our fire officer is Childcare Manager: Debbie Smith.

An assembly point location has been identified.

The location is at the perimeter wall at the back of the building.

Person Responsible: Childcare Manager

Date implemented: 2nd of September 2019

Signed by

on behalf of the Management.

This policy was reviewed by the Childcare Manager in August 2020 in collaboration with staff and parents.

This policy was reviewed in the 17th May 2022

Reviewed on the 18th of July 2023



Policy no: 56 ADMINISTRATION OF MEDICATION POLICY

POLICY STATEMENT

Suaimhneas Community Childcare Afterschool Service is committed to supporting each child's health and well-being. Suaimhneas Community Childcare Afterschool Service will work in consultation with parent's/guardians to ensure the safe storage and administration of medication if:

- A child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s).
- A child is taking non-prescribed medication, with the prior written permission of their parent(s) or guardian(s).
- A child becomes unwell while attending the setting and, only with the prior written permission of their parent(s) or guardian(s), is given pain relief or temperature reducing medication.
- Any medication that a child regularly takes is also recorded on enrolment card.
- If a child self-administers, written parental consent and details needs to be provided to the service.

This policy will be displayed in reception in our Policies and Procedures handbook for parents. It will also be mentioned to parents during our open information evening and a copy given to parents to read, and any queries explained.

Principle:

This policy is underwritten by and underpinned by the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 and the Tusla Early Years Inspectorate Quality Regulatory Framework.

We are committed to:

- Storing medication safely and appropriately as per instructions.
- Implementing a procedure to ensure that the right child receives the right medication, dosage, route, and timing of authorised staff.

- Documenting the administration of medication accurately.
- Providing a copy of the administration of medication policy to all parents/guardians and recording that parents/guardians have reviewed the policy.
- Incorporating staff feedback into future policy development.

Parental Consent

- Written parental permission for temperature reducing/anti- febrile medication administration in the event of a child's high temperature will be obtained on enrolment. This permission will be reviewed annually.
- The medical history of each child will be sought when a child begins in the Service. This will be updated as needed.

Procedure for Children's Prescription Medication:

- Checks before the administration of medication, checking name, address, dosage, and expiry date.
- Prescription medication is administered only if required. Only staff that have the required competency (knowledge, skills, and training) will administer prescription medication to children
- Medication (prescription or non-prescription) will never be administered without written permission from parent(s) or guardian(s). parents/guardians must complete the required consent form if prescription medication is to be administered.
- The child must have received the prescription medication for at least 48 hours prior to it being given in Suaimhneas Community Childcare Afterschool Service.
- Where a child has a chronic/ongoing condition, which requires regular prescription medication, the written parental consent and a written care and administration plan will be obtained on enrolment and be reviewed regularly (as necessary). Suaimhneas Community Childcare Afterschool Service will seek training from medical professionals as needed for the administration of prescription medication. Parental consent must be updated when there is any change to prescription medication required by a child.
- All prescription medications received by the service will be stored safely and appropriately in line with instructions provided (e.g.in the fridge). Prescription medication provided to the service must be always in date. Prescription medication received, administered, and returned to the parent/guardian is always recorded by the

service. All prescription medication must be appropriately labelled with the child's name.

Medication Administration Procedure:

- Medication is only administered by staff who have been authorised by the manager to do so and who are appropriately trained during first aid training or specialised training if required/identified during enrolment stage.
- Non-prescription medications will be given per the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Staff will always read and understand the leaflet enclosed with the medication before administering the medication.
- Medications are accepted for use only when they are within their expiration period. The medication must be labelled with the child's name and in their original container.
- Medication is not added to a child's bottle or food unless a medical professional has directed that this is how it should be administered. Staff are aware of how the medication reacts with food/fluids other medications.
- There is a named person responsible for administration of medication in Suaimhneas Community Childcare Afterschool Service. There is a second named person who checks medication and the dosage when it is administered.

Before Administration of Medication:

There must always be two staff members present for administration of medication. Before medication is administered the following is checked:

- Consent has been received from parent/guardian to administer medication.
- The child's ID.
- Recipient's name.
- Prescribed dose.
- Expiry date of medication.
- Written instructions of prescriber.
- Any possible side effects.

- Date and time the medication was last given. Staff can only administer medication that has been prescribed for a child. Staff are aware of the contra indications relating to medication.

When Administering Medication:

- The appropriate equipment is used to administer the medication, e.g. dosing spoon/oral dropper. Measuring devices are thoroughly cleaned after each use.
- The child's dignity and privacy are ensured as appropriate e.g. if the method of administering the medication is not orally.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action. After administration of medication:
- Staff involved will keep records each time they administer medication. This record is signed by both staff members administering the medication.
- A record of the outcome of the administration of medication is maintained. For example, were there any adverse effects/did the temperature come down?
- The medication is returned to its appropriate storage.

Incidents Involving Medication:

- If a child refuses to take medication – parents/guardian are informed straight away.
- If there is a mistake when administering medication, a doctor will be called immediately.
- Emergency numbers including the national poison line are readily available.

Emergency Medication:

- An individual care plan is in place for each child in the service who has an allergy/asthma/a condition that requires emergency medication. Parents/guardians are responsible for ensuring that emergency medication is supplied to Suaimhneas Community Childcare Afterschool Service and replenished when necessary.

- If a child requires emergency medication in an anaphylaxis/asthma emergency, the emergency services and the child's parents/guardians are notified as soon as possible.
- The individual emergency medication action plans are available in each room and on the child's file.

Individual Care Plans:

- All children with medical conditions enrolled in Suaimhneas Community Childcare Afterschool Service have an individual care plan that outlines any medication needs they have. Individual care plans are prepared by the child's doctor. The service will implement the instructions of this care plan.
- If a child has an individual care plan, the plan is available to all staff caring for the child. The plan is stored in the manager's office and is only shared on a need to know basis.
- If staff require specific training to support the administration of medication for children, it will be discussed at enrolment.

NB: If a medicine is being self-administered by a child, parents must provide written consent, details, and the protocol for administration.

Medication Administration Records:

The authorised person giving the medication will ensure that they document the medication administration times and dosage precisely and have the process witnessed and signed by another authorised member of staff (if there are 2 members of staff working in the service). Any administration of medication will be documented by the staff member administering medication:

The following will be documented by the staff member administering medication:

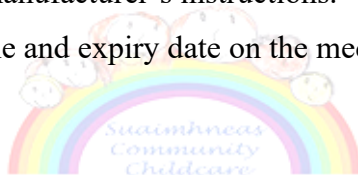
- Child's name.
- Check that consent was received.
- Check child's ID before medication administration.
- Check that medication within expiry date.
- Check of administration instructions.

