



# Full Day Care Policies and Procedures

**See separate document for Afterschool Service**

**Address: Granard Road, Edgeworthstown, Co Longford N39 AE65**

**Phone Number: 0436672534**

**Email: [st.maryschildcarecampus@gmail.com](mailto:st.maryschildcarecampus@gmail.com)  
[edgeworthstownchildcare@gmail.com](mailto:edgeworthstownchildcare@gmail.com)**

**Manager: Margaret Glancy**

**All Staff have access to a copy of the written policies and further hard or electronic copies are available from Management and on our website. Copies of these policies are available from Management and on our website to parents/guardians of children in the Service.**

## **CONTEXT**

**These policies have been developed with reference to:**

**The Child Care Act 1991 (Early Years Services Regulations) 2016**

**The Quality and Regulatory Framework (September 2018) (Early Years Inspectorate)**

**Children First: National Guidance for the Protection and Welfare of Children 2017 (Department of children and Youth Affairs)**

**Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood Care and Education**

**Aistear: The Early Childhood Curriculum Framework**

**Siolta is the National Quality Framework for Early Childhood Care and Education**

**A wide range of other sources of information and guidelines as referenced in the above**

**Afterschool : Please refer to our separate policies for afterschool**

### **Roles and Responsibilities regarding Policies**

**Relevant staff have a clear understanding of their roles and responsibilities in relation to developing, approving, distributing and reviewing policies**

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## **Saint Mary's Childcare Campus CLG Policies and Procedures**

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## **Saint Mary's Childcare Campus CLG Policies and Procedures**

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### **Information:**

**SÍOLTA, the National Quality Framework for Early Childhood Education**

# **GOVERNANCE**

## **1. STATEMENT OF PURPOSE AND FUNCTION**

<b>Document Title:</b>	<b>Statement of Purpose and Function</b>
<b>Unique Reference Number:</b>	<b>001</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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<b>Method of communication of policies to Stakeholders (full policies via email, hard copy)</b>	<b>Email and Hard Copy</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
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<b>Number of Pages:</b>	<b>5</b>

**This policy is available to and has been communicated to parents/guardians and stakeholders.**

**This Statement is available to parents, staff and relevant stakeholders**



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Policy Statement**

The purpose of St. Mary's Childcare Campus CLG is to provide high quality, affordable childcare and education for children from 6 months to 12 years in the local community. We are a community childcare service.

### **Mission Statement**

Our mission is to provide a safe, nurturing and engaging early care and learning environment that effectively supports the diverse needs of children and families in our community and creates a foundation for children to become lifelong learners, explorers and critical thinkers. We strive to work in collaboration with parents and carers to foster the holistic development of each child.

### **Our Ethos**

We value each child as an individual and encourage and support each child to reach his/her own maximum potential at his/her own pace. We welcome and embrace diversity and treat each child and their families with the utmost respect.

We believe that justice, inclusivity, equality, respect and dignity are fundamental values held by all at St. Mary's Childcare Campus CLG.

### **Our Pedagogy**

We believe that every child is an individual with their own strengths, interests, abilities and knowledge. We believe children learn through play, therefore, provide opportunities for children to explore, create, discover, imagine and develop to their own full potential. Through observing children we can discover where they are now in their learning and encourage and support them to extend their learning to the next stage.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### KEY INFORMATION

<b>Opening Hours:</b>	8:00 a.m. – 6:00 p.m.
<b>No of Weeks per year opened:</b>	48
<b>Capacity:</b>	110
<b>No. of Children attending the Service</b>	105
<b>Age Range:</b>	12 months – 12 years
<b>Ratios:</b>	0 – 1 Year 1:3 Full Day Care 1 – 2 Years 1:5 Full Day Care 2 – 3 Years 1:6 Full Day Care 3 – 6 Years 1:8 Full Day Care ECCE 1: 11 Afterschool 1:12
<b>Curriculum:</b>	Emergent and Inquiry based Curriculum (Also see afterschool policies )
<b>Address:</b>	Granard Road, Edgeworthstown, Co Longford, N39AE65
<b>Phone Number:</b>	0436672534
<b>Email:</b>	st.maryschildcarecampus@gmail.com and edgeworthstownchildcare@gmail.com

### Key Personnel: In-House

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>Manager (Person in charge):</b>	Margaret Glancy
<b>Deputy Manager:</b>	Carolyn Farrell
<b>Health and Safety Officer:</b>	Margaret Glancy
<b>Fire Officer:</b>	Charlene Oates and Lisa Hunt (Deputy)
<b>First Aid Co-ordinator:</b>	Margaret Glancy
<b>Designated Liaison Officer:</b>	Margaret Glancy
<b>Deputy Designated Liaison Officer:</b>	Carolyn Farrell
<b>Data Controller:</b>	Margaret Glancy and Carolyn Farrell

### Key Personnel: External

<b>TUSLA Early Years Inspection Team:</b>	Aileen Kennedy, Early Years Inspector, Government Buildings, Convent Road, Roscommon, 09066 37867
<b>TUSLA Social Work Department:</b>	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath, 044 9353997
<b>Garda:</b>	Granard Road, Edgeworthstown, Co Longford 0436671002
<b>Doctor:</b>	Dr Sharkey, Edgeworthstown Health Centre, Edgeworthstown, Co Longford 043 6671157
<b>Pharmacist:</b>	Tully Chemist, Edgeworthstown, Longford 043 667 1014
<b>Hospital:</b>	Mullingar Hospital 044 934 0221
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b>	MRD Fire Service 071 9633798 or 085 8114205
<b>Pest Control:</b>	Paddy Dowd - 043 6686418 or 087 8230991
<b>Garda Vetting:</b>	Early Childhood Ireland / 01 4057100
<b>Water Leaks:</b>	1850 278778
<b>Electricity Emergency:</b>	1850 372999 (24-hours)

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>Gas Emergency:</b>	1850 205050 (24-hours)
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### Type/ Class of Service

Full Day Care in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016. It is aimed at families who require full-day care for their children for reasons of work or respite

**The aim of this Service is to provide a full day care facility for children aged 6 months – 6 years. We open 48 weeks per year and daily from Monday to Friday. We have capacity to cater for 110 children including afterschool at any one time and our ratios are listed in the key information box. This Service is a community-based facility operated by a Board of Directors.**

### Curriculum

We deliver the following curriculum: Emergent and Inquiry based curriculum. An emergent and inquiry-based curriculum uses children's and practitioners' interests, questions and experiences as starting points for curriculum planning.

### Range of Services and Facilities:

#### **Our Service:**

- We are open 48 weeks per year
- We will close for 2 weeks in August starting from the bank holiday Monday and for 2 weeks at Christmas
- We are offering the following funding schemes:
  - ECCE
  - NCS

#### **Our Facilities include:**

- 2 Large fully fenced, well-equipped outdoor playgrounds with safety surface.

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- 2 outdoor playgrounds for the baby/toddler room
- 4 Large, bright, spacious (room(s)).
- Safety-fencing, safe set-down area.
- Healthy and nutritious food cooked on-site.
- Trained and qualified staff.
- Summer Camps
- Camps at Mid Term, Easter etc.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** Person responsible for approving the Policy

### **2. Fees Policy**

<b>Document Title:</b>	<b>Fees Policy</b>
<b>Unique Reference Number:</b>	<b>002</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy is available to and has been communicated to parents/guardians and stakeholders.**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Policy Statement**

The management of St. Marys Childcare Campus CLG endeavours to reflect best practice with regard to the budgeting of costs for the provision of a quality childcare service and to ensure the long-term sustainability of the service.

This policy is underpinned by the National Standards for Preschool Services 2010, the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Equal Status Acts 2000-2012.

### **ECCE and NCS**

St. Mary's Childcare Campus participate in the Free Preschool Year in Early Childhood Care and Education Scheme (ECCE) under the Office of the Minister for Children, Equality, Diversity, Inclusion and Youth (DECEDIY)

We participate in the National Childcare Scheme (NCS) which provides subsidies for families with childcare costs.

We are required to notify Pobal if your child is absent for more than 20 consecutive days when in the ECCE programme. We are required to notify Pobal if your child is absent for more than 8 consecutive weeks when using the NCS programme. This may result in loss of ECCE place or loss of subsidised hours.

### **Fees**

**The Fee Schedule is on display**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

Parents/guardians are required to sign a Parent Agreement form **(See appendix 1)** regarding payment of fees.

- Fees must be paid weekly.
- Fees can be paid by cash, cheque or bank transfer.
- A receipt will be issued upon payment.

### **Reviewing Fees:**

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by one months notice of increase in fees.

### **Payments in relation to Holidays or Illness of the Child/Children:**

- Parents/guardians of children attending the baby/toddler room will be required to pay for any days/weeks that their child/children do not attend the Service.
- Parents/guardians of children attending breakfast club, preschool extra hours service or afterschool must give notice before 10.00am if their child will not be attending otherwise fees will be due.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- There will be no fees charged when the Service is on holidays. These dates will be circulated directly to parents/guardians and posted on the parent's notice board well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays for children attending the baby/toddler room.

### **Closure in Exceptional Circumstances:**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

In the event of the closure of the Service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, the following will apply:

- If the Service is open during adverse weather and child does not attend the full fee will be payable.
- No fees are payable if the Service is closed.

### **Late Collection of Child/Children from the Preschool**

Parents/guardians should note that due to legislative requirements under the Child Care Act 1991 (Early Years Services) Regulations 2016 and *Children First* – Child Protection Guidelines two members of staff are required to be with the child/children.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the Service may follow health and safety practices to ensure that the Service may close safely.
- Please see the Dropping Off and Collection of Children Policy and Procedure.

### **Withdrawal of Children**

Parents/guardians sign up and agree in the Parents/Guardians Fee Agreement Form that they will:

- Give notice, in writing, that the child/children are leaving the Service
- Give two weeks' notice or pay two weeks of fees.
- Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the Service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.



## Saint Mary's Childcare Campus CLG Policies and Procedures

### Non-payment of Fees

- Non-payment of fees may result in loss of placement.
- A text reminder of fees will be given to the parent if fees have not been paid. A repeated failure to pay fees may result in suspension or withdrawal of child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

### The National Childcare Scheme

Every family is eligible for financial support towards their childcare fees. See <http://www.ncs.gov.ie> for more information.



Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

**Person responsible for approving the Policy**

**Saint Mary's Childcare Campus CLG Policies and Procedures**

### **3. CHILDREN'S CHARTER**

<b>Document Title:</b>	<b>Children's Charter</b>
<b>Unique Reference Number:</b>	<b>003</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent**

Young children rely on responsible adults to care and protect them. Our staff are in a relationship of special trust - one that is powerful and important. We recognise that our role is multi-faceted and we have developed this code of ethics to provide the best quality service possible.

#### **Policy and Procedure**

This Code of Ethics is underpinned by the following principles.

- The well-being of the individual child is of fundamental importance.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- We acknowledge the uniqueness of each child attending our Service.
- We consider the needs of the child within the context of the family and culture, as the family has a major influence on the young child.
- We take into account the critical impact of self-esteem on the individual child's development.
- We base practice on sound knowledge, research and theories, while at the same time recognising the limitations and uncertainties of these.
- We work to fulfil the right of all children and their families for access to services of high quality.

### **Procedure**

Based on the above principles we have developed the following Children's Charter.

#### **Children's Charter:**

- Children's welfare and their rights to a secure, healthy and happy childhood are paramount.
- The experiences children receive in their early years are critically important in terms of future development.
- Children are entitled to expect that all adults will respect, uphold and preserve their rights and to ensure that their feelings and wishes are taken into account.
- Children should have the opportunity to make choices and develop a sense of responsibility for their own actions appropriate to their age.
- Children, parents/guardians should not be discriminated against, particularly in relation to colour, age, race, religion, gender, ability, medical conditions or background.
- Parents/guardians should be recognised and respected as children's first and continuing educators.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

#### **4. Admissions policy**

<b>Document Title:</b>	<b>Admissions policy</b>
<b>Unique Reference Number:</b>	<b>004</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
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**This policy is available to and has been communicated to parents/guardians and stakeholders.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

#### **Policy Statement**

St. Mary's Childcare Campus CLG welcomes all children and families into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief. We are committed to working in partnership with Parents/Guardians to support children's

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

cultural and language differences and to exploring and incorporating these differences to enrich learning in our service.

### **Admissions procedure**

- Children must be at least 6 months of age when starting at the service.
- Parents wishing to secure a place for their child must fill out an enrolment form.
- All details regarding a child's enrolment form must be completed. All relevant information regarding additional needs, dietary requirements, medical needs, etc should be included on the form before enrolment to allow us to have supports in place before your child starts.
- Siblings are given priority if we have received a timely application form and there are places available.
- Children already attending a care room will be given priority when ready to move on to the next stage, for example, moving from the baby/toddler room to preschool.
- Thereafter, children will be admitted on a first come first served basis, following submission of an enrolment form.
- If there are no remaining places children are placed on a waiting list and will be offered a place when one becomes available.
- Referrals from family support services will be accepted provided there is a place available.
- If your application is successful you will receive a letter confirming your place.
- Parents must read, sign and agree to all policies and procedures before their child commences. Parents are welcome to come in at any time to discuss these and will be given an opportunity to have any queries answered on open day.
- Parents are provided with information regarding applications for funding from the National Childcare Scheme or other Government schemes.
- Policies and procedures will be reviewed and updated in line with new learning and developments and HSE guidelines.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Termination/refusal

- We reserve the right to refuse admission
- Children who are disruptive, who may cause injury to other children or staff or damage property may be excluded from the service.
- If a situation arises where parental expectations cannot reasonably be met by our facility after a period of negotiation, we reserve the right to terminate care.
- We reserve the right to terminate our services.

### Dress code

We ask that children wear comfortable suitable clothes, ideal for artwork, messy play and outdoor play. Velcro shoes are preferable as open laces can be a trip hazard. We ask that you send in a pair of wellies at the start of the year for wet weather and outdoor water play. We ask that children do not wear hoop or long earrings as these can also cause injury. If you want your child to wear these you must sign a disclaimer. **(See appendix 2)** Please send a spare set of clothes with your child daily in case of accidents. A sun hat and sun cream are required during the hot weather.

### Vaccinations

St. Marys Childcare Campus CLG have a legal requirement to maintain immunisation records on all children attending. Prior to enrolment parents/guardians should provide a copy of their child's immunisation passport or record card. HSE guidelines encourage all children to be vaccinated. If your child is not vaccinated we ask that you sign a disclaimer. **(See appendix 3 also Infection control policy)** The most up-to-date immunisation advice is available on <http://www.immunisation.ie>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

**Person responsible for approving the Policy**

## **5. Admissions policy for children with additional needs**

<b>Document Title:</b>	<b>Admissions policy for children with additional needs</b>
<b>Unique Reference Number:</b>	<b>005</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
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<b>Date policy was created:</b>	<b>13/02/2024</b>
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<b>Number of Pages:</b>	<b>3</b>

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## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Policy Statement**

We have an inclusive culture and endeavour to welcome every child into our setting. Inclusion means every child attending can participate meaningfully in all activities at their own level. The more information we have prior to your child starting the better the supports we can have in place to help your child reach their full potential.

### **Admissions procedure for children with additional needs**

- Parents complete enrolment form and submit relevant medical paperwork. It is imperative that parents disclose all relevant medical/developmental details at this stage of the process.
- Places are allocated on a first come first served basis depending on availability and type of childcare required.
- The enrolment form and relevant paperwork will be reviewed by management.
- The manager/deputy manager will contact the parent to discuss what supports need to be put in place before the child commences.
- Parents may be advised to apply for Access and Inclusion Model (AIM) support. **(See appendix 4 & 11 )**
- Where medical needs have been established and additional support is required for the child suitable supports can be put in place as soon as possible.
- The parent may be asked to care for their child at home until suitable support is provided, for example one to one care or specialised equipment.

### **Termination/refusal**

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- Children who are disruptive, who may cause injury to other children or staff or damage property may be excluded from the service.
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- We reserve the right to terminate our services.

## Saint Mary's Childcare Campus CLG Policies and Procedures

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

**Person responsible for approving the Policy**

## **6 COMPLAINTS**

<b>Document Title:</b>	<b>Complaints</b>
<b>Unique Reference Number:</b>	<b>006</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date policy was created:</b>	<b>December 2020</b>
<b>Review Date:</b>	<b>07/02/2024</b>
<b>Number of Pages:</b>	<b>6</b>

**This policy is available and has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

**This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016 and (Registration of School Age Services) Regulations 2018.**

### **Statement of Intent:**

St. Mary's Childcare Campus CLG is committed to providing a high-quality service and welcomes children's and parents' views of the service. We understand that at times families may have a concern or feedback about the service and we are committed to giving careful attention and a courteous, timely response to

## Saint Mary's Childcare Campus CLG Policies and Procedures

suggestions, comments or complaints so that we can learn from them and continuously improve our service

### Procedure

St. Mary's Childcare Campus CLG is committed to providing high quality care and education to all children in our service. We promote working in partnership with parents, carers and families. If you have any complains or suggestions about our service we would like to hear from you. All complaints are dealt with in a confidential manner without fear, favour or prejudice.

The Service has a consistent and unbiased approach used to manage all complaints within the Service.

All complaints are investigated promptly, taken seriously and handled appropriately and sensitively. Complaints are managed and reported in line with the Service's Complaints policies and procedures.

The written record of a complaint is available on the premises for inspection by the Early Years Inspectorate. Complaint forms are available from reception. **(See appendix 5)**

A child friendly complaints policy is available throughout the service.

### **Where a Child In the Service Makes a Complaint or Expresses a Concern to his/her parent or guardian:**

Where a parent notifies the Service that a child has made a complaint to them or expressed a concern about the Service or a staff member, contractor, unpaid worker at the Service it is the policy of this Service to treat such notification by a parent/guardian as a complaint and the complaints procedure contained in this policy will immediately come into force.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Where a Child Makes a Complaint or Expresses a Concern to a Staff Member, Contractor or Unpaid Worker at the Service:**

Where a child makes a complaint or expresses a concern to a staff member, contractor or unpaid worker at the Service about a staff member, contractor or unpaid worker at the Service, the person to whom the complaint or concern is made must immediately report the matter to the Manager who will contact a child's parents/guardian to arrange to meet with them at the earliest possible opportunity and the Service's complaints procedure will immediately come into force.

Where the complaint is about the Manager, the matter must be reported to the Board of Management.

### **Where a Child is Overheard Making a Complaint or Expressing a Concern to a Peer in the Service:**

Where a child is overheard making a complaint or expressing a concern to a peer in the Service the person hearing the conversation shall immediately report the matter to the Manager, Margaret Glancy.

The Manager should immediately contact the child's parents/guardian and arrange to speak with the child in compliance with the Service's Child Safeguarding Statement

- All complaints must be made to the Manager Margaret Glancy.
- Where the complaint is made about the Manager the complaint should be referred to the Board of Management who can refer the matter to an outside agency such as Tusla, Pobal or An Garda Síochána depending on the nature of the complaint.
- They will be dealt with in an open and impartial manner.
- The complaint [if made verbally] will be documented and remain confidential.
- The complaint will be investigated to assess if the service has breached our policy and procedures.
- This investigation may be carried out by an independent third party if deemed necessary and appropriate

## Saint Mary's Childcare Campus CLG Policies and Procedures

- Staff may be consulted during the investigation process
- If a complaint is made against a staff member the HR policies may be invoked, including the discipline policy.
- Every attempt will be made to resolve the matter as quickly and amicably as possible, and to the parents/guardians' satisfaction.
- If agreement cannot be reached informally, the parents/guardians must make a formal complaint in writing to the Manager (or to the Board of Management if the complaint is made about the Manager).
- The parent will be sent an acknowledgement that the complaint has been received and told how it will be dealt with, by whom and within a time frame specified by the Manager (or to the Board of Management if the complaint is made about the Manager) If the complaint is made about the Manager, the Manager can acknowledge receipt of the complaint but may defer to a third party to manage the process.
- The Manager will keep dated records summarising what was said and by whom.
- In the case of a complaint made against a member of staff, the staff member involved will be informed that a formal complaint has been made and given full details. The HR policies may be invoked including discipline.
- The Manager will arrange to meet with the staff member and discuss the lodged complaint.
- The Manager will record and keep an accurate and detailed document of what was discussed.
- The Manager will review the complaint and consider all the relevant information discussed and a decision and recommendations will be made if necessary.
- If a parent is not satisfied with the outcome, they may make a further written request to the Board of Directors Details are available on the Parent Notice Board.
- If a complaint involves a child safeguarding concern, (child abuse, neglect) this is passed to the Designated Liaison Person in the Service and a separate reporting procedure will be followed in line with our Child Protection Policy and Children First 2017.

### **Appeals**

- If the complainant is not satisfied with the outcome of the complaint or a satisfactory resolution is not found within 28 days of the Manager's investigation and report, Management will offer (a) the opportunity to appeal the complaint to an external consultant with experience in dealing with complaints or (b) offer mediation. The Board of directors will be involved in setting up the appeals process.

If the complainant is not satisfied with the outcome of the above interventions, they will be advised that the service is closing off the complaint and if appropriate will refer the complainant elsewhere.

- The agency to which a complaint may be referred may include such organisations as Tusla, HSE, DCEDIY, HSA depending on the nature of the complaint. We will cooperate fully in any investigation carried out by these agencies
- Upon closure of a complaint, the outcome is recorded with
  - details of any recommendations
  - details of any changes to practice, policy or statement
  - Information about the appeals process
- Complaints will be kept on file for 2 years
- Complaints are kept stored confidentially in a locked filing cabinet in the child's file.
- The Manager, Margaret Glancy, the Deputy Manager and the Board of Directors have access to complaints.

### **Management of Unsolicited Information to Tusla**

The Early Years Inspectorate (EYI) may receive information volunteered by parents, staff or members of the public about our Service. This is known as unsolicited information, and it can include comments, complaints or concerns.

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- Unsolicited information which is deemed not to fall under the scope of the 2016 Regulations may be referred to another agency for action as appropriate by Tusla. We will cooperate fully if a complaint is referred to another agency and follow our policy in investigating the complaint ourselves.
- Unsolicited information which is deemed to fall under the remit of the Regulations is then risk rated by the inspectorate to determine if there is a risk to the health, safety and welfare of a child in the service. Again, we will fully cooperate with any review/risk assessment carried out by Tusla
- If the risk to children is assessed as low by Tusla it may not investigate but our Service will be required to investigate the matter in line with this complaints policy.
- When investigating the complaint we may need to refer to other policies and procedures or follow our employment/staffing policies and procedures
- If there is an unsolicited complaint we will act promptly to endeavour to resolve the issue as quickly as possible
- Like all other complaints we will log unsolicited information and retain for inspection for 2 years
- We will keep all parties informed of the progress of a complaint
- We will record each step of the process and keep detailed notes
- We will give the complainant a full explanation in writing of the outcome and the rationale for the decision
- We will always give the option to appeal the decision as outlined in this policy

Should that discussion not alleviate your concerns, and should you wish to make a complaint then the above complaints procedure should be followed.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**



## **7. RECRUITMENT (INCLUDING GARDA VETTING AND REFERENCES)**

<b>Document Title:</b>	<b>Recruitment (Including Garda Vetting and Reference)</b>
<b>Unique Reference Number:</b>	<b>007</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date policy was created:</b>	<b>December 2020</b>
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<b>Number of Pages:</b>	<b>14</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Employment Equality Acts 1998 - 2015, Freedom of Information Act and Data Protection Act and the Miscellaneous Provisions Act 2018.**

### **Statement of Intent**

**St. Mary's Childcare Campus CLG is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal**

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opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief

### **Policy and Procedure**

It is the policy of the Service to recruit and select the best candidate for any vacant position within our Child Care service. Our employees are one of the key resources we have in achieving our aims and objectives of providing high quality care to the children in our service. Our primary concern is selecting the right candidate that will cherish the children in our care and help each one of them to reach their potential.

#### **It is our policy to:**

- Deal with all applications with courtesy and efficiency
- Select candidates on the basis of their qualifications and/or experience for the vacancy concerned
- To give every person interviewed a fair and thorough hearing.

#### **The Service will not:**

- Discriminate unfairly against potential applicants on grounds of gender, civil status, family status, disability, sexual orientation, age, religion, race or membership of the Traveller community; or trade union membership / activity
- Discriminate unfairly against persons with a criminal record; or make any false statements in recruitment literature of job advertisements.

#### **Job Descriptions and Personal Specifications:**

We will use updated job specifications and job descriptions for each position. Further information is available from the Management.

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### **Advertisement:**

The avenues we use to advertise positions will depend on the vacancy and the budgets available.

- All employees on protective leave (such as maternity or parental leave) will be informed of each vacancy.
- All vacancies will be advertised both internally and externally, as may be appropriate.
- All vacancies will be advertised at a minimum through local newspaper, website, Facebook and Indeed.ie
- Advertisements will set out the qualification requirements for the vacancy. Qualifications will depend on the position and all qualifications will be verified by having sight of original certificate.
- Applicants will be asked to submit a CV.
- Every job applicant will be replied to without unreasonable delay.

### **Interview**

#### **Procedure**

- A scoring sheet will be developed based on the criteria set out in the job description and the person specification. The manager will select the candidates for interview using these criteria.
- The selection of persons who sit on the interview panel is at the discretion of the Management and will endeavour to be gender balanced. All questions posed to the candidates will be consistent and will relate directly to the person's ability to do the job.
- Candidates will be scored according to an interview selection form that has been designed to ascertaining the competencies and skills of the candidate to carry out the position. The job description and essential and desired criteria in

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the person specification are also utilised in the selection assessment. Fair and proper procedures will be followed.

- After each interview is held, every candidate is assessed against the criteria set out in the job description, personal specification and their own qualifications. The interview sheet is then signed off by the interviewers.
- 
- Records of all applications, screening criteria and interview notes will be kept for a minimum period of 12 months by the Management, before being discarded.

### **Risk Management:**

- The Service will validate any necessary documentation relating to visas and work permits, where applicable.
- Candidates will be required to sign and declare that the information they have provided is true.
- Candidates will be required to provide details of two previous employers for reference-checking. Successful candidates will have their references checked before an offer of employment is made. References will be checked by telephone and in writing to validate and verify the candidate's identity and to check their employment history, qualifications, experience and suitability for the role. References should be recent, relevant to the post and should not be provided by family members. References will be held on the employee's personnel file.
- Written references from at least two past employers.
- A reference, if practicable, from the childcare employer if the candidate was previously employed in childcare.
- References will be validated.
- References should be from a reputable source, be in writing, be dated and signed by referee, give details of the referee's position, contain the address, phone

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number, logo or headed paper of the referee and the organisation's stamp where applicable

- The identity of the applicant will be confirmed against an original (not a photocopy) official documentation (such as a driving licence or passport), which includes the applicant's name, address, date of birth and a photograph. This should be compared with the written application. A copy of the candidates' driving licence or passport is required to be held on the employees' personnel file.
- CVs will be examined, and explanations sought for any gaps identified.
- Candidate's qualifications submitted with an application for a position with the Service will be checked and verified
- All staff will be Garda Vetted see detailed procedure later in this policy.

### **Qualifications for Staff Working Directly with Children**

The Service requires that each employee hold a minimum qualification as follows:

- i. A minimum of a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.
- ii. An exemption from the qualification requirement and confirmation that this exemption is accepted by the Minister.
- iii. The qualification requirement or relevant specialist training and the basis on which the capitation may be used for a person employed under the Access and Inclusion (AIM), detailed in an exemption letter from Pobal.

### **Probation**

Once all the pre-employment assessments have been completed, a written offer of employment will be extended to the successful candidate, with full details of his or her conditions of employment.

It is the policy of the Service that all such offers will include a probationary period of at least three (3) months and not longer than eleven months even when the

## Saint Mary's Childcare Campus CLG Policies and Procedures

successful candidate has been previously employed within the Service. Reviews will be carried out at the end of each month and at the end of the probation period. This gives the Service an opportunity to assess the suitability of a new worker to work with children and to implement the Service's policies on safe practices.

The Service will comply with Data Protection Acts, 1988 to 2003 and the 2016 General Data Protection Regulation ("GDPR") including:

- Obtaining and processing information fairly.
- Keeping it for explicit lawful purposes.
- Using it and disclosing it only in ways compatible with those purposes.
- Keeping it safe and secure.
- Retaining it for no longer than is necessary for that purpose.
- Giving a person a copy of his or her personal data on request.

### **Employment/Personnel Files:**

Legislation requires that we keep certain records on our staff members. It is our policy to keep the following records for each staff member:

- C.V.
- Copy of advertisement
- Job description
- Proof of identity (passport, driving license)
- Score sheet and interview notes
- Two validated references (Verbal and Written)
- Processed Garda Vetting Form
- Copies of letters sent to the candidate
- Contract signed by employee and employer
- Sign off sheet on all policies and procedures
- Copies of validated qualifications
- Completed Induction Form **(See appendix 6)**
- Employee Training Record

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- Copies of any other correspondence with the employee during the tenure of their employment

Records in respect of employees will be held for 6 years. Records in respect of the recruitment process will be held for 12 months

### Garda Vetting Disclosure Risk Assessment

The Child Care Act 1991 (Early Years Services) Regulations 2016 require any person carrying on a preschool service must ensure appropriate vetting of all owners, directors, BOM members, emergency contact person, contractors (e.g. who carry out workshops with the children staff, students, and volunteers. Vetting must be available in English.

1. Checking employer and other reputable references in respect of owners, directors, staff, contractors and unpaid workers.
2. Seeking Garda vetting from An Garda Síochána.
3. In respect of owners, directors, BOM members, contractors (e.g. who carry out workshops with the children) staff, who have lived abroad, for more than six continuous months, ensuring that these persons provide the necessary police vetting from other police authorities.

The Child Care Act 1991(Early Years Services) Regulations 2016 require that services complete vetting prior to any person being appointed or being allowed access to children. Employment with the Service is subject to a satisfactory outcome of the Garda Vetting Process. Where an employee is successful for a position with the Service, they will be required to complete a Garda Vetting Application Form **before** they commence employment.

Management will ensure that the identity of the applicant is confirmed against an original (not a photocopy) of official documentation (such as a driving licence or passport), which includes the applicant's name, address, date of birth and a photograph. This should be compared with their written application.

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### **Board of Directors and Management committees**

All members of our Board of Directors and Management committee will be garda vetted

### **Contractors:**

Any contractor (e.g. music drama etc) must satisfy the Service that they are Garda vetted by providing a certified copy of the vetting disclosure from the National Vetting Bureau and will not be required to reapply. A certified copy means a hard copy/original copy. The Service will note on the "copy" that it had sight of the original copy. If it is not possible to have sight of the original hard copy the Service will require that the copy has the stamp of the supplying organisation. In the event of e-vetting the relevant organisation can forward via email the original disclosure (password protected). The Service will do this with the consent of the person.

### **Support Staff:**

Support Staff that visit the Service on a regular basis should be Garda Vetted. Other precautions to safeguard children will also be put in place (e.g. not allowing support staff have unsupervised access to children).

### **Staff from other Agencies:**

Staff from other agencies such as Enable Ireland can transfer their vetting from that agency to our Service, but we will risk assess any disclosures as we would do with other staff.

### **Visitors:**

Visitors like the local fireman or a parent giving a talk about their work do not need Garda Vetting but should not have unsupervised access to children. Persons making once off visits do not require Garda Vetting but should not have unsupervised access to children.



### **Employees Who Have Lived Outside of Ireland:**

For persons who have lived/worked outside of the State for more than six continuous months (from the age of 18 years) need to be police vetted from the countries they lived in. The person is required to provide the original Police Vetting Certificate from these countries. This applies to international applicants and to Irish applicants who have lived/worked abroad. We will make reasonable steps to verify Police Vetting and these attempts will be recorded on the person's file. It may not be possible to receive vetting from some countries.

For employees who have worked/lived in the UK they will require an International Child Protection Certificate. This is available from: ACRO Criminal Records Office (ACRO). A Basic Disclosure will not be accepted. Further details are available from: [www.acro.police.uk/icpc/](http://www.acro.police.uk/icpc/)

If vetting, references or qualifications are in another language (not English) these will be officially translated. This is our responsibility as employer.

Police Vetting is the property of the individual and can be used in multiple services. It can be copied and held on file, once we have had sight of the original.

### **Dealing with Disclosures:**

The report that comes back from the NVB may show:

1. No previous convictions against the named applicant whose details were supplied.

**OR**

2. Details of convictions that appear on Garda records. These are based on the information supplied on the application for Garda Vetting. However, they cannot be positively confirmed by the Garda, as fingerprints have not been supplied. These details must be verified with the applicant before any decision is made.

**OR**

3. Prosecutions successful or not, pending or completed.

There is also the option of 'possible matches' where almost all the applicant's details match but there is some difference, such as the address or date of birth. Again, these details must be verified with the applicant before any decision is made. When information is returned indicating a prosecution or possible match, it is recommended that a Garda vetting review meeting be held with the applicant.

This has two purposes:

1. To verify that the applicant is the person about whom the disclosure of convictions has been made. The information returned by the Garda may apply to the applicant and should be verified with the applicant before any decision is made.
2. To provide an opportunity for the employer and the applicant to discuss the disclosure from Garda vetting.

If the applicant disputes the information returned by the NVB, the onus is on the applicant to contact the Garda to resolve the matter.

Management may also convene a meeting with appropriate personnel such as a Development Worker from the CCC or a Consultant from an organisation with expertise in this field if required. The meeting will be convened to discuss the disclosure from the NVB in relation to the (prospective) employee and to decide what action is required.

Some points to consider are:

- Has the employee already indicated to the Service what may be disclosed by the NVB?
- Does the employee disclosure 'match' the NVB disclosure?
- Where the employee has not indicated to the Service what the NVB has disclosed then management needs to use the risk assessment below. This

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

approach must consider the risk in terms of the individual, the offence, and the purpose of the job.

- Management may speak to the employee in relation to this matter before making a final decision.
- Management should record their decision and inform the (prospective) employee of their decision.

### **Risk Assessment:**

Risk will be assessed in relation to the individual in terms of the risk due to the disclosed offence. In some cases, the relationship between the offence and the position the individual has applied for will be clear enough to take a decision as to whether or not the individual is suitable for employment with the Service.

Points to consider are:

- Offences concerned with larceny, fraud and theft are crimes of deception and may be a behavioural indicator.
- Child Protection or related offences.
- Breaches in trust e.g. fraud.
- Offences against property e.g. arson, armed robbery.
- Drug related charges/convictions (particularly possession for sale or supply).
- Offences against the person e.g. assault, harassment, coercion.
- Offences against the State.

The risk will be assessed by the person in charge. Assessment of the risk of the employee together with the offence:

- In carrying out this assessment, the following factors in addition to other relevant case specific concerns should be considered and documented in support of the recommendation to either stay on the current work assignment or transfer to a more suitable one.
- The seriousness of the offence and its relevance to the safety of the children.
- The length of time since the offence was occurred.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- The age of the applicant at the time.
- Whether the offence was a 'one off' or part of a history of offending.
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely.
- The degree of remorse or otherwise, expressed by the applicant and their motivation to change.
- The sentence imposed in relation to the offence.
- Whether the applicant has undertaken any kind of rehabilitation relating to the offence they committed e.g. anger management or drug treatment programme.
- Work history since the offence.
- Protecting the employee from situations that might cause difficulty e.g. allegations against them etc.

The risk assessment and the decision to employ or not to employ should be carried out by those nominated as outlined above.

### **Data Collected through Garda Vetting:**

The Service will conform to the provisions of the Data Protection Act 1988 – 2018 and amending regulations in relation to the storage and retention of records.

### **Storage of Data:**

The storage and security of Garda Vetting Forms is a very important consideration under the Data Protection Acts. Appropriate security measures will be taken, by us, against unauthorised access to this data.

A minimum standard of security will include the following measures:

- Access to the information should be restricted to authorised staff on a "need-to-know" basis. Access to Garda Vetting Forms should be restricted to a maximum of two individuals within the Service.

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- Access will also be restricted to external authorised personnel – e.g. the Early Year's Inspector.
- The forms will be stored in the manager's office away from public areas. The office is locked and a security keypad is used to gain access.
- Any information that needs to be disposed of will be done so carefully and thoroughly when out-of-date but only if a new vetting procedure has been completed.
- Premises will be secured when unoccupied.

### **Retention:**

We will retain a record of the decision to appoint an employee and the reasons for the decision as part of the overall recruitment records. In the event of a decision not to appoint an employee on the basis of a Garda vetting disclosure, records should be retained confidentially indefinitely.

### **Repeat Garda Vetting:**

The Garda Vetting procedure may be carried out at any time during the employee's contract of employment and the procedure should be followed at least every three years for continuing employees and in line with any subsequent legislation.

### **Records:**

Garda vetting records should be kept for 5 years from the date of **commencement** of work

### **Note:**

It is important to recognise the limitations of Garda/Police Vetting, which can only alert an employer to criminal convictions. Research indicates that very few child abusers receive criminal convictions. Garda vetting will be used as part of the overall safe recruitment practices of the service and is one component of the recruitment decision.

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The Management reserves the right to use their own judgement about whether a person is suitable for a post with us.

### **Contract of Employment**

All successful candidates taking up employment are obliged to enter into a contract of employment with the Service to include terms and conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **8. STAFF ABSENCES**

<b>Document Title:</b>	<b>Staff Absences</b>
<b>Unique Reference Number:</b>	<b>008</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date of creation:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>19/01/2024</b>
<b>Number of Pages:</b>	<b>4</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Policy Statement**

St. Mary's Childcare Campus CLG understands that from time to time staff will be absent from work. It is our priority to have arrangements in place to ensure that the service is adequately staffed at all times and that adult: child ratios are maintained. Absences include annual leave and/or unpaid leave, illness or emergencies.

The Service will not operate if the appropriate number of Staff is not available. The Service will always operate within the appropriate ratios.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Procedure**

Staff are expected to report for work each day unless incapacitated by illness, absent with the prior permission of Management or otherwise unavoidably absent. It is essential that the Service has an adequate number of Early Years' Practitioners to care for the children. It is therefore essential that all employees adhere to the following in the event of personal illness.

#### **Employees will:**

- Employees suffering from a contagious illness should not work with children, i.e. gastro-enteritis, etc. and must inform the person in charge immediately.
- If unable to attend work employees must phone the Manager/Deputy on the day of absenteeism before 8am.
- If an employee knows that they will be absent on the day before they should telephone and speak to the person in charge by 11pm.
- When speaking with Management employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees speak with Management either on the day of absenteeism or the day before they are due to return to work before the Service closes in order to confirm that they will in fact be returning to work. This will give management sufficient time to arrange cover if an employee is not fully recovered and is unable to return to work due to this fact.
- Emails, voice mails or text messages are not an appropriate way of conveying this information and to do so may invoke the disciplinary process.
- In the event of an employee being absent for 3 or more days, the employee will need to present a doctor's certificate to Management.
- In the case of long-term illness, a certificate must be provided weekly unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the Service, which may involve a medical examination. This may also be the case when an employee is returning



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to work after a prolonged or serious illness or where the employer may have concerns about the employee's health and wellbeing.