- The date and time the medication was administered.
- Route and dose of medication.
- Signature of person who administered medication and signature of witness.
- Any side-effects or adverse reactions are recorded
- A record will also be kept of the date and time the parent was contacted before administration of medication in the case of anti-febrile or pain-relieving medicines.

Procedure for the Storage of Medications:

All medications brought into the childcare setting should have child-proof caps will be stored:

- At the proper temperature (according to the label).
- Away from food.
- Out of the reach of children.
- In accordance with the manufacturer's instructions.
- With the child's full name and expiry date on the medication container.



- Medications requiring refrigeration will be clearly marked and separated from the food in an airtight container marked 'Medications'. Access to the fridge will be restricted to authorised staff only.
- Inhalers will be stored in the Managers office in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name.
- Epi-pens and any emergency medication will be stored in the Manager's office and labelled with the child's name. A copy of parent/guardian consent and the emergency care plan are stored with the epi-pen.
- All medication brought into Suaimhneas Community Childcare Afterschool Service will be labelled with the child's name.
- Medicines, creams, and ointments are not stored in the first aid box. Medications that are applied to skin are kept separate from medications that are injected into the body or taken by mouth.
- The manufacturer's instructions are always followed for the safe storage of medication.

- In the case of anti-febrile medication, Suaimhneas Community Childcare Afterschool Service has a supply of anti-febrile medication (such as Paracetamol or Ibuprofen for Children) in liquid suspension form, in child-proof containers and with the appropriate measuring devices. These medications are stored in accordance with manufacturer's instructions in the Manager's office.
- The date the medication is opened will be clearly labelled on the container.
- Medications with illegible labels or medications which have been opened over 6 months will be discarded.
- **Medication in tablet form will never be administered to children under 5 years of age.**
- Parents/guardians provide written consent on enrolment for anti-febrile medication to be given to their child in the event of a high temperature.
- Parents will be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.
- If a child has a suspected temperature, their temperature will be taken using a clean thermometer. The child's temperature will be recorded and if the body temperature of the child rises beyond a safe limit (38 degrees Celsius or higher), an anti-febrile medication will be administered by staff.
- The child's record from will be checked before administration of the anti-febrile medication to ensure that there is parental consent and there are no recorded allergies to anti-febrile medication for the child.
- There is a system in place to identify children who regularly require anti-febrile medication. A health care professional such as a GP can write a standing order for a commonly used non-prescription medication that defines when the medication should be used for any child in the service. For example, **“With parent's/guardian's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 38 degrees Celsius, (101 degrees Fahrenheit), per the dose schedule and instructions provided by the manufacturer”.**

Emergency Contact Details

- Parents/guardians must provide contact details to Suaimhneas Community Childcare Afterschool Service when their child is enrolled.
- Parents/guardians will be requested to notify Suaimhneas Community Childcare Afterschool service if their emergency contact details change. Emergency contact details for parents/guardians of all children in the service will be kept on file and updated as needed.
- The phone number of the Poison Line, local GP, Pharmacist and Public Health Nurse are readily available to staff. Emergency contact numbers 990 or 112 are available to staff and there is always a working phone on the premises.
- In the event of an emergency an ambulance will be called. The parents/guardians of a child will be informed immediately.

Sunscreen:

- Parental consent is required when sunscreen supplied by the service is used. When providing consent parents are informed of the exact brand and type of sunscreen used by Suaimhneas Community Childcare Afterschool Service.
- Sunscreen supplied by parents does not require consent. Sunscreen supplied by parents is labelled with the child's name and is only used for that child.
- A record of when sunscreen is applied is kept for all children.
- Sunscreen is stored out of children's reach and labelled with the date it was first opened.
- Sunscreen is brought on outings as needed.

Disposal of Medication:

Disposal of medications which are expired, or course is finished. Staff at Suaimhneas will return used and expired medications to parents/guardians; requesting that they are disposed of in line with manufacturer's instructions. Any left-over medications which Suaimhneas Community Childcare cannot give back to parents will be disposed of as per manufacturers' instructions.

Supporting documents and links:

- Tusla Quality and Regulatory Framework.
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

- Managing Chronic Health Conditions at School.

Contact person: Childcare Manager.

Name: Debbie Smith.

Phone number/email: dsmith@portlaoisefrc.ie/0578686158.

Date implemented: 2nd September 2019.

Document approved by project Co-ordinator

Signed by:

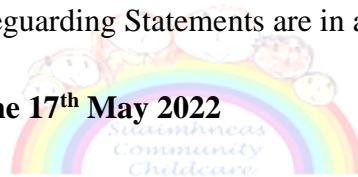
On behalf of Management.

This policy was reviewed by the Childcare Manager in August 2020 in collaboration with staff and parents.

Safety Statement and Child Safeguarding Statements are in a separate document.

This policy was reviewed on the 17th May 2022

Reviewed on the 18th of July 2023



Policy No 57: Supporting/Managing Afterschool Behaviour Policy

Policy Statement:

Suaimhneas Community Childcare Afterschool Service recognises all children as individuals with unique needs and abilities. We encourage children to develop the skills of regulating their emotions, problem-solving and decision making with full support from the staff. All staff will be trained in behaviour management to support children with their individual needs and these supports will be adjusted as required. Clear and consistent expectations depending on the age, abilities, and stage of development of the child will be implemented by the staff. Staff will clearly follow the strategies to support children as named in this policy. Suaimhneas Community Childcare will work collaboratively with parents/guardians to implement the Managing Behaviour Policy. We will hold meetings with parents to discuss their child's progress. Through this partnership it will ensure that the needs and rights of each child and their parents/guardians are at the centre of our practice.

The policy is available to all parents at enrolment stage and is available for children and parents in the foyer area of the creche, in child friendly form.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.



Procedure for Supporting Positive Behaviour:

Staff

- We endeavour to consult with parents/guardians and staff to identify appropriate training needs.
- All staff have a minimum of FETAC Level 5 in Childcare. Awareness of child development and behaviour management is discussed at induction stage under health and safety.
- Staff will always act as a positive role model through how they play, speak, and interact with the children as a key part of their role. Positive role modelling includes: explaining feelings, using a calm tone of voice, offering choice to the children, getting down to the child's eye level, using language to help children understand positive decisions, waiting and checking for the child's understanding.
- Suaimhneas Community Childcare Afterschool Service has a Code of Conduct for staff relating to behaviour management.