### Management will:

- Arrange for appropriate cover by
  - a) Asking part time staff to work extra hours
  - b) Contacting relief staff from Catkins On The Move
- Ensure that all relief/temporary staff are suitably qualified, and Garda vetted.
- Ensure that the Service's sick policy is adhered to.
- Ensure all employees will participate in a "Return-to-work interview" on their return to work from sick leave.
- Ensure that appropriate adult child ratios are met according to the Child Care Act 1991 (Early Years Services) Regulations 2016 at all times.

SERVICE TYPE	AGE RANGE	ADULT/CHILD RATIO
FULL DAY CARE	0 – 1 YEAR	1:3
	1 – 2YEARS	1:5
	2 – 3 YEARS	1:6
	3 – 6 YEARS	1:8
ECCE	2yrs 8mts– 5YEARS	1:11

Where children are in a mixed age group the higher ratio for adults to children will be adhered to.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Person in Charge:**

The Manager is the person in charge of the Service. In their absence the deputy will be in charge.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **9. STAFF TRAINING**

<b>Document Title:</b>	<b>Staff Training</b>
<b>Unique Reference Number:</b>	<b>009</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

It is our intention to ensure all staff are fully qualified to be employed in our Service. Staff are also expected to engage in ongoing training programmes. Staff are expected to hold the relevant qualifications and be trained in all other mandatory training.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **We expect staff to have the following minimum qualifications: FETAC Level 5**

In accordance with the regulations we will not employ staff to work with children directly unless they are qualified to QQI Level 5 in Early Childhood Care and Education or equivalent or have an exemption from the Minister. If in doubt we will check the DCEDIY list of approved qualifications.

Specialist staff may be appointed with approval under the AIM (Access and Inclusion Model) programme.

All qualifications will be certified. Employees are expected to submit original copies of qualifications for certification. Records are kept safely and securely.

### **We define Training and Development as follows:**

Training is the process through which new skills knowledge and behaviour can be acquired and existing skills knowledge and behaviour can be developed to enable individual employees to work to their full potential and provide maximum benefit to the Service.

### **How we identify Training Needs**

We identify training needs in a number of ways

- By knowing the legal and good practice standards necessary to run a quality service and ensuring staff are trained accordingly
- Through support and supervision where room leaders give and receive feedback on staff needs
- Through internal audits on health and safety and other practice areas
- Through external feedback such as Tusla Inspection reports
- Through keeping up to date with any new developments and legislation changes

### The Person in Charge

The person in charge is expected to participate in on-going management training and to attend events to keep up to date with changes and developments.

### Induction Training:

Every staff member will be provided with an induction training programme when they commence work to ensure they are fully trained in the first number of months of work. The Induction will be recorded on the appropriate form. See *Induction Record Form. (Appendix 6)*

The main purposes of the induction process for new staff members are:

- To introduce them to children, families and colleagues prior to commencing work.
- To make them aware of any specific needs of any child who will be in their care.
- To clarify the service's Statement of Purpose and Function.
- To familiarise them with the service's Safety Statement.
- To familiarise them with the service's Child Safeguarding Statement and Child Safeguarding Policy.
- To familiarise them with the service's essential policies, procedures, routines and approach to quality and to the service's organisational structure.
- To explain the curriculum/programme approach used in the service and how play and learning experiences at *Saint Mary's Childcare Campus CLG* are planned, implemented and evaluated.
- To clarify their roles and responsibilities (including record management) and those of others in the service.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

The induction process is tailored to the needs of each individual new staff member, and the length of an induction period will depend on the experience, qualifications and role of the new staff member.

The Induction Process is carried out by the manager Margaret Glancy with the assistance of the room leader when a new staff member commences employment. The manager is responsible for assessing each new staff member's learning outcomes from the induction process through observation, feedback and reflection.

The induction programme will be reviewed on a regular basis to ensure it is still meeting the needs of new staff members and the service overall and will be amended if needed.

### **On the Job Training:**

The Service will identify training needs of employees and address these needs by organising training for each employee or groups of employees (to include the Manager) to fulfill identified training needs in their current positions. This enables the employees to significantly improve their effectiveness and performance in their current positions.

### **Resources Available to Staff for Training:**

Mandatory Certificates are paid for by the Service i.e. manual handling, fire safety, food hygiene, child protection, first aid.

Training is organised in regard to career development. The training may not be directly relevant to an employee's current position but is likely to develop in the medium-long-term future. This training is validated by Management.

All training will be recorded on the staff member's individual training record

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Legislative Responsibilities:**

Training is organised as required by legislation (Manual Handling, First Aid, Fire Safety etc....).

### **Our commitment to each employee is to:**

- Create an environment where training and development is genuinely valued.
- To identify staff training needs and address same.
- Put in place processes to assist in conducting training and development activities, and to monitor the effectiveness of these processes.
- Invest in training and development.
- Plan and review training and development activities at all levels in the organisation.
- Share with the employees the progress of their training and development activities, what has worked, the business benefits, where improvements are needed and so on.
- Continue to improve and develop our training resources so that they actively support the employees as well as the business.

### **The Service wants each employee to:**

- Take responsibility for their own training and development.
- Recognise and meet their full potential.
- Perceive training and development as a continuous process.
- Understand that development means more than just attending training courses.
- Realise the importance of ensuring that training and development is aligned with the needs of the business.

Staff must attend training programmes. It is also assumed that staff would participate in a number of sessions external training every year as part of their Continuous Professional Development (CPD).

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**Confirmation of Receipt of Policies by Staff** (from Tusla (2018) Developing Policies, Procedures and Statements in Early Childhood Education and Care Services - A Practical Guide)

As part of the induction process and for existing staff, each staff member having been provided with a full set of the Child Care Policies is required to complete and return to Management the Receipt of Policies by Staff Members which is contained in each staff members personnel file. ( **Appendix 7**)

### **Training Records**

Training Records will be held on the employee's personnel file and are retained for a period of 6 years after employee has ceased employment with St. Mary's Childcare Campus CLG.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**



## **10. STAFF SUPERVISION**

<b>Document Title:</b>	<b>Staff Supervision</b>
<b>Unique Reference Number:</b>	<b>010</b>
<b>Document Author:</b>	<b>St. Mary,s Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Statement of Intent**

Our intention is to provide an appropriate mechanism to give staff, unpaid workers and contractors feedback on their performance so that a high standard will be maintained. We are also committed to listening to feedback for the purposes of enhancing quality. It is our intention that all staff, unpaid workers and contractors will have opportunities of support and supervision.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Introduction**

Staff, unpaid workers and contractor's development provides chances for greater knowledge, improved skill and better understanding, not as an end in itself but as a means to develop and improve the level of service to children and their families.

Supervision and appraisals are core parts of the staff, unpaid workers and contractor's development process at this Service.

The purpose of supervision is to promote and provide accountability, decision-making, support, development of the work and development of the staff member, unpaid workers and/or contractors.

Appraisals allow for the setting of new goals and contribute to identifying training/development needs of staff, unpaid workers and contractors.

### **Definitions**

**Supervision:** A key managerial activity – it is 'a 'reflective" process about professional thinking, actions and decisions that is constant and on-going.

Supervision involves:

- a) Any communication between two or more relevant staff (one of which is a manager)
- b) the support and development of knowledge, skills and values of an individual through an evaluation process to examine professional thinking, actions and decisions.

### **Appraisals:**

A staff appraisal is a process by which the work and development of the worker are reviewed. The process contributes to future planning and goal setting. Appraisals are about a person's previous performance as well as future development. The appraisal

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

should consider the worker's achievements, their expectations and development needs.

### **Probation:**

Confirmation of all appointments will be subject to satisfactory completion of a period of probation, which will normally be for 3 (three) months.

During the period of probation, the contract can be terminated by either party in accordance with the provisions of the Minimum Notice & Terms of Employment Act 1973-1991.

During the probationary period the Manager will ensure that each employee is fully assisted in understanding and becoming familiar with the demands of his or her post and that there is full discussion with the employee about any problems or difficulties.

The period of probation may be extended for a specific period (generally by 3-5 months but will not exceed 11 (eleven) months), if management is not fully satisfied that the employee is suitable for the post. The employee will be informed through supervision and in writing about the reason(s) for this decision.

Management will notify the employee in writing of his or her satisfactory completion of the period of probation.

### **Objectives of Supervision:**

All staff members must have regular and consistent supervision to:

- Support them in their work.
- Ensure the quality of service to children and families.
- Ensure that they are clear about their role and responsibilities.
- Ensure competent and accountable performance.
- Ensure that in their respective roles they meet our standards and objectives.
- Ensure a positive atmosphere for practice.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Assist their professional development.
- Reduce stress.
- Increase awareness of new areas of professional knowledge.
- Ensure that they are given the resources to do their job.
- Provide an opportunity to voice their ideas and concerns.

All staff members are entitled to:

- Respect in their role and as a person.
- Clarity about the boundaries of confidentiality.
- Clarity about expectations.
- Have their experience and contribution acknowledged.
- Be briefed about service changes.
- Participate in problem solving and not just be told what to do.
- Access to on-going training relevant to their job.
- Clarification about the crèche policies and procedures.
- Clear performance targets.
- Be allocated an appropriate and manageable workload.
- Clarity about the basis of decisions.
- Regular and uninterrupted supervision.
- Regular formal appraisal.

The supervision programme will be reviewed at least annually to ensure that it is effective.

Staff appraisals will be carried out for each staff member within the first six months of appointment and annually thereafter.

### **Supervision Format**

Before the first Supervision Meeting, an initial discussion takes place between supervisor and supervisee to discuss what supervision is and also what it is not, and to outline the frequency, duration and format of supervision meetings. Both

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participants' expectations are discussed, clarified and agreed at the beginning of the supervision relationship.

A Supervision Meeting will be scheduled every year. The meeting will generally be a minimum of one hour's duration. There will be an agreed agenda for the meeting. The meeting will take place at the Service.

### **Resources available for supervision**

We are committed to make the resources available to effectively implement staff supervision to include a quiet space, availability of the line manager etc

### **How Supervision Needs are Identified**

Supervision needs will be identified

- By the employee
- By the manager or room leaders through observation of the employee and their competencies
- Due to a new policy or practice being implemented due to the needs of a child

*A Typical supervision agenda will include*

- *Care and welfare of the group.*
- *Care and welfare of individual children.*
- *Contact and work with parents/guardians and families/key person role.*
- *Any new ideas/reflections on quality practice.*
- *Any concerns including, but not limited to, child safeguarding concerns.*
- *Networking with other agencies and organisations.*
- *Training needs.*
- *Teamwork.*

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- *Staff welfare and support.*
- *Health and safety issues.]*

### **Records and record keeping**

The supervision session is recorded by the supervisor and the record kept in accordance with good practice, legislation and regulation in the staff member's file. Both supervisor and supervisee sign the record to ensure that it is an accurate and fair reflection of the discussion and decisions. Decisions made at one session will be followed up at the next session to ensure they were acted upon.

### **Supervision of students**

Students/Trainees who work with the children are at all times under the supervision of an appropriately qualified staff member. They are supported and supervised by appropriately experienced members of staff to assist them to carry out their duties to promote and protect the wellbeing, learning and development of the children.

### **Team meetings**

Regular and consistent team meetings are an integral part of team, individual and service development as well as being core to communication within the team. Team meetings can have a number of different functions including:

- Information sharing
- Decision making
- Developing the team/teamwork
- Review, reflection, evaluation and planning
- Debriefing and support
- Skills development/sharing knowledge from training attended.

All team meetings and decisions made should be in the interests of the children and families who use the service. Meetings need to have a clear purpose and direction

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

and a clear recorded outcome. There needs to be an agreed agenda, a timeframe, minutes, a chairperson (not necessarily the owner/manager) and open discussion and reflection

### **Appraisals:**

All new staff members should have an appraisal carried out before the end of their probationary period and annually thereafter.

All staff members will be appraised using a standard Appraisal Form.

Appraisals should relate to the person's job description and focus on areas of performance relevant to the person's role.

Appraisals must be recorded, and records kept in accordance with good practice and legislation.

The following methods are used to support staff:

- One to one supervision
- Staff meetings
- Training
- Support Sessions

All meetings (group and individual) will be recorded. All instruction /direction and training of individual staff members will be recorded on the appropriate Training Form and placed on the individual staff member's file.

### **Records**

All supervision records will be kept securely and confidentially on the staff member's file for 6 years

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **HEALTH, WELFARE AND DEVELOPMENT**



## **11. SETTling- IN**

<b>Document Title:</b>	<b>Settling-In</b>
<b>Unique Reference Number:</b>	<b>011</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

At St. Mary's Childcare Campus CLG we aim to ensure the settling in process is as smooth and pleasant as possible for both children and parents. The purpose of this policy is to ensure that there is sensitive planning and management of transitions, consistency of key relationships and partnership between the setting and parents/guardians to ensure positive experiences and continuity for children.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Policy**

The Service will endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/guardians to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/guardians and staff during the settling-in period and we are prepared to explore and consider various ways of settling children into the Service. We understand children are unique, with their own individual needs and each child will transition at their own pace.

### **Procedure**

#### **Pre- Admission:**

- The Service invites the child and parents/guardians to visit at an agreed time.
- We offer phased/staggered settling-in.
- Prior to enrolment exchange of information will take place between parents/guardians and staff. In order to meet the needs of each child parents/guardians will be asked to fill out the "All About Me" form. Parents/guardians are encouraged to provide us with information on their children's likes/dislikes, interests, achievements etc.
- Parents are encouraged to tell their child when they are going to begin at the service. An infant can be told "..... will take care of you this morning." A toddler can be encouraged to look forward to playing with other children a few days in advance and can then be reminded on the day itself.
- Parents are encouraged to talk with their child's Key Person about bringing items from home that are important to their child, for example, a favourite soft toy or blanket, photos of family members, or a recording of themselves reading a favourite story or singing a familiar song.

### **Continuity of Care**

Continuity of Care is very important for the development and security of young children. Each child that attends our service has a key person that will be his/her main carer/educator. The key person provides an important link between the child and the parent. We aim to minimize any changes to staff to maintain a continuity of care

### **First Day**

- We will greet the child and parent together.
- Each child will be appointed a key worker, sometimes it may take a few weeks to assign a key worker as children sometimes gravitate towards certain staff members and it makes sense that these natural relationships are nurtured. Moreover, this gives the children a choice in decisions affecting themselves.
- The parent/guardian will be assured of the value of their presence to the child in this process.
- Some children may not be ready for a full session and the person in charge will advise the parents/guardians on this matter.
- Parents/guardians will be made aware of the necessity of interacting with their child and the other people in the Service in order to reassure the child of the safety of the new surroundings.
- Children must be collected on time and promptly from their session at the agreed time.

### **On-going Matters**

Parents/guardians must never leave their child without saying goodbye. Parents are encouraged to keep their child's Key Person up to date with relevant information on any big changes in the child's home life or circumstances and small changes, such as when their child masters new skills or helps out with tasks and routines at home. Knowing this information, the educators can provide individualised support for the child where needed and recognise and build on the child's skills.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

Soothers are only to be used for sleep time, unless a child is upset or has just started and needs comforting.

### **What Staff can do**

Through supervision, training and support, staff are supported to enable effective transitions. If a staff member is struggling in this regard, they are encouraged to seek help and support.

- Welcome each child and their parents by name each morning.
- Help parents to recognise a child's need to feel connected to their parents when they are apart.
- Help parents appreciate the importance of goodbye rituals.
- Support both parents and child in their ritual for saying good-bye.
- Continue to make parents welcome.
- Give parents information about their child's experiences each day and invite them to share information about their experiences with their child at home.
- Display interesting items for people to talk about, such as photos of the previous day's/week's experiences.
- Invite parents to bring special items from home that will help their child feel connected.
- Help the child express their feelings about their parents leaving. Talk with them about their home and family later in the day. Suggest that they call their parents on a real or toy telephone.
- Invite the child to paint, dance, sing or tell a story using toys as characters.
- Give the child opportunities to use the skills they know. Sharing tasks like preparing for meals or putting toys away can also reinforce their feelings of competence.
- Play games of hiding and reappearing, to reinforce the idea that their parent will return.
- Read stories of good-byes and returns.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Transitions within the Setting

- Children can attend to personal routines, such as going to the toilet, according to their individual body schedules.
- Children have easy access to their transitional objects when they want or need them and are given time and understanding to help them to become more able to manage longer periods without them.
- While balancing the range of activities (active/quiet, small group/large group/individual, indoors/outdoors), routines and transitions are kept to a minimum and managed consistently so that children can develop trust and a sense of security.
- Transitions within the daily routine, although managed consistently, are as flexible as possible to allow for children to follow their interests and remain at a task until finished.
- Transitions that must happen, involving moving from one type of activity to another, are planned so that children who are ready before others have something to do while they wait.
- Children are given advance notice visually [*for example with an interactive visual routine and or timers*] of changes to routines or planned changes within the schedule of activities that will affect them.
- It is considered important to recognise that some children need to be given more time, support and assistance to cope with changes in activity levels and/or types of activities, than others.
- If the furniture is going to be changed around or major changes made to the environment, this is discussed with the children and explained in advance so that they can be involved and understand why the change is happening.
- Children can participate in helping with routines as much as they are able (for example helping to set the table or cleaning up)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Person responsible for approving the Policy**

## **12. BEHAVIOUR MANAGEMENT Including Managing Challenging Behaviour**

<b>Document Title:</b>	<b>Behaviour Management Including Managing Challenging Behaviour</b>
<b>Unique Reference Number:</b>	<b>012</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**All staff have received training on this policy.**

### **Policy Statement**

St. Mary's Childcare Campus CLG aim to support and guide all children to manage their own behaviour and learn to resolve conflicts that arise. Children attending the Setting are here for new learning experiences which may test their own coping strategies. All staff will support the children to regulate their behaviour and will have a number of strategies to deal with both positive and challenging behaviour.

### Procedure for promoting positive behaviour

Parents are encouraged to read the Promotion of Positive Behaviour Policy on enrolment it is available on our website: [www.stmaryschildcarecampus.ie](http://www.stmaryschildcarecampus.ie). Early years teachers(EYTs) will work together with families on an on-going basis in relation to maintaining behaviour guidance strategies and practices.

- The learning curriculum is designed with the age and developmental stage of the child in mind.
- Each child is assigned a key worker who will be responsible for building up a special relationship with them and their family. This helps with getting to know what the child enjoys and some of the situations they may find difficult.
- Staff will model positive behaviour and how they play, speak and interact with the children is a key part of their role.
- Role modelling will include: explaining feelings, using a calm tone of voice, getting down to the child's eye level, giving choice to the children, using language to help children understand positive decisions, waiting and checking for the child's understanding
- Positive social behaviours among children will be recognised and encouraged.
- Staff expectations for children's social behaviour will be developmentally appropriate – children's level of understanding and maturity will be taken into account.
- Children's efforts, achievements and feelings will be acknowledged by sincere encouragement leading to growth in self-esteem and self-discipline.
- Play activities will be used to play out challenging situations so children get the opportunity to practice positive behaviour strategies.
- Books and storytelling are used to talk about feelings and what we can all do when we are angry, upset or frustrated.
- Schedules, routines and transitions serve as a framework from which children gain trust, security and order and are a pathway to positive behaviour management.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- The play environments will be laid out into specific learning spaces which support children's natural curiosity, encouraging them to become engrossed in their play and develop their own strengths and interests.

### **Anticipating Inappropriate Behaviour**

Each child is assigned a Key worker who is responsible for getting to know each child and their family. This is important for gathering information and knowledge about the whole child. The Key worker will carry out observations through the process of 'tuning-in' and playing alongside the children getting to know their likes and dislikes and emerging interests. Through their key role they are in a position to begin anticipating 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.

### **Strategies for Supporting Children**

It is recognised that all children's behaviour has some meaning to the child, however, at times this behaviour may be difficult or pose a danger to the child or other children.

#### **Minor behaviour problems**

Minor behaviour problems are behaviours in line with the child's age and stage of their development. Negative behaviour incidents are unwelcome behaviour responses such as temper tantrums, fighting, hitting, screaming, biting, kicking, refusing to co-operate etc that occur on occasions, for short period of time or in keeping with the developmental stage. Minor behavioural incidents should only result in minimal or short-lived negative impact on the child itself or on others around them. Early years teachers will assess each situation and use their best judgement in dealing with the matter, in line with the guidelines set out in this policy.



## Saint Mary's Childcare Campus CLG Policies and Procedures

Age of child	Examples of behaviour warranting positive intervention
Under 1 year old	<ul style="list-style-type: none"><li>• Cries to seek attention</li><li>• Anger in response to removal of toy</li></ul>
1-3 years old	<ul style="list-style-type: none"><li>• Tantrum when required to share a toy</li><li>• Biting others</li><li>• Tendency to be stubborn and wilful</li><li>• Hitting, scratching, pinching or pushing their friends</li></ul>
3-5 years old	<ul style="list-style-type: none"><li>• Verbally challenges rather than hits out</li><li>• Tantrum when required to share a toy</li><li>• Biting others</li><li>• Tendency to be stubborn and wilful</li><li>• Hitting, scratching, pinching or pushing their friends</li><li>• Being bossy, name calling or using in-appropriate language.</li></ul>

### Moderate Behaviour Problems

This type of behaviour can be recognised when the inappropriate behaviour outlined above is becoming a more regular occurrence.

- Early years teachers(EYT's) will discuss the reoccurring behaviour and put a plan in place
- When the behaviour happens the Highscope 6 Step Conflict Resolution Plan will be used with the child as shown below **(See also appendix 8)**
- The matter will be discussed with the child's family. If deemed appropriate a record of the child's behaviour will be kept over a period of a week. This record will be shared with the parents/guardians who will be asked to sign it.
- EYT's will carry out observations on the child when the moderate behaviour problems are recognised to try and identify specific trigger points. The ABC observation style is usually used at this point. **(See appendix 9)**

### Managing Severe and Challenging Behaviour Problems

Challenging behaviours are frequent and repeated actions by a child that impacts significantly on other children or themselves, or their ability to engage in daily activities, and which fails to improve under the usual behaviour management

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

strategies or requires ongoing intensive one-to-one management to keep under control. The behaviours may have been present from the start, gradually worsening as the child gets older or involve a deterioration of their behaviour from a previously normal pattern. If a child's behaviour is considered dangerous to themselves or others, the EYT will carefully remove either the child or the other children from the situation. This is in order to protect all those attending the Service. The child will be given time to become calm and the EYT will help guide them with their behaviour. The Key worker will record the incident and discuss it with the family. If a child's behaviour is ongoing or becomes severely challenging the service will implement the following strategies:

- The EYT and Manager will meet the parents/guardians to discuss the behaviour and develop an action plan for going forward to help the child overcome the behaviour problems.
- The child's Key worker will carry out a number of observations at different times of the day to try to establish a trigger for the behaviour. All observations will be noted and discussed with the family.
- 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 will be stored securely and all conversations are confidential.
- All meetings, plans and observations will be recorded and stored in the child's record in a locked cabinet.
- The staff will always work in the best interest of the child using their best judgement in situations which can be demanding and stressful on all involved.

### **Examples of Severe and Challenging Behaviour**

- Repeated openly aggressive actions
- Child is considered a danger to themselves or others
- Repeated controlled aggressive actions
- Destructive behaviour
- Impaired or disordered responses

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- Poor coping skills
- Impaired social skills
- Unusual behaviour.

In order to ensure that the Setting is a place where positive behaviour is fostered and affirmed the following practices are at all times prohibited: **the use of corporal punishment, the use of, or threat of, any practices that are disrespectful, degrading, exploitative, intimidating, isolating, emotionally or physically harmful to the child or neglectful of the child.**

### 6 Step Conflict Resolution

- 1. Approach calmly** – put yourself in the shoes of the child. All their feelings are relevant and real in the moment. Approach the situation calmly and get down to the child's eye level.
- 2. Acknowledge feelings** – describe how the child/ children are feeling, children often don't have the language to explain how they feel, leading to more frustration. Help the child by describing it for them "you both look very sad and upset"
- 3. Gather information** (in a way that is appropriate to the age of the child) – remain neutral by giving each child the opportunity to express their said of the story. Children sometimes need lots of time to get the words or actions out so take your time and remember the importance of the lessons learnt in these situations.
- 4. Restate the problem** – after listening to the children simply describe what the problem is so both/ all can understand both sides of the story.
- 5. 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 gives the children lots of practice compromising with one another, which is a vital skill for the future.
- 6. 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:

Person responsible for approving the Policy

### **13.INCLUSION [INCORPORATING EQUALITY & DIVERSITY]**

<b>Document Title:</b>	<b>Inclusion (Incorporating Equality and Diversity)</b>
<b>Unique Reference Number:</b>	<b>013</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>07/02/2024</b>
<b>Number of Pages:</b>	<b>12</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**This policy has been developed according to the principles outlined in The Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood Care and Education (See appendix 10)**

#### **Statement of Intent**

**The Service aims to ensure that the needs (including the physical, emotional and intellectual needs) and the religious beliefs (if any) of all children attending the Service are addressed**

**.**

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- Reflective practice, training and development opportunities are available to all staff.
- The Service's inclusion policy is available and communicated to all parents and guardians.

Relevant staff know the requirements, receive training and have a clear understanding of their roles and responsibilities in relation to this policy.

We aim to ensure that all children, including children with a disability, will be able to meaningfully participate in our settings (apart from exceptional situations where specialised provision is required for unavoidable reasons). In line with this vision, our policy is about supporting the access and inclusion of children with a disability and/or additional needs. We aim to actively promote equality of access and participation and eliminate discrimination on grounds of, gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community. This policy represents the agreed principles and commitment for inclusion, in line with Early Childhood Care and Education National Inclusion Charter.

### Purpose of Policy

To provide guidelines for the successful inclusion of children with additional needs into the setting. To provide guidelines for the successful celebration of diversity into the setting.

### **Guiding Principles**

- **Consistent:** The provision of supports and services for children with a disability should be consistent across our service
- **Effective:** Supports should make a difference and genuinely enhance inclusion.
- **Equitable:** All children should have equality of opportunity to access and participate.

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- **Evidence-informed:** supports and services for children with a disability should be evidence-informed.
- **High quality:** supports and services for children with a disability should be of high quality.
- **Integrated:** Our approach is to work in partnership with families and other stakeholders/agencies
- **Needs-driven:** supports will be needs driven.

### **A Sense of Identity**

All children, parents and staff are entitled not to be discriminated against and to be given the same fair opportunities. The practice in a childcare setting should represent and recognise the different needs, experiences and backgrounds of both its users and the wider community. Staff need to be aware that different skills, experiences, interests and awareness that children have affect their ability and how they learn. When planning a curriculum, it should meet the needs of both boys and girls, children with additional needs, more able children, children with a disability, children from all social, cultural and religious backgrounds, children from different ethnic groups including, Travellers, refugees and asylum seekers and children from a variety of different linguistic backgrounds.

### **The Service is inclusive, recognises diversity and is accepting of other cultures**

- The Service uses a child-centred approach, creating an inclusive and diverse learning environment where each child has equal opportunity by a variety of means.
- Routines, experiences, materials and activities with the Service reflect diverse backgrounds, identities, abilities, religions, skin colour, family structures, language, cultures or additional needs in a positive way which help children to learn, become aware of and be respectful of differences.
- Each child's critical thinking is fostered, and children are empowered to recognise and respond to or challenge bias, injustice and discrimination.

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- All children, including those who have additional needs, or who are dual language learners or who are new to the community are supported to be confident about their identity and to have a strong sense of belonging each day within the Service.
- Staff adjust the level of support provided to children depending on the child's abilities, allowing for children's partial participation and participation with support.
- Staff use positive strategies to support children's sense of identity and belonging including (e.g. using personal greetings, giving appropriate encouragement, accepting children's best efforts)

### **INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS**

#### **Definitions:**

#### **Additional Needs:**

Children whose development, in one or more of the following areas, needs additional support - mobility, expressive and/or receptive communication, social behaviour, behavioural control, fine/gross motor skills, vision, hearing, self-care, cognitive skills.

#### **Definition of Disability**

“A long-term physical, mental, intellectual or sensory impairment which, in interaction with various barriers, may hinder a child’s full and effective participation in society on an equal basis with others”. The definition is broad and should ensure that children with needs arising from a long-term physical, mental, intellectual or sensory impairment will be supported even where the particular impairment may not be traditionally recognised as a disability. “Long-term” should be understood as referring to an impairment which is enduring and permanent or likely to be permanent.  
**(Adapted from AIM, see appendix 4 & 11)**

#### **Inclusion:**

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A process involving a programme, curriculum or education environment where each child is welcomed and included on equal terms, can feel they belong, and can progress to his/her full potential in all areas of development (National Childcare Strategy 2006–2010).

### **The Manager of this Service takes responsibility for:**

- Ensuring the physical environment is suitable where possible and within available resources
- Providing clearly defined enrolment procedures set out in our enrolment/admissions policies, which endeavour to facilitate access for all children within the resources and expertise available.
- Identifying children with additional needs during the application process.
- Regularly reviewing with staff, the planning and resources provided for children with additional needs attending the service.
- Linking with other groups that support the child, HSE, Early Intervention Team, TUSLA, Voluntary Services etc.
- Linking in with AIM for advice and support from the Early Years Specialist Service (Access and Inclusion) which can be accessed by phone (01-511 7222), e-mail ([onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie)) or via the AIM online application form at [www.pobal.ie](http://www.pobal.ie). **This applies to the ECCE funded two-year free preschool programme only.**
- Working with staff and families to identify and apply for additional resources/support for children with additional needs.
- Providing appropriate physical and staffing resources within the budget constraints of the Service.
- Supporting staff to gain the appropriate knowledge and skills for the implementation of this policy and additional roles as they are created and developed.
- Creating Job descriptions for all roles within the Service and specifically for:
  - The Inclusion Coordinator
  - The Early Years Practitioner with Keyworker responsibilities for a child with additional needs (AIM Level 7)
  - Practitioner (Specific Medical Needs)



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- Appointing a Keyworker to the child with an additional need.
- Ensuring that Medical Emergency Care plans are set up for children requiring life-saving medication.
- Ensuring an Individual Education Plan is developed for the child.
- Planning and facilitating continuous professional development of staff to enhance inclusion.
- Facilitating the development of transition plans for children within and outside the setting.
- Ensuring there is purposeful learning for the child with additional needs within the setting.
- Providing support and strategies to staff in developing differentiated learning and providing accommodations/adaptations.
- Facilitating problem solving with staff to enhance inclusion.
- Being an advocate for children with additional needs within the setting.
- Modelling inclusionary practices for the entire Service.

*Our team will work in consultation with the staff, the parents/guardians of the child, and other professionals and/or agencies working with the family to determine additional resources required to meet the functional and developmental needs of the child and to determine the suitability of the Service in meeting these needs.*

### **The Staff are responsible for:**

- Being a champion for children with additional needs.
- Reviewing enrolment applications to identify children with additional needs.
- Identifying, if additional support is required, the type of support required and consulting.
- Liaising with families and liaising with management and outside agencies to access it if possible.
- Ensuring that any support or resources available for a child are accessed in consultation with the parents/guardians.
- Ensuring that the parents/guardians are fully informed about the curriculum planned and provided for their child and have given written consent for any action, support or intervention for their child.

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- To plan and implement a programme which incorporates the individual goals for the child with additional needs.
- Ensuring the programme provides opportunities for participation and interaction with other children.
- Responding to parents/guardians needs and providing support and guidance, where appropriate.
- Encouraging a collaborative family approach.
- Ensuring that, in consultation with persons involved in the care and education of the child, any specialised medical and nutritional needs of the child are catered for in the day-to-day programme.
- Ensuring that the programme incorporates opportunities for regular review and evaluation, in consultation with all persons involved in the child's care and education.
- Providing personal and intimate care where appropriate.

### **The parents/guardians will:**

- Share information about their child and their child's needs within the Service whilst maintaining the right to decide who will receive information about their child.
- Be open to engaging with the AIM programme or other supports suggested or available.
- Raise any issues/concerns they have about their child's participation in the programme.
- Be involved in, and fully informed about, any support proposed for their child.
- Be given the opportunity to consent to any observations, intervention or reports on their child and have a right to copies of such documents.
- Be given the opportunity to withdraw consent to any observations, interventions or reports.

### **EQUALITY AND DIVERSITY**

The UN Convention on the Rights of the Child (1991) states:

“It is the State's obligation to protect children from any form of discrimination and to take positive action to promote their rights”. We provide equal opportunities by ensuring that:

- We are aware that everyone's tastes vary and each of us has a different way of doing things. We all have different interests and ways of expressing ourselves.
- All staff have a responsibility to show clearly, through their work, that they respect all children and their families regardless of ability, culture, beliefs and traditions.
- Staff are non-discriminatory, and we believe in equal attention and care for all children without regard to race, gender, national origin, ancestry etc.

### **Definitions**

‘Diversity’ refers to the diverse nature of Irish society. Diversity is about all the ways in which people differ, and how they live their lives as individuals, within groups, and as part of a wider social group: for example, a person can be classified, or classify themselves, by their social class, gender, disability/ability, as a returned Irish emigrant, family status, as an inter-country adoptee or from a different family structure, including foster care. They can be seen – or see themselves – as part of a minority group, a minority ethnic group or part of the majority/dominant group (adapted from Murray and Urban, 2012).

‘Equality’ refers to the importance of recognising, respecting, and accepting the diversity of individuals and group needs, and of ensuring equality in terms of access, participation and benefits for all children and their families. It is therefore not about treating people ‘the same’. Equality of participation is particularly relevant when working with children and parents. Inequality can be instigated by an individual, or through policies at an early childhood service or broader institutional level (adapted from Murray and Urban, 2012).

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### **Favouritism:**

Staff should not develop favouritism or become over involved with any one child. The children should be comfortable in the care of any of our staff as there may be different staff working each day with groups or individual children. Children can feel resentful or isolated if staff always favour one child and a child who is always over indulged or favoured can be led to feel that he or she can do no wrong and grow up to have a feeling of entitlement which may affect future relationships and behaviour as an adult.

### **Meetings:**

We will convene meetings at a time and venue that enable most parents/guardians to attend and to ensure equal access to information and involvement in the Service.

### **Access:**

Everyone in the community regardless of religious affiliation, political background, race, culture, linguistic needs, disability, sexual orientation or age, has access to the Service.

### **The Curriculum:**

- All children are to be respected and their individuality and potential recognised, valued and nurtured.
- Activities and the use of play equipment will offer children opportunities to develop in an environment free from prejudice and discrimination.
- Through the proactive use of planning and curriculum development opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- It is important for children to experience a variety of cultures at an early age so that they realise that cultural diversity is part of everyday life.
- We ask families to share their own cultures, religions and traditions with our staff so that all values are respected and celebrated in the Service.

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- It is our objective to support and encourage each child in their experience and guide them to embrace their own values and the values of others. These experiences help set the child's foundations and potentially shape the people they will become.
- We will implement a curriculum that meets the individual needs and emerging interests of the child under Síolta, The National Quality Framework (2006) and Aistear: The National Curriculum Framework (2009) and respond to children's diverse and individual learning needs and styles through an emerging curriculum.

### **Resources:**

All materials are to positively and accurately reflect cultural and racial diversity. These materials will help children to develop their self-respect and respect other people by avoiding stereotypes. We use a range of books, images, music, songs and experiences that reflect diversity. Boys and girls are to have equal opportunity and be actively encouraged to use all activities.

### **Discriminatory Behaviour/Remarks:**

Any discrimination (language, behaviour or remarks) by children, parents/guardians or staff is unacceptable in the Service. Discrimination will be positively challenged by supporting the victim and helping those responsible to understand and overcome their prejudices.

All bias and/or discriminatory behaviour or remarks must be brought to the immediate attention of the Manager. Such occurrences will be dealt with in accordance with the Service's complaints procedure.

### **Festivals:**

We aim to show respect for and awareness of all major events in the lives of the children and families and wider society. Without indoctrination, we aim to acknowledge festivals celebrated by all families in our community and wider society through stories, activities, special food and clothing which reflect diversity of life. We

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have a sensitive approach to Father's/Mother's Day etc. and welcome parents/guardian's contributions.

### **Language:**

It is important that all children and their parents/guardians feel welcome and encouraged to be involved. To help children with little or no English we will:

- Ensure inclusion in the group and staff will talk to the child, speaking slowly and simply, demonstrating what is meant by the words.
- Support children and parents by encouraging staff members to try and learn some key phrases in the child's language, e.g. 'hello' 'goodbye' 'hungry' 'thirsty' 'do you need help?'
- We encourage children to use their home language whenever they are so inclined. Dual language books are helpful to encourage the use of other languages.
- Make it easy for the child to settle into the setting, we encourage other children to talk to non-English speaking children in the same way as usual.
- Parents are invited to help with key words and phrases in their home language.
- Staff will ensure that they correctly pronounce and spell children's names.
- The routine for the day is displayed through photographs.

### **Spiritual, Cultural, Social and Moral Values:**

Growth in spiritual, social and cultural values is encouraged by:

- Providing an environment where children feel safe and secure.
- The constant implementation of the Service's rules.
- Learning to share and respect the property of others.
- Learning to accept the rules of play and the rights of others.
- The celebration of festivals from a variety of cultures.

Parents/guardians from ethnic minorities and religious communities may wish to be absent to celebrate religious events. We will support such occasions.

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### **Actions to be followed if the policy is not implemented**

If a staff member or a parent/guardian, feel that this policy is not being implemented efficiently, we welcome any suggestions on improving ways to further enhance our delivery of this policy.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**

#### **14. HEALTHY EATING [INCORPORATING FOOD HYGIENE]**

<b>Document Title:</b>	<b>Eating (Incorporating Food Hygiene)</b>
<b>Unique Reference Number:</b>	<b>014</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
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<b>Number of Pages:</b>	<b>10</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent**

The Service promotes healthy nutritional choices for our children. We feel it is important at this young age to introduce and educate our children about good nutrition and the health benefits of eating well. Allergens in food we provide will be listed as under Food Information for Consumers (FIC) Regulation (EU) No 1169/2011 (S.I. No. 489 of 2014). It is also our intention to ensure that good food hygiene practices are in place in line with relevant legislation.



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### Policy and Procedure

It is the policy of the Service to support parents/guardians' choices e.g. bottle feeding / dietary restrictions/requirements.