- Each child is assigned a key worker. The responsibility of the key worker is to build up a special relationship with the child and the family. This helps staff with getting to know what the child enjoys and some of the situations they may find difficult.
- Staff always comfort an upset child.
- Staff always show empathy to the feelings which the child may be experiencing
- A child's behaviour is not discussed amongst the staff team, or outside Suaimhneas Community Childcare Afterschool Service. Only relevant staff will be informed of information including action plans, or care plans.

Children:

- Children participate in the drawing up of rules for afterschool.
- Expectations are consistent for all children, and are dependent on the age, stage of development and needs of the child.
- All children's efforts, achievements and feelings are acknowledged by sincere encouragement leading to growth in both self-esteem and self-discipline.
- Children get the opportunity to practice self-regulation strategies by using play activities to play out challenging situations.

The children are encouraged to develop rules they think are important helping them to take ownership of their behaviour (depending on age and verbal ability).

Parents:

- a summary of the managing behaviour policy is within the parent's handbook. All parents have access to the full policy during hours of operation.
- Requests of specific strategies from parents will only be implemented where it follows the services managing behaviour policy and is in line with best practice.
- Staff implement a balanced approach to communication with parents.
- Staff are aware of respectful communication in supporting a child in managing their behaviour. Where staff need to speak with a parent/guardian, the child will not be present.
- The parent/guardian is informed of incidents of behaviour in a mindful manner. The information is given away from the door, away from the children and not in front of other parents in the room.
- The service will facilitate a parental request of a meeting to discuss specific elements of the managing behaviour policy at the earliest convenience.
- Suaimhneas Community Childcare Afterschool Service maintains clear procedures on monitoring and recording any incidents or issues in relation to supporting children with managing their own behaviour.
- Information is only shared with parents/guardians regarding strategies or plans in place to support their child. Information about other children is not shared.

- Parents/guardians are encouraged to discuss any concerns regarding behaviours occurring. All issues, concerns or grievances are managed within Suaimhneas Community Childcare Afterschool Service.
- Where an accident/incident has been recorded under the managing behaviour policy, details are recorded on two separate record forms for each parent to sign. Records only disclose the name of the individual child of the parent who is signing the form. The second child's name is not disclosed.

Curriculum & Environments:

- Routines are flexible to meet the needs of the children.
- Suaimhneas Community Childcare Afterschool Service keeps a minimum number of transitions throughout the day.
- The environment provides sufficient space, equipment, and materials to meet the needs, abilities and interests of the children.
- Children have daily access to the outdoor environment.
- Any access to ICT equipment will be fully supervised by a staff member to manage potential cyber bullying and any disclosures of same will be brought to the attention of the child's parent/guardian.

Strategies for Supporting Children:

- Each child is assigned a "key person". This is important for gathering information and knowledge about the whole child. Through their role, key workers can anticipate a child's reaction and behaviour knowing what is likely to upset a child's mood or behaviour, knowing when to step-in or just observe from a safe distance. Suaimhneas Community Childcare Afterschool Service follow different strategies based on the type, frequency, and impact of the behaviour(s).

1. Resolving an Incident/Conflict Management:

This type of behaviour may be a once off incident or it may be specific times where a child needs support based on their age, stage of development or individual needs

Suaimhneas Community Childcare Afterschool Service supports the development of self-regulation through the Conflict Resolution Approach or the Whole Brainchild Strategies. These strategies support the child to develop the skill of regulating emotions and problem solving. There may be different levels of support which are needed for each individual child. The adult should adjust support where necessary in this process for each individual child.

Strategy

Below are the steps to follow in using the Conflict Resolution Approach.

Approach the situation calmly – try to put yourself in the child’s shoes. It is important to acknowledge the child’s feelings. Their feelings are relevant and real in the moment to them. Approach the situation calmly and always get down to the child’s eye level.

Acknowledge feelings – if a child cannot describe their feelings assist them with gentle prompting, “you look sad” or “you look upset”.

Gather Information – listen attentively and remain neutral by giving each child the opportunity to tell their side of the story. Take your time as sometimes children need lots of time to get the words out and remember the importance of the lessons learnt in these situations.

Restate the problem – after listening to the children by simply describing what the problem is so both/all can understand both sides of the story.

Ask for ideas for solutions & choose one together (or for younger children give a solution) – give the children an opportunity to come up with solutions and keep working on it until you all agree on something. This can take a bit of time, but it is giving the children lots of practice compromising with one another which is a vital skill they will need.

Be prepared to give follow up support – it is important the staff member follows through on the agreed solution. This helps place trust in the process and children will have confidence in the approach.

Communication with parents

These behaviours may or may not immediately be shared with parents as it may be linked to the age of the child or stage of development. It is the role of the adult to support the child in developing these problem-solving skills.



2. Managing Moderate Behaviour Issues

This type of behaviour can be recognised when a behaviour is becoming a more regular occurrence. Incidents of reoccurring behaviour are documented by Suaimhneas Community Childcare Afterschool Service. The type of information, which is recorded may include location, time, date, triggers, witness. This is stored within the child’s file in a locked cabinet.

Strategy The strategies used are consistent and follow the Conflict Resolution Approach or the Whole Brainchild Strategies.

Communication

Staff

- The staff team will discuss the reoccurring behaviour and put a plan in place. The plan will have a start and end date to review.

- Staff may observe the child to identify any triggers of the behaviour. This may be the key worker, and/or another staff member. The plan will identify the duration of observations e.g. for one week, two weeks.
- When the behaviour happens the steps above will be implemented.
- Where observations are carried out, the child should not feel isolated. It is important at this stage that the staff involved are clear on the purpose of the observations and the behaviours being observed.
- In respecting the dignity and rights of the child, where observations are carried out, information is only shared with relevant persons.
- The well-being of the staff is paramount, and Suaimhneas Community Childcare Afterschool Service may put varied supports in place where needed.
- Following the observations, staff are supported to reflect on trends and/or triggers for the behaviour. Additional strategies may be suggested at this stage e.g. staggered transitions, one-to-one support mealtimes, visual routine, increasing adult: child ratio, physical layout is arranged so that there is a high level of visibility.

Communication with Parents

Reassurance should be provided to parents on supporting their child and open communication should be encouraged throughout the process. In setting up a meeting with parent/guardian, Suaimhneas Community Childcare Afterschool Service will consider the following:

- Where possible, a suitable time/day is prearranged with the parent/guardian and the service e.g. after the session, collection time or during the day.
- Possible supports the parent/guardian might need for the meeting e.g. family member.
- Meetings are in a comfortable uninterrupted space.
- All conversations are away from the child.
- Consistent staff attend the meeting e.g. room leader and manager.
- All meetings, plans and observations are recorded and stored in the child's record in a locked cabinet.

3. Serious Behaviour Issues

Serious behaviour issues may include the following –

- Repeated pattern of behaviour which impacts with the child's learning or engagement.
- Behaviours that are not responsive to the process above.
- Prolonged tantrums, physical and verbal aggression, disruptive behaviour (e.g. screaming, property destruction, self-injury).

Strategies

Specific strategies may be followed to support the child including Conflict Resolution Approach or the Whole Brainchild Strategies. If appropriate, Suaimhneas Community Childcare Afterschool Service may develop an individual care plan to support the child. Where other strategies are in place to support the child, there is a clear outline provided in the care plan. These strategies follow best practice guidelines.

Services may also use the following to support serious behaviour issues:

- Time to one side with the support of an adult. In rare situations, it may be appropriate to use time to one side with the support of an adult, for short periods of time, and a child must never be isolated in any space or room without adult support. Clear guidelines are followed by the early years' service. This should not be used as a form of time out and/or isolating a child.
- Holding or restraining a child to prevent harm. The purpose of this intervention can only be to prevent injury to the child, another child or to an adult, or to prevent serious damage to property. Physical holding as prevention must only be used:
 - To prevent injury to the child or other children.
 - To prevent an accident.

Regardless of age, physical restraint must only ever be used for immediate safety reasons, with the minimum force and for the minimum amount of time.

In some cases, an individual care plan is developed from external agencies who are supporting the child. The Afterschool Service, in so far as practical, will implement this care plan in collaboration with parents/guardians.

Communication

- The staff team may carry out a meeting to discuss the behaviour and develop an action plan to support the child.
- Observations may be carried out at different times of the day to establish triggers of the behaviour. All observations are discussed with the parent/guardian.
- A plan may be developed in collaboration with the staff team and the family of the child.
- If necessary, the family will be supported to contact any relevant external professionals.
- If the behaviour is a child protection concern the Child Protection Policy will be implemented.
- All information gathered and discussed is stored securely and all conversations are highly confidential.
- All meetings, plans and observations are recorded and stored in the child's record in a locked cabinet.
- The staff always work in the best interest of the child using their best judgement in situations which can be demanding and stressful on all involved.

- When all reasonable attempts to support the child, whose challenging behaviour is causing difficulties to have failed, it may be necessary to suggest to parents/guardians to seek professional advice. The parent/guardian may then seek the advice or request referral to other professionals.

Prohibited Practices

- Corporal punishment or bullying of any form.
- Any physical force which is used with intent to cause some degree of pain or discomfort, such as hitting, spanking (refers to striking a child with an open hand on the buttocks or extremities with the intention of modifying behaviour without causing physical injury), shaking, slapping, twisting, pulling, pinching, squeezing, or biting is prohibited.
- Practices or the threat of any practices that are disrespectful, degrading, exploitative, intimidating, emotionally or physically harmful or neglectful will not be carried out on any child while attending the service.

Child Leaving the Service Unaccompanied

During the opening hours of the service children must not leave unaccompanied. They must be signed out by an adult unless prior arrangements were made. Here, at Suaimhneas Community Childcare Afterschool Service, parents/ guardians must state on the child's record form a list of authorised collectors. If the parent/guardian wishes for the child to leave unaccompanied they must give written consent which is stored in the child's file.

In the event that a child leaves the service unauthorised it is considered a serious behavioural issue and the following procedure will apply:

- Staff will ensure that the remaining children are supervised.
- A staff member will follow the child if necessary.
- The child's parent/guardian will be contacted.

The best interests of the child and their safety is always the priority of Suaimhneas Community Childcare Afterschool Service.

Supporting Staff

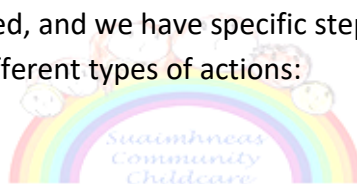
- Staff receive information in relation to Suaimhneas Community Childcares behaviour management strategies at indication. If any training needs are identified in behaviour management techniques Laois County Childcare Committee will be liaised with.
- Staff are given a copy of the behaviour management and emotional support policy as part of their induction in the service and sign to say they have read and understood the policy.

- Staff are supported with behaviour management and emotional support of children in their care through ongoing training, support and supervision with management and availability of information on best practice in relation to behaviour management and emotional support.
- A copy of this policy is available in each room for staff to easily access. A copy of specific techniques we use for managing behaviour are available to staff. Staff receive training on these techniques as needed
- This policy is reviewed on a yearly basis with the input of staff.
- Staff share information as needed, in a confidential manner, to ensure consistency across the service when supporting children's behaviour.
- Staff are aware of the language that they use when speaking to children. Staff focus on positive commands when encouraging children to modify their behaviour, using 'do' instead of don't' for example.

Bullying

Suaimhneas Community Childcare Afterschool Service is committed to be a safe and friendly place for all children. We always expect all children and staff to be treated with respect and kindness. Bullying is not tolerated, and we have specific steps we follow in the event of bullying. Bullying can include different types of actions:

- Verbal actions
- Gestures or signs
- Physical actions
- Taking or breaking other people's belongings
- Leaving people out of games or any other type of exclusion
- Cyberbullying



This is not an exhaustive list and there are other things that could happen that are considered bullying.

All incidents of bullying witnessed should be reported to the Manager/Deputy Manager as soon as possible. The manager will investigate any bullying allegations. This might involve speaking to the children involved, gathering information on who is involved and in the case of cyberbullying recording any posts online.

All bullying investigations are handled sensitively. Parents are informed of any bullying investigation. On occasion, it may be necessary for Suaimhneas Community Childcare Afterschool Service to liaise with the child/children's school. If a bullying issue is also ongoing, Suaimhneas Community Childcare Afterschool Service and the school will communicate about the approach. Following identification of a bullying issue, the service will implement an intervention that is determined by the nature of the bullying and the

children involved. All staff are fully trained on the appropriate interventions. Interventions might include:

- Negotiating agreements between pupils.
- Working with parents and guardians.
- Meditation
- Buddy/peer mentoring.