***Adults always sit with the children and supervise them when eating and drinking snacks or meals.***

- We do not allow fizzy drinks, sweets, chocolate, crisps, popcorn, nuts or nut spreads. This is communicated to parents.
- Some children are allergic to peanuts/nuts. We request that parents/guardians do not include these in their child's snack.
- We provide healthy meals freshly cooked on the premises by our cook/chef.
- Our kitchen is HACCP compliant and our meals are cooked by a qualified and experienced cook. Our menu has been developed to ensure that each meal is nutritionally balanced for growing children.
- If a child attends the service and has not had a breakfast (morning session) or lunch (afternoon session) a breakfast or lunch is provided in addition to the regular snack.
- Babies bottles must be made up and provided to the service in bottles suitable for refrigeration clearly labelled with the child's name. (See Bottle making and Breast Feeding policy)
- Our staff keep a record of what a child in the baby/toddler room has eaten during the day and communicate this to parents/guardians. This allows us to ensure that a child's nutritional needs are being met on an ongoing basis. This also highlights likes/dislikes for children who have not yet the words to communicate these.
- Parents of children attending preschool full day care and afterschool will be informed if their child ate less than usual or not at all.
- Food is appropriate to the ages, development and needs of children.
- Food portions will be age and stage appropriate.
- Meal/snack times are used as an opportunity to encourage good social habits.
  - Whenever possible children and staff eat together.
  - Good table manners will be encouraged.

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- Children will also be engaged in conversation if they wish.
- Children that are slow eaters will be given time to eat and not rushed.
- Children are encouraged to feed themselves as appropriate to their age and stage of development.
- Children will be encouraged to sit down when eating and/or drinking.
- Children who are finished first can tidy up and leave the table to play quietly until everyone is finished eating.
- Age and stage appropriate feeding equipment such as feeder cups, knives, forks spoons etc. are always available.
- Allergens in food we provide will be listed as under Food Information for Consumers (FIC) Regulation (EU) No 1169/2011 (S.I. No. 489 of 2014)
- Children with allergies and special diets will be carefully supervised. Staff are fully aware of all allergies within the setting.
- Children will be encouraged to help tidy up after snack time.
- Cultural and religious dietary habits are respected. Parents/guardians are requested to provide details of foods that children can or cannot eat.
- Healthy eating is promoted through our curriculum.
- Drinking water and milk are available throughout the day.

### **Important Note:**

- If a child expresses that they are hungry, we will ensure they have a snack.
- Staff are required to inform parents of what the child has eaten during the day and especially if their child has not eaten well.
- Parents are advised on safety and nutrition in relation to healthy lunches and snacks.
- Meal/snack time should be engaged with in a positive way with the children. Staff must not use any negative association with food at any time with the children.

### **Meals:**

Well-balanced and nutritious meals are provided for the children. A variety of foods is selected from each of the four main food groups every day:

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- Bread, cereals, rice, pasta and potatoes
  - Fruit and vegetables
  - Milk and dairy foods
  - Meat, fish and alternatives
- Menus are changed weekly and follow a 6 week rolling menu to ensure a varied range of food choices for the children.
  - Fresh fruit is provided daily.
  - Processed meat products such as sausages, burgers, chicken nuggets and fish bites are kept to a minimum. If these are provided, healthier cooking methods are used, e.g. they are oven cooked or grilled. No food is fried.
  - Special therapeutic dietary needs are respected. Parents/guardians are requested to give us a copy of the diet sheet provided by their dietician.

### **Food Labelling and Allergen Information:**

**Food Information for Consumers (FIC) Regulation (EU) No 1169/2011 (S.I. No. 489 of 2014)** stipulates that food allergen information for non-prepacked food must, as a minimum, be provided in written format.

The allergens in **any** meals, snacks and any food consumed in activities such as baking will be listed, and parents/guardians made aware of before the food is consumed. Each meal or snack will indicate if any of the 14 (required) allergens are present.

Our 6 week menu plans contain the allergen information and they are displayed on St. Mary's Childcare Campus' website for parents/guardians.

### **Rewards and Special Occasions:**

Praise and attention are used to help develop children's self-esteem and to act as a positive reward for good behaviour. Food, e.g. sweets, should not be used as a reward.

### **Birthday Cakes:**

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The Service provides its own homemade cakes.

### **Food Hygiene**

The Management shall ensure that there are:

- Adequate and suitable facilities for the storage, of food.
- Adequate and suitable eating utensils, hand washing, wash-up and sterilising facilities are provided.
- All waste and other refuse must be stored hygienically, and disposed of frequently and hygienically and in such a manner as not to cause a nuisance.
- The Service will follow the food hygiene standards required under the Child Care Act 1991 (Early Years Services) Regulations 2016 throughout the Service as 'best practice'.

### **Policy and Procedure:**

The Service supplies all the hot meals given to children attending the Service.

Our kitchen is HACCP compliant and our meals are cooked by a qualified and experienced cook. Our menu has been developed to ensure that each meal is nutritionally balanced for growing children

Those responsible for preparation of food fully comply with hygiene, storage and waste disposal regulations. Our chef has completed HACCP training and a number of staff have completed food handling training.

### **Food Preparation:**

The Service uses separate chopping boards for raw meat and fish, for cooked foods and for raw fruit and vegetables.

- Fruit and vegetables are washed well and peeled. Root vegetables such as carrots and parsnips are always be peeled and topped and tailed.

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- Skins and cuttings from food preparation are discarded to prevent contamination of the prepared product.
- Food is not left uncovered in the kitchen.
- Eggs given to toddlers are cooked until both the yolk and the white are solid.
- The Service does not use unpasteurised milk or milk-based products, such as cheese and yogurt, made from unpasteurised milk.
- If a parent brings in goat's/sheep's milk for their child, the Service will check with the parent if the milk needs to be boiled.
- If food is being served from a can or a jar and the child is unlikely to eat all the contents, a portion will be spooned into a separate dish or container before serving it to a child. Any unused portions will be stored according to the manufacturer's instructions. If food is served straight from the jar and the child does not finish it, the remainder will be thrown away.
- Frozen food will be thawed completely before cooking unless instructions state "cook from frozen". Food is thawed in the fridge rather than at room temperature.

### **Reheating:**

- If food is to be eaten warm, it will be re-heated until piping hot and then cooled down before serving. The Service will only reheat food once.
- Food will not be kept hot for long periods.
- During reheating food is stirred to ensure all parts are heated.
- Where children bring in a pre-cooked meal to be re-heated, staff will ensure that any perishable foodstuffs are delivered, refrigerated and re-heated in a safe manner.

### **Menus:**

The menu is displayed in the Service and includes a wide variety of healthy foods to include servings of protein, starch, dairy, vegetable and iron.

Any changes in the menu are noted and any foods that are substituted are of equal nutrient value.

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### **Allergies:**

Staff will be made aware of any allergies children in our setting have. To include, Peanuts and tree nuts - Sesame and other seeds - Fish and shellfish - Dairy products - Eggs - Soya - Wasp or bee stings - Natural latex rubber - Penicillin and other drugs. The 14 top allergens served in the service will be noted on the daily menu board to inform parents.

### **Prevention measures:**

- Care will be taken to prevent accidental consumption of foods which a child may be allergic to.
- A chart will be kept in each room with the name of the child and the allergy type. If a child's name/photo needs to be displayed in a room for safety purposes, permission will be sought from parents.
- The kitchen have an allergy chart stating each child's allergy and the room that they are in.
- When preparing food ,great care will be taken to ensure no allergic food type will come into contact with other foods.
- For severe allergic reactions, children may use an injectable adrenaline, e.g. an Epipen. Staff will be trained on their use and what to do in the event of anaphylactic shock.

### **Kitchen Hygiene:**

- Work surfaces should be thoroughly cleaned with disinfectant after each meal preparation whether meals are prepared on the premises or provided by an outside company.
- People who are unwell should not prepare food for others.
- Cover cuts and sores with waterproof dressings.
- Tea towels and dishcloths should be boil-washed daily.

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- Staff should always wash their hands with soap and water before preparing food, between handling raw and cooked foods, before helping children to eat and after toileting children, changing nappies or blowing their nose.
- It is also important that children are taught basic hygiene themselves, for example, not eating food that has fallen on the floor, washing their hands with soap and water before meals and after going to the toilet.
- Uneaten food should be removed from the table and disposed of.
- Any milk remaining in a baby's bottle after one hour should be disposed of.

### **Food Storage:**

- Perishable food must not be left at room temperature for more than two hours. Perishable food brought from home, including sandwiches, should be kept in a fridge or cool place below 5°C.
- Leftovers will be cooled as quickly as possible and should be covered and, when steam has evaporated, put into the fridge. Staff will avoid putting large quantities of warm food in the fridge as it raises the temperature of the whole fridge.
- Foods in the fridge are covered.
- Eggs are stored – **in the fridge**.
- Raw meat and raw fish is stored on a different and a lower refrigerator shelf to other foods and checked to ensure that it is not dripping.
- Food stocks are rotated and food beyond its 'use by' date discarded.
- Food is not left in cans and packaging once opened. It is always emptied into another container for storage.
- Foods are not refrozen.
- The fridge is washed frequently.

### **Mealtime Practises:**

- There is flexibility around meal and snack times (e.g. where a child is deeply emerged in play) Meals and snacks should be appetising and healthy for children.

## Saint Mary's Childcare Campus CLG Policies and Procedures

- The atmosphere during mealtimes is relaxed with pleasant social interaction among the children and adults
- Where possible staff sit with children during mealtimes to model positive social skills.
- Children are encouraged to feed themselves independently according to their age and development.
- The crockery, cutlery and drinking utensils used are suitable for the children's ages and stage of development.
- Enough time is allowed for bottle-feeding and mealtimes.
- Infants younger than 12 months are held while bottle-feeding.
- Healthy meals and snacks are served no more than 3 hours apart.
- Each child is given enough time to eat and enjoy their bottle, snack or meal without being rushed.
- Children who have not eaten or who are hungry are offered:
  - food at times outside routine meal and snack times;
  - an alternative food option)
- Children are seated at the table **or** in a highchair **or** low chair during snack and mealtimes when their food is ready.
- The table and chairs are suitable to their age and stage of development.
- Children are encouraged to try different food tastes, textures, colours and so forth.
- Children are supported to develop knowledge and skills to make nutritious food choices.
- Learning materials and experiences are available to reinforce nutritious food choices.
- Activities are available for children who have finished their food before others.
- Children with allergies and special diets will be carefully supervised. Staff are fully informed about allergies and religious dietary requirements within the setting.
- Staff and children wash their hands before meals.
- Children are put to sit at the table in highchairs as meals are brought to the rooms. Children are not left sitting at a table or in highchairs for too long before the meals are served.
- Bibs are worn by the younger children or any child who needs one.



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- Staff **never** blow on or taste the children's food.
- Staff never give the children food that is too hot. Food is let cool before serving it to the children.
- Staff help and encourage the children to eat their meals. Staff do not force or demand that a child eats their food but use positive encouragement in a relaxed manner.
- Staff ensure that mealtimes are enjoyable experiences for the children.
- The children are taught table manners and etiquette and shown how to use cutlery correctly.
- Staff will never let one child eat another child's food to prevent allergies or cross contamination.
- Eating areas are cleaned up after each meal. The table is cleaned down etc with a clean cloth, using the anti-bacterial spray.
- The children are cleaned after each meal.

HACCP stands for 'Hazard Analysis Critical Control Point'. It is an internationally recognised and recommended system of food safety management. It focuses on identifying the 'critical points' in a process where food safety problems (or 'hazards') could arise and putting steps in place to prevent things going wrong. This is sometimes referred to as 'controlling hazards'. Keeping records is also an important part of HACCP systems.

### **FOOD INGREDIENTS THAT MUST BE DECLARED AS ALLERGENS**

Substances or products causing allergies or intolerances as listed in Annex II of Food Information for Consumers (FIC) Regulation (EU) No 1169/2011 (S.I. No. 489 of 2014) **(See appendix 12)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **15. OUTDOOR PLAY**

<b>Document Title:</b>	<b>Outdoor Play</b>
<b>Unique Reference Number:</b>	<b>015</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy, CB</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
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<b>Number of Pages:</b>	<b>7</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

Research tells us that the experiences children have through quality outdoor play has a great influence and effect on the growth of their brain and creates strong foundations for future development in all areas. Playing outside provides opportunities for young children to experience the world with all of their senses, this does not always have to be in a green grass areas, children's senses are also heightened in urban spaces where the smells, textures, light, and noise may be different. In outdoor spaces children can shout or be noisy, create bigger structures play games which require more expansive movements use their imagination in

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

different ways, be more creative, messier and try out different activities, children learn best through different hand on experiences, exploring, experiencing, experimenting and making new discoveries.

### **Outdoor Area:**

The Service's outdoor areas are located at the rear, side and front of the building. All childcare rooms lead straight out to a secure outdoor area.

The outdoor area consists of:

- AstroTurf
- Concrete
- Soft wet pour surface

### **Policy and Procedure**

A well planned environment provides opportunities for children to seek new challenge as they master old ones.

Close observation is essential in order to assess children's ability and to ensure appropriate planning and continuity for the outdoor curriculum. Staff will be vigilant about supervising children outdoors. The outdoor time is play time for the children. The adults are there to supervise and lead garden games or play and ensure that the children are in no danger to themselves or their peers.

Outdoor time is an extension of indoor activities therefore sitting should be kept to an absolute minimum.

- Staff should ensure that their presence and position in the outdoor play area allows that all areas of the outdoor area are under constant supervision and that all children are in the sight of at least one member of staff, at all times.
- The outdoor play area must be checked by a member of staff for safety before any children use the outdoor play area. (Risk Assessment)

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- Staff **must engage** with the children during the outdoor play time.
- Curriculum planning should be used outdoors as well as indoors.
- Children should not be allowed interfere with the gate in the outside area.

### **Clothing:**

It is important that children are dressed appropriately for outdoor activity. Parents are asked to ensure their children have the appropriate attire for the weather and wear clothes that they don't mind getting dirty.

### **Sun Safety:**

We request that parents/guardians:

- Apply sun cream to their child/children before they attend as in the first instance it is the responsibility of the parent to apply sun cream to their child/children.
- If necessary put sun cream in the child's bag and request the staff member to apply the sun cream, every effort will be made by the staff member to do this and parents will be required to sign a permission slip.
- Sun cream, should be individually labelled with child's name in original bottle and that parents "must" supply it for us to apply if required during the day. Sun cream will be stored in a press out of reach and not in children's bags.
- Parents/guardians provide a sunhat for children.

### **We will ensure that:**

- On very hot days children will have reduced exposure to sunlight in the middle of the day.
- Where possible, children can seek shade when outside in the sun.
- Ensure that children will wear a sun hat if provided by the parent.

Please also see our Policy on Sun Safety

### **Adult/Child Ratios:**

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The adult/child ratio for outdoor play will be in compliance with the Child Care Act 1991 (Early Years Services) Regulations 2016, staff will be vigilant about supervising children outdoors.

A rota system is usually practised in relation to classes going outdoors. Where there is exceptionally good weather all children may be outdoors at the same time. In such a situation staff will be cognisant of this fact and give due consideration to the supervision and safety of the children.

We aim that each child spends a minimum of 30 minutes outdoors every day, weather permitting.

### **Outdoor Programme:**

- We will ensure that children have access to a range of outdoor activities to climb, run, crawl, balance, jump, throw, catch, pour, sort, pretend and access different levels.
- A variety of activities take place outdoors and children can utilise a range of outdoor equipment such as footballs, bikes, Slide, hopscotch ,tunnel, Sand and water, etc.
- The outdoor play area will be safe and scaled to a child's size.
- The outdoor time will be maximised through an intentional, well-planned approach to arranging the space and using the time.
- The programme will create a positive tone supporting a child's natural curiosity in playing outdoors.
- There will be opportunities for children to encounter and interact with each other.
- Children will be given the freedom to select safe materials to use outdoors to build upon their natural sense of exploration.
- The outdoor space offers choices for children.
- The programme will be child-led where active problem solving will be encouraged.
- Children and staff will interact in a relaxed and natural way.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Interactions:**

Staff should be actively involved with children in their games and activities where appropriate and should not be solely in a supervisory role. Staff should be:

- Talking with children in a variety of ways (conversing, discussing, questioning, modelling and commentating).
- Supporting and encouraging children to find solutions to problems.
- Extending activities by making extra resources available and providing new ideas.
- Initiating games and activities.
- Joining in games and activities when invited by children.
- Observing, assessing and recording.
- Aware of safety issues, while also allowing children to take reasonable risk in their play.
- Aware of every child's equal right to a full outdoor curriculum which is broad, balanced, relevant and accessible regardless of race, culture, religion, gender or ability.
- Evaluating observations in order to plan appropriate resources and experiences.

### **Storage:**

Equipment such as balls, bats, skipping ropes, hula hoops etc should be stored appropriately.

### **Outdoor Safety:**

- The outdoor area and equipment must be well maintained including any equipment in the outdoor area.
- When setting out the equipment each day and during sessions, staff must look out for safety and remove any objects such as cans, bottles etc. which may have been left by others.
- The area should be checked for animal droppings.
- Before children go outside a member of staff must check the area is secure.

## Saint Mary's Childcare Campus CLG Policies and Procedures

- The outdoor area must allow for children to be supervised.
- Staff on duty outdoors must always be aware of the safety of the children in their care, be vigilant at all times and never leave the play area for any reason unless another member of staff has taken over responsibility.
- It is most important for staff to move around the area constantly so that all areas are adequately supervised. Each person should position him/herself in separate areas so that no area is unsupervised.
- At the end of the session the areas should be scanned carefully in case children could be left outside unsupervised.
- Hot drinks should not be taken into the outdoor areas.
- All equipment should be stored away sensibly and carefully, to allow for safe and easy removal next day.
- If a child is injured, they should be taken indoors by a staff member for treatment as quickly as possible. Both the injured child and staff member should remain within sight of another member of staff while treatment takes place. A floating staff member or another member of staff should replace the staff member treating the injured child in the outdoor area so that supervision of the area is interrupted for as short a period of time as possible.
- Details of the accident must be written up as soon as possible in the Accident/Incident book. The child's parent must be informed of the accident and treatment.
- Climbing apparatus should only be set out on the safety surface.
- Children's clothing should be monitored carefully e.g. unfastened shoelaces and buckles, scarves and ties on anoraks which are too long can easily cause accidents, particularly on wheeled toys and climbing equipment.
- If it is necessary for staff to put toys away whilst children are still in the play areas, there must always be at least one other staff supervising remaining children in the area.
- Encourage children to always look before they move on the slide, or when jumping off apparatus; also encourage children to leave space between themselves and the child in front.
- When children are climbing on climbing frames, staff must be continually aware of any risks (e.g. objects left underneath).

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- All equipment is risk assessed and children and staff know and understand the rules of use.
- Whenever children carry equipment (clearing away or carrying planks, blocks etc.) they should be taught how to do it and staff should be aware of the risks involved and minimise them to ensure safety.

### **Risk Play**

A natural part of children's physical play involves engaging in play that is challenging and somewhat risky. Providing opportunities for all children to encounter or create uncertainty, unpredictability, and potential hazards as part of their play is extremely beneficial to children's development. This does not mean putting children in danger of serious harm. Good risks and hazards in play provision are those that engage and challenge children, and support their growth, learning and development. These might include being in touch with the natural environment and loose materials that give children the chance to create and destroy constructions using their skill, creativity and imagination. Bad risks and hazards are those that are difficult or impossible for children to assess for themselves, and that have no obvious benefits.