Other strategies will be considered, as necessary.



Complaint Form:

Name of the person making the complaint:

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Address of the person making the complaint;

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Phone Number:

Preferred method of Communication

Date and time complaint was made.....

Name of person the complaint was first made:

Name of Registered Provider:

Details of

Complaint:.....

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Signature of Complainant: Date:

Signature of Manger receiving complaint..... Date:



Policy No 58 Toilet Training Policy:

Suaimhneas Community Childcare is committed to assisting parents to toilet train their children.

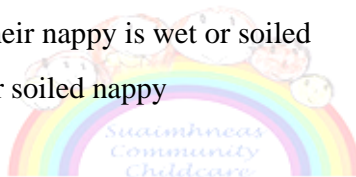
Our Aim:

- The dignity of children is preserved at all times
- To assist children and parents to toilet train in a supportive and secondary manner

Suaimhneas Community Childcare staff are all experienced in helping parents decide if their child is ready to toilet train.

Typically, children who are ready to toilet train are:

- Able to follow simple directions
- Remain dry for at least two hours at a time during the day
- Interested in the toilet
- Able to recognise when their nappy is wet or soiled
- Uncomfortable in a wet or soiled nappy



When parents feel their child is ready to toilet train, we ask parents to begin teaching their child at home for a short period of time typically a couple of days (3-4 days). This ensures the children are comfortable and confident in this change and have been supported by their primary care givers during this transitional period of their development. After a few days, crèche staff can begin to assist children to toilet train once parents have successfully started training at home.

Useful guidelines to bear in mind:

- The child should wear clothes that are easy to pull on and off
- It is advisable to leave plenty of extra sets of spare clothes, including socks, shoes, and underpants in the crèche
- Parents should inform staff, if there are any special words that your child uses to express the need to go to the toilet
- The toilets in the crèche are miniature children's toilets which makes it easier for children to use the toilet

- At the beginning of toilet training, children will be encouraged, on a very regular basis, to just go to the toilet.
- Staff concentrate on praising success, even if children are just happy to sit on the toilet
- Children are given praise and other rewards such as star stickers every time they go to the toilet, promoting feelings of achievement and competence in their ability to toilet.
- Some children may need a nappy to go to sleep in
- It is not unusual for children to regress after a while and to have accidents. If this does happen, staff will carry on encouraging and praising them for the times they use the toilet
- Good hygiene practices are always followed at the crèche and children are shown how to use the toilet and how to wash their hands each time they use toilet, this is also displayed on the toilet in a child friendly way using a backwards chain.
- If parents/guardians have any issues/worries/concerns they should discuss them with their child's keyworker.
- If staff feel a child is becoming incredibly upset during toileting or refuses to toilet, we will discuss the matter immediately with the parents in a sensitive and supportive way as our primary concern is for the wellbeing of the child during the toilet training process.

- Date Policy Implemented: 02/09/2019

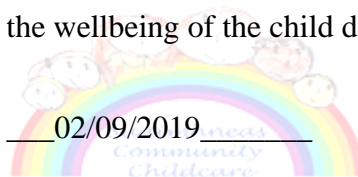
Signed: _____

Reviewed: 24th August 2020 _____

Review: _____ August 2021 _____

Reviewed on the 17th May 2022

Reviewed on the 18th of July 2023





Policy no. 59 Floating Staff Policy

Floating staff will be allocated a room/rooms to support during the course of a workday.

Description of duties:

- Floating staff will be assigned duties regarding one or more rooms. Duties will include nappy changing, toileting, children's activities, outdoor play, cleaning and break cover and any other duty necessary and directed by Childcare Manager/Deputy Manager
- Floating staff will act as a supporting staff member and additional worker in each of the rooms
- Floating staff must ensure that they are familiar with the following in each room:
- The curriculum, each child's dietary requirements, additional needs if any, any allergies or underlying health conditions, the daily routine for each child and authorised collectors for each child.
- When a floating staff member is in a room, they are responsible for the health, safety and well-being of all the children in that room and must follow the correct policies and procedures
- Floating staff must be available to move from room to room and follow all relative policies and procedures in each room.



APPENDICES



Risk Assessment Suaimhneas Community Childcare:

Person Carrying out Risk Assessment:

Risk Identified	Who is responsible?	What is currently in place to manage the risk	What future actions are needed?
Hallway/Corridor	Staff/Parents	Parents are responsible for supervision of their children until signed into room and signed out	Inform Parents /Guardians and new staff at induction/enrolment
Outdoor Area	Staff/Maintenance	Daily checks of outdoor environment and equipment to ensure safety and use by children	Continuous daily checks with removal of any items of equipment unfit/unnecessary for use
Kitchen	Staff and Parents/Guardians	Kitchen is inaccessible to children because of heightened handle kitchen door always remains closed, notice of the same is on display for all staff and parents/guardians	Enforcement of closed kitchen door policy
Sleep Room	All staff are responsible	Safe sleep policy	Review of policy yearly or when necessary to support advances in best practice or legislation
Staff	Childcare Manager	Recruitment policy/induction policy, to include Tusla E-Learning and training matrix to ensure in date training necessary	Review of policy yearly or when necessary to uphold best practice and any new legislation or guidelines
Students on placement	Childcare manager and staff	Induction to centre environment and policy and procedures, mentoring for students on placement from experienced members of staff. Students are supported to maintain healthy boundaries whilst on work placement at Suaimhneas Community Childcare. Staff support encourage students to observe activities. Students are not responsible for nappy changing, toileting, or behavioural management. Students should not be left on	Continual supervision with students to ensure best practice and experience for students on placement