In our setting, we are aware of and alert to possible dangers, while recognising the importance of encouraging young children's sense of exploration and risk-taking. We maintain children's safety, while not unduly inhibiting their risk-taking.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**



## **16. USE OF INTERNET AND PHOTOGRAPHIC AND RECORDING DEVICES [INCORPORATING MULTIMEDIA]**

<b>Document Title:</b>	<b>Use of Internet, Photographic and Recording Devices (incorporating Multimedia)</b>
<b>Unique Reference Number:</b>	<b>016</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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<b>Number of Pages:</b>	<b>10</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

The Service will ensure that the use of multimedia will be age appropriate and supervised when used.

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### **Policy and Procedure**

#### **Computers and Internet Access:**

Computers are not available to children in the Service. At times youtube clips or online videos can assist children's learning and introduce new ideas. Therefore, children may be shown short videos, such as yoga or child friendly educational videos, etc.

#### **On-line Communications and Social networking:**

Staff will not discuss individual children or their personal setting on Facebook, Twitter, Snapchat or any other social networking site.

#### **Mobile Technologies:**

- Mobile phones are not permitted within the classrooms.
- The taking of photographs on mobile phones is strictly prohibited anywhere in the service.
- Children may not bring mobile phones, tablets, or similar devices into the Service.

#### **Television/DVD:**

The use of TV and DVD will be kept to a minimum and will be used occasionally as a treat. If and when such media is employed the programme/film chosen will be age and stage appropriate and will be educational in content.

We will ensure that all DVD's watched by children are compliant with the Irish Film Classification Office. This will apply to DVD's rated General (G) or Parental Guidance (PG) only. The Irish Film Classification Office rate G films and PG films as:

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **General**

- A film classified as 'General' should be suitable for children of school going age.
- Not every child will respond in the same way to particular themes, scenes and images. What might amuse one child, may upset or frighten another, so parents/guardians, who know their own children best, should decide what is appropriate.

### **Parental Guidance**

- A film with a 'PG' cert may be watched by unaccompanied children of any age.
- However, because some element within the overall film might be unsettling for younger children, parents/guardians are strongly advised to satisfy themselves in advance as to whether the film is appropriate for their younger children.

Should parents/guardians not wish their child to watch television/DVD, alternative activities will be arranged by the staff with those children.

The Manager will ensure that an up to date TV license is held.

### **Gaming Machines e.g. PlayStation, Nintendo Wii, Xbox:**

Gaming machines are not used in the service.

### **Music CDs:**

At the Service we value music because it is a powerful and unique form of communication that can change the way children feel, think and act. It also increases self-discipline and creativity, aesthetic sensitivity and fulfilment. The CDs used are appropriate for young children and will contain no offensive or inappropriate language. Radios stations will not be listened to in areas where children can hear them as the content may not be suitable. Music will not be played too loud so that the children's voices may still be heard.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Camera and Video Devices:**

We are aware of the need for sensitivity when taking photographs and observe the following:

- Parental permission will always be sought before photos or videos are taken.
- Only the Service's camera/video camera may be used to take pictures.
- Staff are not allowed to take pictures with phones/tablets or their own personal cameras. (If this is breached disciplinary action may be necessary).
- A photograph will only be taken if the child does not object to having his/her photograph taken.
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing cooperatively together etc.)
- We are inclusive so that gender, race, special educational needs and differing abilities are reflected in a balanced way.
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups.

Where photographs, videos or even samples of children's work are to be displayed outside the Service we seek parental permission for this to happen. Examples of this are newspaper reports, articles in early year's publications or exhibitions of children's work.

We will always get prior permission from parents/guardians for any images/videos collected that we would like to post on our website, Facebook or other social media.

Visiting professionals or researchers, who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way. Further parental permission will be sought in this instance.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

Videos are also occasionally used in the Service for many of the above purposes. In particular we may use them for observations of children's play to further our understanding, or for assessment and planning tools

### **Parents/guardians Photographing and Videoing Children:**

Parents/guardians may not take photographs or record children in the Service without the consent of the Management.

### **Records:**

The following records will be maintained:

- when a person can have access to a recording and photographic device
- in what circumstances
- for what purposes
- who can view, listen, or retain photographs/videos?
- in what circumstances they can do this
- for what purpose

### **Use of Photographs:**

Photographs are used throughout the Service for a variety of purposes. Generally, Child Care practitioners take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>Photographs:</b>	<b>Purpose:</b>	<b>Who can access these photographs and in what circumstances?</b>
Displays of children's work	A record of ideas and topic references	In the service
Examples of children's play	As a part of an individual child's profile	In the service
Classroom areas	To show the range of activities	In the service
Class albums	For children to look at and talk about	In the service
Policy folders	To explain the work of the service to parents/guardians and visitors	In the service
Special events and festivals	As a record of the year and for children and parents/guardians to look at and talk about	In the service
Birthday display	Used as a class resource for talking about birthdays, months of the year etc.	In the service
Photographic maps of the service and local environment	A resource for topic work	In the service
From home	To act as a link between home and the service	In the service
Children's own photographs	Children take photographs on the digital camera, to gain experience in technology	In the service

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Storage of Photos:**

Photographic or video recording will not be stored on devices in the Service for extended periods of time. If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so. We will not re-use photos more than one-year-old, without further permission from the subject of the photo or the parent, as applicable.

### **Social Media:**

Photographs posted on social media e.g. Facebook or on our website will be removed after a period of not more than one year from the date the photograph was taken.

### **Disposal of Photographs:**

In the event that we no longer require a photo it will be disposed of as confidential waste. When photos are destroyed:

- The CD disk will be made unusable.
- The memory card / USB stick erased.
- The computer file deleted.
- Hard/printed copies and any negatives are destroyed.

### **CCTV:**

The system has been installed by the service with the primary purpose of ensuring the safety of children in our care, and helping to ensure the safety of all staff, parents/guardians and visitors consistent with respect for the individuals' privacy.

**Data Controller:** We have a designated Data Controller and they are responsible for the data/information collected using CCTV.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

Management is responsible for the operation of the system and for ensuring compliance with this policy.

**This will be achieved by monitoring the system to:**

- Ensure that children are appropriately cared for.
- Assist in the prevention and detection of crime.
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence.
- Provide opportunities for staff training.
- To investigate accidents.

**The system will not be used:**

- To provide recorded images for the world-wide-web.
- To provide images for a third party, other than An Garda Síochána in the course of their enquiries.
- Daily monitoring of staff.
- Monitoring staff performance.
- A supervision tool.
- Recording any conversations.

### **NOTE:**

If after viewing the CCTV for one of the reasons stated, any inappropriate practice or breach of policies is observed this would be brought to the attention of the employee, they would have the opportunity to view same and depending on the matter this may result in invoking the discipline policy and procedure.

**The Data Protection Acts of 1988 and 2003, and the 2016 General Data Protection Regulation (GDPR):** CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Acts.



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **The following areas are currently monitored by CCTV :**

All areas with the exception of the bathrooms, changing area, kitchen and staff room.

### **Fairness:**

Management respects and supports the individual's entitlement to go about his/her lawful business and this is the primary consideration in the operation of CCTV. Although there will be inevitably some loss of privacy with CCTV cameras are not used to monitor the progress or activities in the ordinary course of lawful business. They are used to address concerns, deal with complaints or support investigations. New employees will be informed immediately, at induction that a surveillance system is in operation. Parents/guardians will be informed when they enrol their child. They will be informed of the purpose of the CCTV and what it can and cannot be used to monitor.

### **Role of the Management:**

- To ensure the system is always operational.
- To ensure that servicing and repairs are carried out as necessary to the system.
- To respond to any individual's written request to view a recording that exists of him/her or his/her children.
- To ensure prominent signage is in place that will make individuals aware that they are entering a CCTV area.
- To ensure that areas of privacy (toilets etc.) are not monitored using CCTV.
- To ensure confidentiality is maintained at all time. Recorded information will be stored in the office and will only be available to those directly connected with achieving the objectives of the system.

### **Traceability:**

Recordings must be logged and traceable throughout their life in the system. They must be identified by a unique serial number indelibly marked on the media shell.

### **Time and Date Stamping:**

The correct time and date must be overlaid on the recording image.

### **Copy/viewing Recordings:**

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Management will respond to a request to view a recording by allowing the viewing to take place, in the presence of management on the premises. This is to protect other children/staff that may be present on the recording. Copies of recorded information must be strictly controlled and only made in relation to incidents which are subject to investigation. They must only be given to authorised third parties. Copies can only be issued by management.

### **Retention:**

Recordings are retained for three months.

### **Access to Recordings:**

There is no obligation on the Service to comply with a request that it considers unreasonable or vexatious or if it involves disclosing identifiable images of third parties. Third parties must give consent. Recordings will however be provided, if required by law or authorised agencies such as the Garda.

- *Requests for access to recordings must be made in writing.*
- *Sufficient information must be provided to locate the relevant recording, a specific date and reasonable time window.*
- *Viewings will take place, if appropriate, in the service in the presence of management.*
- *Management will have 21 days to respond.*
- *If a copy of a recording is given to a third party that third party must sign a declaration form that they will not share the tape with anyone else, copy it or use it for unauthorised purposes.*
- *An incident report will be completed for each incident requiring investigation*

If access to or disclosure of the images is allowed, then the following should be documented:

- a. The date and time at which access was allowed or the date on which disclosure was made.
- b. The identification of any third party who was allowed access or to whom disclosure was made.

## Saint Mary's Childcare Campus CLG Policies and Procedures

- c. The reason for allowing access or disclosure.
- d. The extent of the information to which access was allowed or which was disclosed.
- e. The identity of the person authorising such access.

Where the images are determined to be personal data images of individuals (other than the data subject) may need to be disguised or blurred so that they are not readily identifiable. If the system does not have the facilities to carry out that type of editing, an editing company may need to be hired to carry it out. If an editing company is hired, then the Manager or designated member of staff needs to ensure that there is a contractual relationship between the Data Controller and the editing company.

### **Data Subject Access Standards:**

All staff involved in operating the equipment must be able to recognise a request by data subjects for access to personal data in the form of recorded images by data subjects. Data subjects may be provided with a standard subject access request form which:

- a) Indicates the information required in order to locate the images requested.
- b) Indicate that a fee will be charged for carrying out the search for the images.
- c) The maximum fee which may be charged for the supply of copies of data in response to a subject access request is set out in the Data Protection Acts, 1988 and 2003.
- d) Ask whether the individual would be satisfied with merely viewing the images recorded.
- e) Indicate that the response will be provided promptly following receipt of the required fee and in any event within 40 days of receiving adequate information

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**

# **SAFETY**

## **17. CHILD AND ADULT PROTECTION POLICY**

<b>Document Title:</b>	<b>Child Safeguarding Policy and Procedures</b>
<b>Unique Reference Number:</b>	<b>017</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
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<b>Date:</b>	<b>15/02/2024</b>
<b>Number of Pages:</b>	<b>33</b>

- This policy has been communicated to parents/guardians via the method listed above.
- All relevant staff are fully aware of Child Safeguarding requirements and have a clear understanding of their roles and responsibilities in relation to this policy and its procedures.
- All relevant staff have received training on this policy. Please refer to details of staff training and resource links in this document.

### **Statement of Purpose**

The purpose of this Service is to provide a Full Day Care facility for children aged 6 months to 5 years.

## Saint Mary's Childcare Campus CLG Policies and Procedures

We open 48 weeks per year and daily from 8am-6pm, Monday to Friday. We have capacity to cater for a total of 70 children at any one time. We also have an After School for children aged 4 years to 12/13 years. This opens 38 weeks per year and daily from 8am-9:30am (Breakfast Club) and 2:10pm-5:45pm (After School), Monday to Friday. We have the capacity to cater for 48 After School children. Our adult-to-child ratios are listed below:

SERVICE:	AGE:	ADULT/CHILD RATIO:
FULL DAY CARE PART TIME	0 – 1 Year	1:3
	1 – 2 Years	1:5
	2 – 3 Years	1:6
	3 – 6 Years	1:8
ECCE	Ratio will return to Full day care ratios when ECCE session is over	1: 11
Afterschool	4 years to twelve/thirteen years	1:12
A child attending on a full day care basis avails of an ECCE scheme once a day only.		
At least 2 adults are on the premises at all times.		

**N.B.** If mixed age groupings are accommodated in the same room, the ratio is applied in line with the age of each child and the type of service being availed of.

This Service is a community-based facility operated by a Board of Directors  
Our Service is located at Granard Road, Edgeworthstown, Co. Longford. N39 AE65  
St. Mary's Childcare Campus CLG has 15 mandated staff and 5 ancillary/additional staff.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

St. Mary's Childcare Campus CLG provides the following services and activities for the children:

- Full Day Care
- ECCE
- Breakfast Club
- After School with Homework Support
- Large fully fenced, well-equipped outdoor area
- Playground with safety surface
- 5 large, bright, spacious rooms
- Safety-fencing, safe set-down area
- Healthy and nutritious food cooked on-site
- Trained and qualified staff
- Summer Camps
- Camps at Mid Term, Easter etc.
- Walk-to-School Supervision

### **Statement of Intent**

Our priority is to ensure the welfare and safety of every child and young person who attends our service. We at St. Mary's Childcare Campus CLG are committed to providing a safe environment for all children in which they can thrive and are safe and protected from harm. All children are treated with respect and dignity and are given an opportunity to have their views heard. Our aim is to provide the highest possible standard of care in order to promote the well-being of every child and safeguard them from abuse while acknowledging their rights. The purpose of this Child Protection Policy is to guide staff on the procedures to keep children safe.

This policy is for the protection of the children in our service, the staff working with the children, the parents, volunteers and relief staff. All staff are familiar with the policy and understand the importance of adhering to the procedures in place. We have a designated Child Protection Officer and all our staff have been trained to recognise the signs of abuse. The policy is devised in line with Children First National Guidance for the Protection & Welfare of Children 2011, Child Protection &

## Saint Mary's Childcare Campus CLG Policies and Procedures

Welfare Practice Handbook 2011 and Our Duty to Care 2002 and will be reviewed by the Designated and Deputy Designated Persons every year or as necessary to ensure its effectiveness.

We fully understand that the safeguarding of children is every adult's responsibility. We believe that all children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background. Therefore, we are committed to ensure that all children in St. Mary's Childcare Campus CLG are protected and kept safe from harm while they are in our care.

### Policy

*Children First: National Guidance for the Protection and Welfare of Children* was published by the Department of Child and Youth Affairs in 2017 and *Our Duty to Care* together form the basis of our Service's Child Safeguarding Policy and Procedures:

Children First Publication (2017) available at:

<https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf>

Our Duty to Care Document available at:

[https://www.tusla.ie/uploads/content/our\\_duty\\_to\\_care.pdf](https://www.tusla.ie/uploads/content/our_duty_to_care.pdf)

Latest Publication on Child Protection and Welfare from Department of Children and Youth Affairs (2020) available at:

<https://www.gov.ie/en/publication/d839a6-child-protection-and-welfare/>

See also the Child protection and Welfare Practice Handbook available at:

[http://www.tusla.ie/uploads/content/CF\\_WelfarePracticehandbook.pdf](http://www.tusla.ie/uploads/content/CF_WelfarePracticehandbook.pdf)

- This policy is applicable at all times when children are in the care of the Service
- For the purpose of this policy, a "child" means anyone who is under 18 years of age who is not or has not been married.
- All staff and persons who work within the Service, must read and understand this Child Safeguarding Policy and Procedures Document, as well as the



## Saint Mary's Childcare Campus CLG Policies and Procedures

accompanying Child Safeguarding Statement, and it will be part of a new staff member's induction training. Clarification on any point may be sought from the Manager, Margaret Glancy.

### Our Statutory Obligations

One of the main objectives of the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017 is to ensure that our Service keeps children safe from harm while in our care. We will prevent, as far as is practical and possible, deliberate harm or abuse to the children availing of our services. While it is not possible to remove all risk from our Service, we have put in place Child Safeguarding Policies and Procedures to manage and reduce risk to the greatest possible extent.

The Children First Act and National Guidance Document places specific obligations on us including the requirement to:

- Keep children **safe from harm** while they are using our Service.
- Carry out a **risk assessment** to identify whether a child or young person could be harmed while in our care.
- Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified. **(See *Child Safeguarding Statement*.)**
- Appoint a **Designated Liaison Person (and Deputy Designated Liaison Person)** to be the first point of contact in respect of our Child Safeguarding Statement. **(See *appendix 14*)**

### As part of the policy, our Service will:

- Appoint both a Designated Liaison Person (DLP) for dealing with child protection concerns and a Deputy Liaison Person.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Provide induction training on the Child and Adult Protection Policy to all staff and ensure that they understand their obligations as a 'Mandated Person' under the Children First Act 2015.
- Maintain a list of persons in the Service who are Mandated Persons under the Children First Act 2015. **(See appendix 13)**
- Ensure that all staff attend child protection training as appropriate.
- Provide supervision and support for staff in contact with children.
- Share information about the Child and Adult Protection Policy with families.
- Ensure this policy will be shared with parents/guardians on enrolment to our Service and be available on hard copy in our Service.
- Work and co-operate with the relevant statutory agencies as required.

### **The Designated Liaison Person**

Children First requires that every organisation providing services to children appoint a Designated Liaison Person (DLP) for reporting neglect or abuse. The DLP is responsible for dealing with child protection and welfare concerns in accordance with Children First 2015. The Deputy DLP will be appointed by the manager/board of management of St. Mary's Childcare Campus CLG to undertake the below duties when the DLP is on leave or is unavailable. The details of the DLP-Margaret Glancy and Deputy DLP-Carolyn Farrell can be found on our website and on display in the reception area of the Service. **(See appendix 14)**

### **The Role of the Designated Liaison Persons is to:**

- Be fully familiar with the organisation's duties in relation to the safeguarding of children.
- Have good knowledge of the organisation's guiding principles and child safeguarding procedures.
- Ensure that the organisation's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla.

## Saint Mary's Childcare Campus CLG Policies and Procedures

- Consult informally with a Tusla Duty Social Worker if necessary.
- Be available to all staff, and, in the case of their absence, that a Deputy Liaison Person is available.
- Ensure that they are knowledgeable about Child Safeguarding and that they undertake any training considered necessary to keep updated on new developments.
- Ensure the Child Safeguarding Policy and Procedures of the Service are followed.
- Be responsible, as a Mandated Person, for reporting concerns about the protection and welfare of children to TUSLA – Child and Family Agency or An Garda Síochána.
- Ensure the appropriate information is included in the report to the Child and Family Agency and that the report is submitted in writing (under confidential cover) using the Standard Reporting Form. **(See appendix 15)**
- To liaise with Tusla, the Child and Family Agency, An Garda Síochána and other agencies as appropriate [the Mandated Person who has a concern and makes a report also has a responsibility to liaise with the agencies as required].
- Inform the child's parents/guardians that a report is to be submitted to Tusla or An Garda Síochána, unless:
  - Informing the parents/guardians is likely to endanger the child or young person;
  - Informing the parents/guardians may place you as the reporter at risk of harm from the family;
  - The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- To provide updated information and advice on child protection, safeguarding and training within the Service.
- Keep relevant people within the Service informed of relevant issues, whilst maintaining confidentiality.
- Ensure that an individual case record is maintained to clearly include the actions taken by the Service, the liaison with other agencies and the outcome.
- Maintain a comprehensive log/record of all child safeguarding and welfare concerns within the Service.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Ensure sufficient information is available at the time of referral and that the referral is confirmed, dated, and in writing under confidential cover.

### **Mandated Persons**

***All childcare staff are 'Mandated Persons' under The Children First Act 2015.***

***A list of Mandated persons is available on our website as appendix 13 and on a notice board in reception.***

The Children First Act 2015 places a legal obligation on certain people, to report child safeguarding concerns at or above a defined threshold to Tusla - Child and Family Agency. These Mandated Persons must also assist Tusla, on request, in its assessment of child safeguarding concerns about children who have been the subject of a mandated report.