		their own with any children at any time. Students are not to be included in the adult/child ratios and are to be given notice of the same.	
Slips, trips, and falls	All staff	Good housekeeping, all staff to adhere to the following policy. A place for everything and everything in its place. All areas are well lit and kept clear of obstruction. Staff keep all areas tidy and clear during the day and after sessions. Kitchen/room spillages are cleared up immediately. All hard surfaces are protected, children are afforded ample play space to move around and play physical games such as musical statues. Children are also supported to be spatially aware	Daily building checks, any issues reported to the manager and dealt with efficiently Any incidents/accidents are recorded, and Childcare Manager is involved if any remedial action needs to be taken to avoid similar of future accidents/incidents
Recruitment	Childcare manager	Vetting: before commencing employment with Suaimhneas Community Childcare all staff are subject to Garda Vetting. Referees: at least 2 written references are sought and verified by phone, by the childcare manager Induction: all staff are given a formal induction by the Childcare Manager; please see staff induction policy and procedure	Review of policy yearly or when necessary to uphold best practice and any new legislation or guidelines
Manual Handling	Staff and Childcare Manager	Staff avoid risk of injury or back pain from handling heavy/bulky objects or children by utilizing manual handling training	A training matrix assists the Childcare Manager to ensure up to date training for all staff, staff certs are copied and placed in their file
Play equipment	Staff setting up each room and Childcare Manager	All new equipment purchased is done so for specific age groups with developmental age in mind. Equipment is checked daily for defects/removable parts before children use	Continuous risk assessment of the same to ensure all equipment is fit for use

		them. Equipment or toys with defects are removed for recycling were appropriate and Childcare Manager informed. Hard toys are regularly wiped with an antibacterial washing agent, soft toys are laundered	
Burns and Scalds	All staff and Childcare Manager	All radiators are thermostatically controlled, all tap water that children have access to is thermostatically controlled. Kitchen door is closed and inaccessible to children, signage prohibits from entering and inform adults of their responsibility to supervise children in the corridor. Staff do not take any hot drinks into rooms with children	Continuous monitoring and supervision, yearly review of policy and immediate action if incidents or accidents occur to ensure it is not repeated
Glass windows and glass in doors	All staff	Finger guards are fitted to hinges on all internal doors	Ensure finger guards are in continuous good repair and replaced immediately if defective, part of daily staff checks
Health and safety, nappy changing, toileting policy	All staff	Detailed nappy changing and toileting policy and procedure	Training for all new staff at induction, students prohibited from nappy changing and toileting, review of policy yearly or when necessary to uphold best practice and any new guidelines or legislation
Outbreak of infectious disease	All staff	Control of infectious disease and illness policy, immediate disinfection of room contents to include furnishings and toys, staff to wear gloves and aprons whilst using antibacterial cleaners, information about infectious disease or illness given to staff/parents/guardians to inform of the outbreak	Review of policy yearly or when necessary to uphold best practice and any new legislation or guidelines

Contractors/maintenance/repairs	All staff	All contractors are safe pass certified and are supervised and chaperoned when entering the building. As far as appropriate work will be undertaken while the centre is closed. Work will only be undertaken when children are not in the room	
Electrical	All staff	All sockets that are accessible are fitted with plug in safety covers	All plugs are inspected as part of the daily checks to ensure there is no defects
Security	All staff	Perimeter door is fitted with a security lock accessible only by staff with key fobs. All visitors must be buzzed in and door opened by staff of Suaimhneas Community Childcare. Suaimhneas Community Childcare is fitted with a security alarm, alarm code changed so ex-employees cannot enter the building unaccompanied	Staff must inform Childcare Manager immediately if they have lost or misplaced their security fob
Choking hazards	All staff	<p>Food:</p> <p>Children are supervised at all mealtimes and provided with drinks at mealtimes. All food is prepared by our chef who ensures meal portions and consistency is developmentally appropriate to avoid instances of choking</p> <p>Fruit with skins is peeled and cut into small pieces</p> <p>Hard boiled or glass sweets and popcorn are prohibited from Suaimhneas Community Childcare</p> <p>Our chef provides and posts weekly menus to inform parents of our food selection</p> <p>Parents are informed of children’s daily food intake and portions</p>	<p>At enrolment, all parents provide detailed instructions about wobbler/toddler/preschool food intake</p> <p>Our chef provides and posts weekly menus to inform parents of our food selection</p> <p>Parents are informed of children’s daily food intake and portions</p> <p>Staff immediately remove any items that they identify as a small potential choking hazard for small children. Staff supervise older children to use small items appropriately for craft or play time</p>

		Staff immediately remove any items that they identify as a small potential choking hazard for small children. Staff supervise older children to use small items appropriately for craft or play time	
Accident/incident	All staff	All accidents/incidents are reported to the Childcare Manager. Remedial action taken as appropriate. All accidents and incidents involving children are reported to parents/guardians and Childcare Manager using accident/incident policy Staff inform Childcare Manager if any piece of equipment was involved	Childcare manager is informed of all accidents/incidents and signs record of the same
Authorised collection of children	All staff	At enrolment for Suaimhneas Community Childcare parents are requested to nominate authorised collectors for tier children. This is documented on children’s enrolment cards and staff are aware of authorised collectors. IF someone other than an authorised collector attempts to collect a child the Childcare Manager/Deputy is not informed, then the child CANNOT be released into their care until permission and contact with the parent or guardian is made	Records are kept up to date and any necessary changes are made Staff are informed of the same and record cards filled and returned during enrolment process
Presses and cupboards at children’s level	Childcare manager and staff	All presses at children’s level are fitted with the child lock mechanisms so access is restricted. This includes all presses that contain Rentokil pest controls	Press locks are checked as part of daily housekeeping and if defective the Childcare Manager is informed immediately, and locks are replaced as necessary Rentokil manage pest controls appropriately

<p>Children’s allergies</p>	<p>All staff</p>	<p>All staff are made aware at the enrolment stage of any new child’s allergies. This information is held on the child’s record card and stored securely. Our chef has detailed information on children’s allergies and food is prepared for that child separately. Notice of children’s allergies is displayed in each room where the child attends. Instructions on medical emergency plans and procedures for each child is obtained by medical professionals and parents and displayed in the child’s room and notice of the same given to all staff in contact with the child. The child picture is placed on their individual emergency plan. All information is kept up to date and accurate through regular communication with the parents/guardians</p>	<p>New plans are put in place at enrolment stage for each child presenting with an allergy</p>
<p>Stress</p>	<p>All Staff</p>	<p>Staff participate in mindfulness training and exercise mindfulness each day with the children. In house counselling is available to all staff, as is self-care information and stepping out policy. Staff participate in regular supervision with childcare manager also.</p>	<p>Stepping out policy</p>
<p>Undesirable or aggressive behaviour</p>	<p>All Staff/Parents/Guardians</p>	<p>We support positive behaviour management and understand that all children behaviour is a form of communication. If children are deregulated and staff utilising our policies are unable to assist in regulation parents/guardians will be</p>	<p>Code of conduct policies for staff parents and guardians, Supporting positive behaviour policy.</p>

		<p>contacted as other professional including an garda Siochana is necessary to protect the safety children and staff. Parents/Guardians and staff must also follow policy in relation to appropriate conduct.</p>	
<p>Risk of bullying of a child.</p>	<p>Risk of: Emotional Illness/fear/anxiety/depression. Bodily harm/stress.</p>	<p>Anti-bullying Policy, positive behaviour policy, child friendly policies for SAC</p>	<p>Review of policy yearly or when necessary to uphold best practice and any new legislation or guidelines</p>
<p>Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/volunteer.</p>	<p>Staff/DLP/Deputy DLP</p>	<p>Garda vetting. Tusla E-Learning Child Protection, child protection and welfare policy</p>	<p>Review of policy yearly or when necessary to uphold best practice and any new legislation or guidelines</p>
<p>Risk of harm of physical/ psychological/ emotional harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer.</p>			
<p>Noise</p>	<p>All Staff/Children</p>	<p>All children have access to our sensory snooze room and outside play space if they ever feel that the noise in the centre is too loud for them. Staff can utilise the stepping out policy and take time in the break room if they need it. all staff participate and implement mindfulness sessions with the children</p>	<p>Stepping out policy</p> <p>Mindfulness practices</p> <p>Sensory room</p> <p>Outside space</p>



		which can also assist in providing a calming atmosphere	
Administration of Medicines	All staff	Administration of medications policy. Permission is sought from parents/guardians on child record card for staff to administer medicine in the event of a temperature. Medicine checks are completed each week any administration of medication is witnessed by another staff member and signed by the parent/guardian upon collection or at their earliest convenience.	Administration of medication policy Enrolment card Signed acknowledged of medicine administered by parent/guardian
First Aid	All Staff	All staff have a minimum of basic first aid, several of our staff have been trained in FAR and at least one staff member is present at all times.	First aid qualifications First aid kits First aid kit checks

Child Protection Concerns- Record





Child Safeguarding Information

Designated Liaison Person (DLP)

Debbie Smith

Deputy DLP

Denise O' Riordan

Date	Childs Name	Summary of Concern Note where full details are stored	Person who Raised Concern	Action Taken and by Whom Informal Consultation with Tusla	If a Referral was made to Tusla Date and by Whom



*this form should be used to record a summary of any child protection concerns arising under the Children First Act 2015 or the Children First: National Guidance 2017 and the action taken

*only factual information should be recorded






Suaimhneas Community Childcare Planned Outings Risk Assessment

Name of Location: _____ Date of Planned Visit: _____

Date contacted the venue/manager Of the location	
Any information regarding risk Assessments belonging to the venue	
Any implications for the safety of children or staff having read venue risk assessment.	
How many adults and children will be travelling. (Adult/child ratio)	
Are insurance details up to date	
If using transport is it fit for purpose	
Has entry and exit points to and from transport been checked	
Is phone fully charged with all emergency contacts on it	

Is a first aid kit available	
Have all hazards been taken into consideration, i.e. weather, traffic jams, changes of clothes	
If a child goes missing is there a procedure in place	
Are all staff aware of the procedure if a child goes missing	
Have all children got high viz vest and name tags attached	
Has parental consent been given for the outing	
Have parents been given adequate information about the outing	
In the event of an unlikely serious accident is there an emergency procedure in place	
Are all staff aware of the emergency procedure	
Is there a hygiene procedure in place and how are children and staff informed of hygiene procedure	
If using transport is all documentation up to date	

Is there appropriate nappy changing facilities	
Is there appropriate toileting facilities	
Is there appropriate hand washing facilities	
Have staff brought a supply of gloves and aprons to facilitate nappy changing	



Staff Induction Checklist

Employee Name: _____

Start Date: _____

Staff Member Conducting Training: _____

- Completed E-learning module course "Introduction to Children First"
- Given access and time to read and understand Policy and Procedures
- Health and Safety at work induction
- Information on specific room curriculums and room operations
- Introduction to in house paperwork and observation tools
- Record taken of any additional training undertaken
- Any additional training required, i.e. first aid



Staff induction completes on date: _____

Staff Signature: _____

Signature of Childcare Manager: _____



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Children's Policies

Debbie Smith

Children's Policies



Fire Safety Policy

On hearing the fire alarm, we:

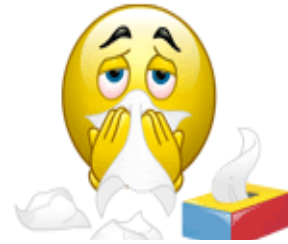
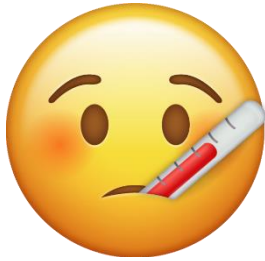
- Sing our fire safety song:

“when we hear the fire alarm, fire alarm, fire alarm,

When we hear the fire alarm we quickly go outside!”

- We listen to what our teachers tell us to do.
- We get into our line quickly.
- We do not pick up our school bags or try to pack our school bags.
- We follow our teachers down the stairs staying in a line.
- We walk safely and calmly down the stairs.
- We do not run or push our friends.
- When we get outside, we make our way safely to our assembly point with our teachers.
- We stand in a line at our assembly point and listen to our teachers.
- When our teachers call our name at roll call we shout “here” loudly and clearly.
- We wait patiently with our teachers until the fire brigade, or the manager or our teachers tell us it is safe to go back inside.
- If it is not safe to go back inside, we wait with our teachers until our parents/guardians arrive to collect us.





Administration of Medication Policy

If I am not feeling well, I must tell my teacher immediately. My teacher will then:

- Take my temperature.
- If my temperature is more than 38 degrees Celsius my teacher will ring my parent/guardian and ask if they can give me medicine.
- If my parent/guardian gives permission, then my teacher will give me Calpol or Panadol liquid to help me feel better.
- If I have an epi-pen or an inhaler my teacher will give them to me if I need them and ring my parent/guardian.
- If a doctor gives me medicine, I will not come to Afterschool for at least a day to let the medicine help me to feel better.
- I will not keep any medicine in my schoolbag. My teacher will have my medicine locked in a press.





Behaviour Management Policy

In Afterschool we know that we, the children are all different. There are no 2 people the same. The younger children might not be able to do some of the activities the older children are doing and sometimes some of the children might need some help.