- All mandated persons have received and keep up-to-date with Child Protection training and are aware of their legal obligations under the Children's First Act 2015.
- All mandated persons in the service, are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. These reports will be made in line with the procedures in this policy.
- Mandated persons must also assist Tusla, on request, in its assessment of child protection concerns about children who have been the subject of a mandated report.
- All employees, and volunteers of St. Mary's Childcare Campus CLG, will be made aware of and be familiar with this child protection policy and safeguarding statement through an in-house induction and on-going training.
- All staff and volunteers will sign up to the overall child protection policy and safeguarding statement of St. Mary's Childcare Campus CLG.
- The Designated Liaison Person acts as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns. All staff that are mandated persons also have an obligation to

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

report, child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. **Further information relating to this policy can be found in appendix 16.**

### **IMPORTANT NOTE**

It is important to note that the statutory obligation of Mandated Persons to report under the Children First Act 2015 must be discharged by the Mandated Person and cannot be discharged by the Designated Liaison Person on their behalf. Within our setting the DLP's will also fulfil the role of Mandated Persons. This means that if, the Designated Liaison Person is made aware of a concern about a child that meets or exceeds the thresholds of harm for mandated reporting, they have a statutory obligation to make a report to Tusla arising from their position as a Mandated Person.

While Mandated Persons have statutory obligations to report mandated concerns, they may make a report jointly with another person, whether the other person is a Mandated Person or not. In effect, this means that a Mandated Person can make a joint report with a Designated Liaison Person.

## **REPORTING PROCEDURE FOR DEALING WITH DISCLOSURES, CONCERNS OR ALLEGATIONS OF CHILD ABUSE**

### **Definitions of Abuse and Thresholds of harm**

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

Child abuse is complicated and can take different forms, but usually consists of one or more of the following signs and symptoms:

## Saint Mary's Childcare Campus CLG Policies and Procedures

**Neglect:** can be defined in terms of an omission where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and or medical care. “**The threshold of significant harm** is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected”. “Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation”.

**Emotional abuse/ill-treatment:** is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning e.g. 'anxious' attachment, non-organic failure to thrive, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. Examples may include:

- the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- emotional unavailability of the child's parent/guardian;
- unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- under or over protection of the child;
- failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- use of unreasonable or over-harsh disciplinary measures;
- exposure to domestic violence;

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- exposure to inappropriate or abusive material through new technology.

**The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

**Physical abuse:** of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of the parent or person in a position of responsibility, power or trust. There may be single or repeated incidents. Physical abuse can involve:

- severe physical punishment;
- beating, slapping, hitting or kicking;
- pushing, shaking or throwing;
- pinching, biting, choking or hair pulling
- terrorising with threats;
- observing violence;
- use of excessive force in handling;
- deliberate poisoning;
- suffocation;
- fabricated/induced illness;
- allowing or creating a substantial risk of significant harm to a child.

**The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

**Sexual abuse:** occurs when "a child is used by another person for his or her gratification or sexual arousal or for that of others". Examples of child sexual abuse include:

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- exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- intentional touching or molesting of the body of a child whether by a person or object for the purpose of the sexual arousal or gratification;
- masturbation in the presence of the child in an act of masturbation;
- sexual intercourse with the child, whether oral, vaginal or anal,
- sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse. It should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

As **all sexual abuse** falls within the category of **seriously affecting a child's health, welfare or development**, all concerns about sexual abuse must be submitted as a mandated report to Tusla. There is one exception, which deals with certain consensual sexual activity between teenagers, which is outlined on **page 23 Children First (2017).125-**

The service endorses that the **Children First (2017) Guidelines** advise that the ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible.



### Reasonable Grounds for Concern

#### ***Chapter 2, Page 06 Children First (2017)***

The DLPs or Mandated Persons should always inform Tusla when they have **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected. We understand that if this is neglected or ignored, it could result in on-going harm to the child. We understand that it is not necessary for us to prove that abuse has occurred to report a concern to Tusla. All that is required of us is that we have ***reasonable grounds for concern***. It is Tusla's role to assess concerns that are reported to it.

Reasonable grounds for a child safeguarding or welfare concern include:

- Evidence, for example of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse or exploitation.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw the child being abused.

The guiding principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made **without delay** to Tusla.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### How to make a report

All staff and volunteers and mandated persons at St. Mary's Childcare Campus CLG will follow the procedures in this section when they have a concern that a child has been, is being, or is at risk of being abused, harmed or neglected.

#### Procedure:

- When a staff member, volunteer or Mandated Person has a child protection or welfare concern they will speak to the Designated Liaison Person for Child Protection (DLP) without delay. This includes concerns which reach the threshold for a mandated report under the Children First Act 2015
- The DLP will report the following child protection and welfare concerns using the Child Protection and Welfare Report Form (available on [www.tusla.ie](http://www.tusla.ie)) to Tusla: **(See appendix 15)**
  - Child protection and welfare concerns that meet reasonable grounds for concern but do not meet the threshold for mandated reporting
  - Child protection and welfare concerns that meet reasonable grounds for concern and have been passed to them by persons who are not Mandated Persons.
- If the DLP is unsure if a child protection concern meets the reasonable grounds for concern, they will contact the Tusla Duty Social Worker for advice and guidance using the informal consultation process.
- Under no circumstances will a child be left in a situation that exposes him or her to harm or risk pending intervention from Tusla. In the event of an emergency and the unavailability of a Tusla Duty Social Worker, the DLP will contact An Garda Síochána.

#### **Contact Details:**

**Tusla Duty Social Worker, Child and Family Agency, Primary Care Centre, Mullingar, Co. Westmeath-- 044-9353997**

**An Garda Síochána, Granard road, Edgeworthstown, Co. Longford. 0436671002**

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- In addition to a report to Tusla, if there is a criminal or suspected criminal aspect to the child protection concern, An Garda Síochána will be notified by the Mandated Person or DLP as appropriate.
- The manager/board of management of St. Mary's Childcare Campus CLG will be informed when a report is made to Tusla under this policy. In accordance with the Confidentiality Policy, identifying information about the child and family is only shared with them on a need to know basis.

### **REPORTING PROCEDURES**

#### **MANDATED PERSONS**

Under the Children First Act 2015 Mandated Persons are legally required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed to Tusla.

- Mandated Persons will bring any child protection concerns to the attention of the Designated Liaison Person (DLP) without delay.
- If the child protection concern reaches the threshold for harm as defined in the Children First Act 2015 it is a mandated report.
- The Mandated Person may seek advice and guidance from the DLP in relation to the child protection concern and the threshold of harm.
- Mandated reports will be made jointly by the Mandated Person (who raised the concern) and the DLP, using the Child Protection and Welfare Report Form (available on [www.tusla.ie](http://www.tusla.ie))
- The form must clearly indicate that the report is a Mandated Report.
- If the child protection concern requires a more urgent intervention to make the child safe, the Children First Act 2015 allows Mandated Persons to alert Tusla of the concern, by telephone or in person, in advance of submitting a written

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

report. The mandated report must then be submitted to Tusla using the Child Protection and Welfare Report Form within 3 days.

- The statutory obligation of Mandated Persons to report under the Children First Act 2015 must be discharged by the Mandated Person and cannot be discharged by the DLP on their behalf. Mandated Persons can, however, report jointly with another person.
- Where the Mandated Person or DLP is unsure if the report meets the threshold of harm as outlined in the Children First Act 2015 advice and guidance will be sought through informal consultation with the Tusla Duty Social Worker.
- If a child protection concern does not meet the criteria for a mandated report, it may meet 'reasonable grounds for concern' for a report to Tusla and this possibility must be considered. If 'reasonable grounds for concern' exist a report to Tusla will be made by the DLP.
- The Mandated Person may submit the report to Tusla solely, however, the DLP must be informed that the report has been made and be given a copy of the Child Protection and Welfare Report Form.
- If a child protection concern has come to the attention of a number of Mandated Persons, the report may be submitted jointly by a number of Mandated Persons.
- Mandated Persons are not required to make a report to Tusla where the sole basis of their knowledge, belief or suspicion of harm is of a result of becoming aware that another Mandated Person has made a report to Tusla.

### **Dealing with a Report of Abuse by a Child / Young Person**

In the event of a child / young person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the employee / volunteer involved. In such circumstances, the employee / volunteer will:

- React calmly;
- Listen carefully and attentively; take the young person seriously;

## Saint Mary's Childcare Campus CLG Policies and Procedures

- Reassure the young person that they have taken the right action in talking to you;
- Do **NOT** promise to keep anything secret;
- Ask questions for clarification only. Do not ask leading questions, this is not an interview, but rather receiving a disclosure from a child;
- Check back with the child/young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- Ensure that the child/young person understands the procedures which will follow;
- Pass the information to the Designated Liaison Person do not attempt to deal with the problem alone;
- Treat the information confidentially.
- Maintain a positive relationship with the child

Any further disclosures made by the child should be treated as a first disclosure and responded to by following the procedures in this policy.

### Retrospective Disclosures by Adults

Parents and staff who are working with children and young adults or who attend child protection training may disclose abuse which took place during their childhood. A disclosure of abuse by an adult which took place during their childhood must be noted or recorded. In these cases:

- it is essential that consideration is given to the current risk to any child who may be in contact with the alleged abuser.
- If any risk is deemed to exist to any child who may be in contact with the alleged abuser, a report of the allegation will be made to Tusla without delay. Investigation of disclosures by adult victims of past abuse frequently uncovers current incidents of abuse and is therefore an effective means of stopping the cycle of abuse. An increasing number of adults are disclosing abuse that took

## Saint Mary's Childcare Campus CLG Policies and Procedures

place during their childhoods. Such disclosures often come to light when adults attend counselling. It is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures.

- If any risk is deemed to exist to a child who may be in contact with an alleged abuser, the Designated Liaison Person will report the allegation to Tusla without delay.
- The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. The service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country. ( [www.hse-ncs.ie/en](http://www.hse-ncs.ie/en)) The service can be accessed either through healthcare professionals or by way of self-referral.

### Procedure when a referral is not made to the Child and Family Agency

#### A suspicion which is not identified by Criteria for Reporting: Definitions and Thresholds or Reasonable Grounds for Concern.

- In this case, the concern and any informal consultation will be documented and kept confidentially and securely.
- The DLP will inform the member of staff who raised the concern that it is not being referred in writing, indicating the reasons. The DLP will advise the individual that they may make a report themselves **see Mandated Persons and Making a Mandated Report**. The provision of the *Protection for Persons Reporting Child Abuse Act, 1998* will apply.
- Persons reporting suspected child abuse or neglect should not interview the child or the child's parents/guardians in any detail about the alleged abuse. This will be carried out by the TUSLA Duty Social Worker or An Garda Síochána.
- If staff have any concerns these should be discussed immediately with the Designated Liaison Person.

**Under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If it is thought the child is in immediate danger and the Mandated Person cannot contact Tusla, the Mandated Person should contact the Gardaí.**

### **Protections for Persons Reporting Child Abuse Act 1998\***

St. Mary's Childcare Campus CLG wish to draw the attention of the staff and volunteers to this Act Protection for Persons Reporting Child Abuse Act 1998, provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to Tusla or An Garda Síochána. Section 3(1) of the Act states: “A person who, apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that

- a child has been or is being assaulted, ill-treated, neglected or sexually abused, or
- a child's health, development or welfare has been or is being avoidably impaired or neglected, unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

This protection applies to childcare services and to individuals.

### **Informing Parents/guardians about child welfare and protection concerns**

The Children First Act 2015 does not require the Mandated Person to inform the family that a report under the legislation is being made to Tusla. However, it is good practice to tell the family that a report is being made and the reasons for the decision.

It is not necessary to inform the family that a report is being made if by doing so the child will be placed at further risk or where the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment. Also, the family do not need to

## Saint Mary's Childcare Campus CLG Policies and Procedures

be informed if by doing so it may place staff in the Service at risk of harm from the family.

Staff/volunteers may feel uncomfortable approaching a parent about a concern. You may have to discuss a concern about the welfare or protection of a child/young person or an issue which relates to the child/young person's developmental needs. The following best practice tips may be useful:

- Make sure parents/guardians have prior awareness of your guiding principles, procedures and duties to safeguard children.
- Be straightforward and clearly explain the nature of the concern or issue, e.g. by using facts and records of observations made.
- Think about the time and place to have the conversation. Find a time when parents/guardians are not in a hurry.
- Find a place that is quiet and allows privacy.
- Consider arranging to meet parents/guardians.
- Consider who is the best person/who are the best people to have the conversation with the parents/guardians.
- Use a calm and gentle tone, consider the language used.
- Start with positive comments and observations about the child/young person. Ensure that the parents/guardians know that you care about the welfare of their child and recognise their strengths.
- Refer to how the situation may be affecting the child/young person.
- Start with positive comments and observations about the parents/guardians. Most parents/guardians are trying to do their best for their children and will appreciate your acknowledgement of how challenging parenting can be at times.
- Give the parents/guardians an opportunity to talk; ask them for an explanation and acknowledge their feelings.
- Take the approach that you are working together to address any issues in the best interests of the child/young person.
- Don't blame, don't get defensive and don't take things personally.
- Ensure that you are supportive but also address the issue.



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- Refer to your guiding principles and child safeguarding procedures for support.
- Offer possible solutions, where appropriate.
- Advise parents/guardians how you plan to follow up and keep them informed and involved, where appropriate. Where it is not possible to contact the parents/guardians to discuss a concern you may need to discuss the concern with the DLP or Tusla duty social worker.
- Remember if a report needs to be made to Tusla, do not delay.

### Consequences of Non-reporting

#### ***Chapter 3, Page 2 Children First (2017)***

The Children First Act 2015 does not impose criminal sanctions on Mandated Persons who fail to make a report to Tusla. However, all staff should be aware that there are possible consequences for a failure to report.

There are a number of administrative actions that Tusla could take if, after an investigation, it emerges that Mandated Persons did not make a mandated report and a child was subsequently left at risk or harmed. All Staff/Mandated Persons in our service have been made aware of the consequences in place for any failures to report welfare concerns to TUSLA. They have all been briefed on the Definitions and Thresholds or Reasonable Grounds for Concern.

The Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012 requires that any person who has information about a serious offence against a child, which may result in charges or prosecution, must report this to An Garda Síochána. Failure to report under the Act is a criminal offence under that legislation. This obligation is **in addition to** any obligations under the Children First Act 2015.

#### **NOTE**

**Failure to report a child protection concern may invoke the Disciplinary Policy of this Service.**

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### A concern could come to attention in a number of ways:

- A child tells or indicates that he/ she is being abused. This is called a disclosure.
- An admission or indication from alleged abuser.
- A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable.
- Information from someone who witnessed the child being abused.
- Evidence of an injury or behaviour that is consistent with abuse and unlikely to be caused in any other way.
- Consistent indication over a period of time that a child is suffering from physical or emotional neglect.
- An injury or behaviour which is consistent with abuse, but an innocent or unlikely explanation is given.
- Concern about the behaviour or practice of a colleague.

#### NOTE

All personnel are expected to consult *Children First 2017 [Chapter 2, Page 07 Children First (2017)]* and the *Child Protection and Welfare Practice Handbook* for detailed information on the signs and symptoms of abuse.

### CONFIDENTIALLY

In matters of child abuse, an employee/volunteer of St. Mary's Childcare Campus CLG will never promise to keep secret any information which is divulged by a child. It will be explained to the child/young person that this information cannot be kept secret but only those who need to know in order to safeguard the child, will be told. When reporting any case of alleged/suspected abuse the principle of confidentiality applies. The information will only be shared on a 'need to know' basis which means sharing information with persons who have a need to know in order to safeguard a child/young person and is not a breach of confidentiality and the number of people that need to be informed will be kept to a minimum. If an employee/volunteer has

## Saint Mary's Childcare Campus CLG Policies and Procedures

any doubt as to whether a report should be made, they will consult with the Designated Liaison Person.

### Record Keeping

Written records will be kept of all child protection concerns (including those not reported to Tusla) and these will be managed by our Designated Liaison Person. Information will include, details of the concern, who raised it, who was contacted, details about informal consultation, any action taken, details about informing parents. If a child has made a disclosure of abuse, a written record will be made. If there are other grounds for concern that the child has been abused or neglected, a written record will be made. Records relating to child protection and welfare issues will be kept indefinitely. **Children First: National Guidance for the Protection and Welfare of Children** states that if a Designated Liaison Person decides **not to** report a concern to Tusla, the following steps should be taken:

- The reasons for not reporting are to be recorded;
- If any actions are taken as a result of the concern, these should be recorded;
- The worker or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla;
- The worker or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána. The worker or volunteer who raised the concern should also be reassured that if they do choose to further pursue the matter, they are covered by the Protections for Persons Reporting Child Abuse Act 1998.

Records should be factual and include details of contacts, consultations and any actions taken. Key points when maintaining child protection records:

- All agencies dealing with children must cooperate in the sharing of records with Tusla where a child protection or welfare issue arises. An example of this could be information needed for a Child Protection Conference or Strategy Meeting or information important for the assessment of risk to a child.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation.
- Records should only be used for the purpose for which they are intended.
- Records should only be shared on a need to know basis in the best interests of the child/young person.
- Child protection records should be updated as required and reviewed regularly by the Designated Liaison Person.

### **Policy and Procedure on Response to Allegations of Abuse against Employees**

Child safeguarding is about promoting the welfare of children who attend a Child Care service/school. To this end it also encompasses the monitoring of professional practice within an organisation.

An organisation has a legal and moral responsibility to respond to any allegation of abuse either verbal or physical of a child by a member of staff.

This procedure is in line with the guidance given in *Children First (2017)*

#### **Allegations Against Staff**

As the Manager is the Designated Liaison Person the Board of Directors should deal with the HR investigation. It is required to separate these issues and manage them independently. Therefore, the Board of Directors may outsource this function to somebody with expertise from outside the service. This allows the Manager to deal with TUSLA and the child's family.

#### **Response to allegations of abuse against employees**

Allegations of abuse may be made against adults working with children, employees, and child-minders. The following guidelines should be followed in the event of such

## Saint Mary's Childcare Campus CLG Policies and Procedures

an allegation of abuse against an employee during the execution of that employee's duties or where information about an employee in relation to a situation outside of the work context is reported.

Our first duty of care in this situation is to the child and our first priority is to ensure that no child is exposed to unnecessary risk.

- If an allegation is made against an employee or other person working within the Service to another employee or other person, they must inform the Designated Liaison Person or Deputy DLP verbally and simultaneously record what they have been told or what they may have observed. Action taken in reporting an allegation of child abuse against an employee should be based on an opinion formed reasonably and in good faith.
- The details of this concern must be recorded on the Standard Reporting Form, which is kept in the Office, which must then be signed by the person making the report and they will be reminded of the need for confidentiality in this matter.
- The Manager will inform the member of staff that an allegation has been made against them. The disciplinary procedure for staff will be followed in this instance.

The Manager must privately inform the employee, about whom the allegation is made, of the following:

- The fact that an allegation has been made against him/her
- The nature of the allegation
- The employee should be afforded an opportunity to respond. The Manager should note the response and pass on this information when making a formal report to TUSLA.
- The employee should also be informed of their right to an adjournment of the meeting until such time as they can seek appropriate representation. The action will be guided by the agreed procedures (Disciplinary Procedure), the applicable employment contract and the rules of natural justice. While adhering to the principle of natural justice enshrined within our constitution in relation to the rights of the accused, the vulnerability of the alleged victim must be foremost in our

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mind, therefore any postponement must be afforded within a reasonable time frame that is 24 hours.