In Suaimhneas Community Childcare Afterschool Service we will:

- Play together.
- Share our toys.
- If one of our friends is not being nice to us, we will talk to the teacher straight away.
- If we see a child not being nice to another child, we will tell the teacher straight away.
- If we start fighting over a toy or activity we will tell the teacher and try to come up with a solution between us, e.g. maybe I will play with the toy for ten minutes and then my friend will, or we will play with it together.
- We will listen to and respect each other.
- We will listen to and respect our teachers.
- We will have for respect for the toys and the equipment in our room.



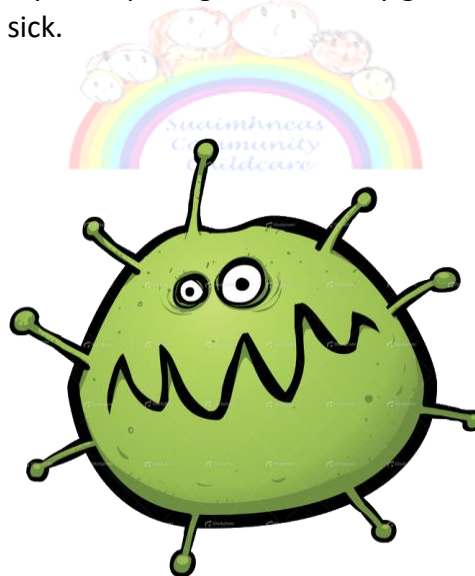


Infection Control

We must always remember to wash our hands:

- After playing outside.
- Before eating food.
- After using the bathroom.
- After handling animals/insects.
- After wiping our noses.
- After sneezing or coughing

By washing our hands properly, it helps to get rid of nasty germs so that we do not get sick or make one of our friends' sick.



Wash Your Hands After...

1



**Playing with
pets**

2



**Using the
bathroom**

3



**Sneezing, blowing
your nose &
coughing**

4



**Touching a cut or
open sore**

5



Playing outside

6

AND Before...



Eating

Developed by University of Nebraska–Lincoln Extension in Lancaster County and Lincoln-Lancaster County Health Department



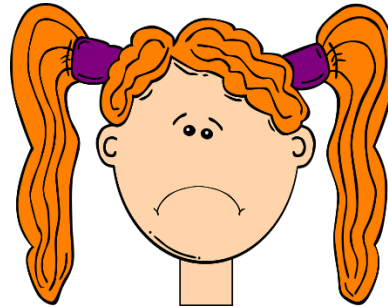
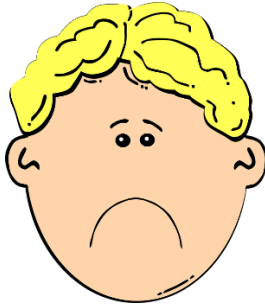
Authorised Collectors

When the school bell rings and it's time to go to Afterschool we must:

- Go outside and walk over to our pick- up point.
- Wait at the pick-up point with our afterschool teachers until all the children are there.
- Walk calmly and safely over to the afterschool with our teachers.
- Only go home from the school if our parent/guardian is there to collect us and our afterschool teachers know about it.
- If some one different, who normally doesn't collect us arrives to collect us, we must wait with our afterschool teachers until they ring our parents/guardians to make sure that it's ok.



Children's Complaints Policy



If you feel.....

- ✓ Unhappy or sad about Afterschool
- ✓ Unhappy or sad about something that happened
- ✓ Unhappy or sad about something you see in Afterschool



- ✓ Talk to your parent/guardian
- ✓ Talk to your teacher or Debbie/Denise
- ✓ Tell a friend how you feel



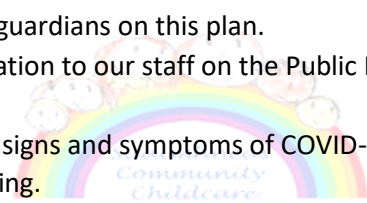
Suaimhneas Community Childcare COVID-19 Policy Statement

This COVID-19 policy outlines our commitment as an Early Learning and Care/School Aged Childcare service to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the manager/board of management and brought to the attention of our staff, contractors and parents/guardians. This plan will also be available for inspection as needed.

Suaimhneas Community Childcare is committed to providing a safe and healthy setting for all our children, families and staff. To ensure that, we have developed the following COVID-19 Setting Plan. The manager, deputy manager and staff are responsible for the implementation of this plan with the commitment of parents and guardians. A combined effort will help contain the spread of the virus.

We will:

- Support at Risk/Vulnerable Workers: if an at risk or vulnerable worker cannot work from home and must be in the workplace, we will make sure that they are preferentially supported to maintain a physical distance of 2 metres. It is recognised that, by its very nature, setting based childcare does not lend itself to remote working arrangements; however, employers should enable vulnerable workers to work from home where possible (e.g. administrative or CPD).
- Continue to monitor our COVID-19 response and amend this plan in consultation with the Lead Worker Representative, Debbie Smith.
- Update staff and parents/guardians on this plan.
- Provide up to date information to our staff on the Public Health advice issued by the HSE and Gov.ie
- Display information in the signs and symptoms of COVID-19 and correct hand-washing techniques within the setting.
- A lead worker representative will be appointed. (the lead worker representative is Debbie Smith).
- A structured framework to be followed by management and lead worker representative within the organisation to be put in place
- Inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the setting to facilitate physical distancing between adults.
- Each staff member to keep a log of contact to help with contact tracing.
- Have all staff attend and induction/familiarisation briefing (virtually where possible)
- Update our pre-existing infection control policy to establish a procedure to be followed in the event of someone showing symptoms of COVID-19 while in the setting.
- Provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during work.
- An isolation room will be identified.
- Cleaning will be intensified in line with government advice.
- In circumstances where changes to workplace policies work patterns are required, negotiation with workers and /or union representatives will take place to agree any temporary restructuring of work patterns/policies to implement the necessary COVID-19 prevention measures in the workplace. In doing so, any existing agreements will be taken into account. As information about the virus is evolving, public health advice is being



updated on a regular basis, both the manager and staff recognise that flexibility will be required in meeting the measures to reduce the spread.

All managers, supervisors and staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Setting COVID-19 Representative : **Debbie Smith**

Signed: _____ (Manager) Date: _____

Reviewed on the 17th May 2022

Reviewed on the 18th of July 2023