- The parents/guardians of the alleged victim must be informed immediately by the Designated Liaison Person.
- The name or any identifying information of the reporting adult would generally be given to the staff member or worker against whom the allegation has been made by the Manager. There may be exceptional circumstances pending TUSLA advice or consultation, where this may not be the case.
- When an allegation is received it will be assessed promptly and carefully.
- The Manager may then ask the member of staff who the allegation has been made against to leave the premises immediately and they will be suspended on full pay until the matter has been fully investigated.
- However, all allegations may not require a worker to be sent home i.e. allegations of poor practice where increased levels of supervision may be sufficient until the matter is sorted out. Poor practice will be dealt with under the Disciplinary Procedure as necessary.
- At this point in the process it will be necessary to decide whether a formal report should be made to TUSLA – this decision should be based on ***reasonable grounds for concern***.
- If it is felt that there are grounds for concern all matters relating to the allegations should be reported to the Duty Social Worker.
- At this point the Disciplinary Procedure will be invoked. This will be a separate process and will be overseen by the Board of Directors (who may outsource this function) not the Designated Liaison Person.
- Should a staff member, following the investigation, be re-instated with no disciplinary action this should be taken as evidence that no blame/fault/suspicion attaches to them.
- Where the complaint is not upheld, management should ensure that the reputation and career prospects of the staff member concerned are not adversely affected by reason of the complaint having been brought against him/her. The staff member (who had the allegation made against them) should be offered counselling and any other support necessary to restore his/her confidence and morale.

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- The staff member who made the complaint should be reassured that management appreciates that the complaint was made in good faith. If required management will ensure that the staff member receives support e.g. external counselling, if requested or warranted.

### **Parents/Guardians and Allegations of Abuse or Neglect against Employees**

Parents/guardians have the right to contact Tusla to report an allegation of abuse or neglect about an employee, employees or the Service. Parents/guardians of children who are named in an allegation of abuse or neglect will be kept informed of actions planned and taken, having regard to the rights of others concerned. If there is any concern that a child may have been harmed, their parents/guardians will be informed immediately.

### **RECRUITMENT AND CHILD PROTECTION**

St. Mary's Childcare Campus CLG has a Recruitment Policy. All advertisements, screening and recruitment for vacant posts within the service will reflect our commitment to equality. We will ensure that interviewers conduct interviews in a non-discriminatory way. Interviews will be undertaken by a minimum of two representatives of St. Mary's Childcare Campus using an agreed set of questions.

For successful candidates a minimum of two references (one from the most recent employer) will be taken up followed by a telephone reference check prior to any staff member/volunteer commencing in our Service. References will only be accepted in writing and no references from family or relatives will be accepted. Successful candidates will be offered a Contract of Employment in accordance with Employment legislation requirements and each contract will include a probationary period. All employees' contracts will include signing up to St. Mary's Childcare Campus CLG Child Protection Policy and Confidentiality policy.

Training in Child Protection and Children First will be sought for all employees. These guidelines will apply both to the recruitment of new employees and to the selection of internal candidates for promotion or job change. St. Mary's Childcare

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Campus will not employ, contract or involve as a volunteer, any person to work with children or young adults who has a criminal conviction for violent crime, sexual crime, drugs related offences, or any other offences deemed inappropriate in relation to work with children. All workers employed, contracted to work, or volunteering to work with children through St. Mary's Childcare Campus CLG will be required to sign a declaration form outlining any previous criminal convictions and granting permission for vetting from An Garda Síochána to be sought. Garda Vetting will be undertaken for all managers, staff and volunteers. All references, qualifications, vetting, CVs and training information will be stored in a staff file, which will be retained as per our Data Retention Policy.

### **GUIDELINES FOR MANAGEMENT OF STAFF**

St. Mary's Childcare Campus CLG engages in ongoing support and supervision for all staff members. Formal support and supervision meetings take place monthly or more frequently if the workload requires it. Informal support and supervision are available to all staff as requested or as required. Full Team Meetings take place a minimum of twice per year. Individual teams meet fortnightly as work demands require. All staff undergo an induction process, which includes induction on this Child Protection Policy, and each staff member will confirm in writing that the induction process has taken place. St. Mary's Childcare Campus CLG's Child Protection Policy will be rolled out to existing staff through an in-house training programme. On-going training will be provided following annual review or statutory/guideline changes.

### **Code of behaviour**

For the protection of staff and children a code of behaviour has been introduced to provide clarity on what is expected and what is not accepted, with respect to their behaviour as recommended in *Our Duty to Care*.

Notification of our policy and any changes devised will be displayed within St. Mary's Childcare Campus and on our Website.



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

The Code of Behaviour is given to all staff at induction and it is expected that all staff are familiar with the code and they will raise any questions arising with the Manager.

All employees have a duty to adhere to the Code of Behaviour and to bring breaches of the code to the attention of the Manager. Breaches of the Code of Behaviour are dealt with through the disciplinary procedure.

Our code of behaviour is kept under regular review.

### Code of Behaviour for Staff

- All employees and volunteers of St. Mary's Childcare Campus CLG will make themselves aware of the Services' ethos, vision and mission and must be familiar with the Child Protection Policy and Safeguarding Policy and sign up to each of these policies.
- We recognise that children have an equal right to our service provision in line with the *Equal Status Act* and the *National Disability Strategy*.
- While physical contact can be an effective way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned. (for example, by invitation to the child).
- It is not recommended that staff give lifts in their cars to individual children, especially for long journeys.
- Children should be encouraged to report cases of bullying to either a designated person, or a worker of their choice. Complaints must be brought to the attention of management.
- Staff should be sensitive to the possibility of developing inappropriate aversions to any one child as a result of any behaviour challenges the child might pose to staff. Staff are always expected to understand that the child's behaviour is separate to the child and does not characterise or form part of a child's identity.
- Staff will never physically punish, humiliate, isolate, or be in any way verbally abusive to a child, nor should they tell jokes of a sexual or allusive nature in the presence of children.
- Staff show respect and understanding for the rights, safety and welfare of the children and young people.
- St. Mary's Childcare Campus CLG has put in place a complaints procedure, known as the Complaints Policy.
- Employees and volunteers will avoid working in isolation with children and favouritism.
- St. Mary's Childcare Campus CLG respects and promotes the principles of equality and diversity and works with all children in a culturally sensitive way within the context of the Irish Constitution and law and the UN Convention on the Rights of the Child.

### **Visitors**

#### **All Visitors to the Service must check in by signing the Visitor's book**

Visitors - including inspectors, contractors, etc. should never be left alone with the children. If they are going to address the children it is incumbent upon the Management to check their credentials and to ensure that the content of the address is appropriate.

All Visitors [Including Inspectors, Contractors] should be equipped with Identification as they may be asked to produce proof of identity before entering the service.

### **Partnership with Parents/Guardians**

The Service recognises the importance of working with parents/guardians. It has an "open door" policy where families are always welcome but where the needs of all of the children in our care are always the first priority. Parents/guardians will be made feel welcome and regular exchange of information with parents/guardians and staff will enable a two-way process of support on a continuous basis insofar as is possible and practical.

Parents/guardians will be made aware of any observations, records and notes kept by us about their children including patterns of behaviour, conversations and any injuries/bruising they may have upon arrival to the Service.

All records will be made available upon request and are kept confidentially and securely.

All parents/guardians will be made aware of our policies and procedures.

*(For further information see our Partnership with Parents/Guardians Policy)*

### **Complaints**

- Our children/staff/parents/guardians have the right to voice their opinions and concerns. It is our policy to welcome all suggestions, comments and complaints in relation to our Service. Any comments or suggestions can be made to any member of staff. We will give careful attention and prompt and courteous response to any suggestions, comments or complaints.

*(For further information see our Complaints Policy).*

- If a complaint involves a child safeguarding concern, the reporting procedure will be followed in line with this Safeguarding Policy.

### **Accidents and Incidents**

The Safety, Health & Welfare at Work Act, 2005 and Child Care Act 1991 (Early Years Services) Regulations 2016, are the governing legislation.

It is our policy to promote the health, wellbeing and personal safety of all our children and staff through developing and regularly reviewing accident prevention procedures and fire safety. Although we adhere to all safety precautions and follow TUSLA guidelines, accidents can occur.

*(For further information see our Accidents and Incidents Policy)*

### **Social Media, Social Networking and Blogging**

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Service. Blogs should be clear and written in the first person. It should be made clear that the writer is speaking for themselves and not on behalf of the Service.
- Information published on blog(s) should comply with our confidentiality policy. This also applies to comments posted on other blogs, forums, and social networking sites.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Staff are expected to remain respectful to the Service, management, other employees, customers, partners, and competitors at all times while using Social Media.
- Staff may not use social networking sites to befriend parents/guardians whose children attend the Service or to exchange any information about the Service or children attending the Service.
- Social media activities should not interfere with work commitments; Staff are not permitted to be active on social media during their rostered hours of work, excluding during their scheduled breaks times.
- A staff member must not publish any information regarding any child, family or colleague.
- Staff are expected to Respect copyright laws, and to reference or cite sources carefully and appropriately. Plagiarism applies online as well.
- Service logos and trademarks may not be used.

**Note: Social Networking websites includes a range of websites such as - Facebook, YouTube, and Twitter etc.**

**Under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If it is thought that the child is in immediate danger and Tusla cannot be contacted, the Gardaí should be contacted.**

**Any breach of this policy may invoke the disciplinary policy.**

**This Child Safeguarding Policy may be updated from time to time, or as regularly as deemed necessary either from within or in line with legislation.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Name:**

**Person responsible for approving the Policy.**

## **18. CHILD SAFEGUARDING STATEMENT**

<b>Document Title:</b>	<b>Child Safeguarding Statement</b>
<b>Unique Reference Number:</b>	<b>018</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>04/10/2023</b>
<b>Number of Pages:</b>	<b>17</b>

### **Type of Service**

St. Mary's Childcare Campus CLG is a Full Day Care Service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016 and/or a school-aged service (afterschool service, in accordance with the Child Care Act 1991 (Early Years Services) (Registration of School Age services) Regulations 2018.

This Service is a community-based facility operated by a Board of Directors.

### **Key Personnel: In-House**

<b>Manager (Person in charge):</b>	Margaret Glancy
<b>Deputy in the absence of Manager:</b>	Carolyn Farrell
<b>Health and Safety Officer:</b>	Margaret Glancy
<b>Fire Officer:</b>	Charlene Oates
<b>Deputy Fire Officer:</b>	Lisa Hunt
<b>First Aid Co-ordinator:</b>	Margaret Glancy
<b>Designated Liaison Person:</b>	Margaret Glancy
<b>Deputy Designated Liaison Person:</b>	Carolyn Farrell
<b>Data Controller:</b>	Margaret Glancy and Carolyn Farrell

## Saint Mary's Childcare Campus CLG Policies and Procedures

### KEY INFORMATION

<b>Opening Hours:</b>	8am-6pm (Full Day Care) 8am-9:30am (Breakfast Club) 2:10pm-5:45pm (After School)
<b>No of Weeks per year opened:</b>	48 (Full Day Care) 38 (After School)
<b>Capacity:</b>	70 (Full Day Care) 48 (After School)
<b>No. of Children attending the Service</b>	110
<b>Age Range:</b>	6 months – 12 years
<b>Ratios:</b>	0 – 1 Year 1:3 Full Day Care 1 – 2 Years 1:5 Full Day Care 2 – 3 Years 1:6 Full Day Care 3 – 6 Years 1:8 Full Day Care Afterschool 1:12 ECCE 1: 11
<b>Curriculum:</b>	Emergent and Inquiry Based Curriculum
<b>Address:</b>	Granard Road, Edgeworthstown, Co Longford, N39AE65
<b>Phone Number:</b>	0436672534
<b>Email:</b>	st.maryschildcarecampus@gmail.com and edgeworthstownchildcare@gmail.com

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### Key Personnel: External

<b>TUSLA Early Years Inspection Team:</b>	<b>Aileen Kennedy, Early Years Inspector, Government Buildings, Convent Road, Roscommon 09066 37867</b>
<b>TUSLA Social Work Department:</b>	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath 044 9353997
<b>Garda:</b>	Edgeworthstown Garda Station, Granard Road, Edgeworthstown, Co Longford 0436671002
<b>Doctor:</b>	Dr Sharkey, Edgeworthstown Health Centre, Edgeworthstown, Co Longford 043 6671157
<b>Pharmacist:</b>	Tully Chemist, Edgeworthstown, Longford 043 667 1014
<b>Hospital:</b>	Mullingar Hospital 044 934 0221
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b>	MRD 071 9633798 or 085 8114205
<b>Pest Control:</b>	Paddy Dowd 043 6686418 or 087 8230991
<b>Garda Vetting:</b>	Early Childhood Ireland / 01 4057100
<b>Water Leaks:</b>	1850 278778
<b>Electricity Emergency:</b>	1850 372999 (24-hours)
<b>Gas Emergency:</b>	1850 205050 (24-hours)



### Principles

Our priority is to ensure the welfare and safety of every child and young person who attends our service. The safety and welfare of the child is paramount to us. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and Child Safeguarding Procedures every 2 years or sooner if necessary.

We understand fully that the safeguarding of children is every adult's responsibility. We are committed to upholding the rights of every child and young person who attends our service, including the right to be kept safe and protected from harm, to be listened to and to be heard. We understand that all children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.

Therefore, we are committed to ensure that all children in St. Mary's Childcare Campus CLG are protected and kept safe from harm while they are in our care.

We do this by:

- Making sure that our staff are carefully selected, trained and supervised.
- Having procedures readily in place to recognise, respond to and report concerns in relation to children's protection and welfare.
- Making sure all staff are Garda vetted prior to engagement.
- Having clear Codes of Behaviour for management and staff, in the form of a Handbook.
- Having a procedure to respond to accidents and incidents.
- Giving parents/guardians, children and staff information about what we do and what to expect from us.
- Letting parents/guardians and children know how to voice their concerns or complain if there is something that they are not happy about. Having a procedure to respond to these complaints.

## Saint Mary's Childcare Campus CLG Policies and Procedures

- Having a clear reporting procedure to be followed should a staff member have a concern about a child in line with the obligations of Mandated persons outlined in *Children First (2017)* and *The Children First Act 2015*.
- Having a procedure to respond to allegations of abuse and neglect against staff members.
- Having a system where the policy and safeguarding statement is reviewed annually at least by the Management, or as regularly as is required following any changes or updates.

### Risk Assessment

In accordance with the Children First Act 2015, the Management of St. Mary's Childcare Campus CLG has carried out an assessment of any potential for harm to a child while attending the Service or participating in any activities. A written assessment setting out the areas of risk identified and our procedures for managing those risks is summarised below: The Policies indicated as in place to manage the risk are available on [www.stmaryschildcarecampus.ie](http://www.stmaryschildcarecampus.ie)

**All potential risks have a relevant procedure to manage the risks as outlined below**

## Saint Mary's Childcare Campus CLG Policies and Procedures

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK	Responsibility
<p><b>1.Risk of harm (as defined in the Children First Act 2015) of bullying (inc online abuse/cyber-bullying) a child by a member of staff /peer</b></p> <p><i>Examples of risk include, but are not limited to: Repeated acts of bullying (i.e., verbal or psychological) in the form of taunting, criticising, slagging, humiliating, excluding etc.</i></p> <p><i>Children using social media platforms to post derogatory or harmful threats or comments, or unauthorised photographs of other children. Unwanted texts or calls to a child's personal device</i></p>	<p><b>Procedures in place:</b></p> <p>Anti-bullying Policy [including Anti-Cyber-Bullying]</p> <p>Internet, Photography and Recording Devices Policy.</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.</p> <p>School-Aged children aware of the policy regarding phones, tablets and other devices (signs in place in care room)</p> <p>No use of mobile phones permitted by staff or School-aged children inside care rooms (safe storage is provided).</p> <p>Staff Training in Child Safeguarding [and Online Safety]</p> <p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these)</p> <p>Discipline and Complaints Procedure.</p> <p>No Child or Staff Phones/Devices/Smartwatch Policy</p> <p>School-Aged children have access to complaints policy in child-friendly format.</p>	<p>Management, Staff, DLPs</p>
<p><b>2. Risk of harm (as defined in the Children First Act 2015) of sexual abuse or abuse of a child within the setting by a</b></p>	<p><b>Procedures in place:</b></p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p>	

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><b>member of staff or peer/visitor/contractor</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision.</i></p> <p><i>Children being harmed because of staff not reporting appropriate concerns.</i></p> <p><i>Children being harmed by inappropriate actions or interactions by staff. –</i></p> <p><i>An incident of sexual abuse by a staff member, for example, during nappy changing or intimate care routines.</i></p>	<p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).</p> <p>Child Safeguarding Statement and Policy</p> <p>No unsupervised access by unauthorised personnel. Staff are trained to recognise signs and aware of mandated requirement to report.</p> <p>Staff trained in Child Safeguarding (Children First) and aware of types and signs of abuse.</p> <p>DLPs appointed.</p> <p>Unqualified staff not permitted to carry out Nappy Changing or Toileting Assistance.</p> <p>Parents/Guardians/Siblings not permitted into Toilet or Nappy Changing Facilities.</p> <p>Mandated persons named and listed.</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged by appointment only and when children are not present.</p> <p>School-Aged children have access to complaints policy in child-friendly format.</p>	
<p><b>3. Risk of harm (as defined by the Children First Act 2015) or physical / psychological/ emotional harm of a child by a member of staff /</b></p>	<p><b>Procedures in place:</b></p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel. Staff are trained to recognise signs of</p>	<p>Management, Staff, DLPs</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><b>Contractor</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Rough handling of children by staff in a way that causes harm to a child.</i></p> <p><i>Staff shouting at or chastising children to the extent that it causes harm to a child.</i></p>	<p>abuse and aware of mandated requirement to report.</p> <p>Staff trained in child safeguarding (Children First).</p> <p>DLPs appointed.</p> <p>Supervision of Children Policy (awareness of any area blind-spots and enhanced supervision of these).</p> <p>Child Safeguarding Policy</p> <p>Managing Behaviour Policy in place.</p> <p>Positive Reinforcement Skills and Strategies only used.</p> <p>Staff trained in evidence-based behaviour management strategies</p> <p>Staff Supports available for managing specifically challenging behaviours.</p> <p>Mandated persons named and listed.</p> <p>Disciplinary Procedure.</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be by appointment only and arranged when children are not present (out-of-hours)</p> <p>School-Aged children have access to complaints policy in child-friendly format</p>	
<p><b>4.Risk of harm (as defined by the Children First Act 2015) of a child from an unauthorised Visitor/Contractor</b></p>	<p><b>Procedures in place</b></p> <p>Supervision of Children Procedure/Policy (no unsupervised access to children by visitors or contractors)</p> <p>Visitor Signing in</p>	<p>Management, Staff DLP's</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.</i></p> <p><i>Risk of physical, sexual or emotional abuse to children from visitors</i></p>	<p><b>Procedure/Policy</b></p> <p>Child Safeguarding Policy</p> <p>No unsupervised access by unauthorised personnel.</p> <p>Visitors or persons unknown to staff will not have unsupervised access and visiting times will, if possible, be arranged by appointment only and when children are not present.</p>	
<p><b>5.Lost child</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Risk of children absconding from services due to procedures for entering and exiting buildings not being adhered to, such as doors being closed etc.</i></p> <p><i>Risk of physical, sexual or emotional abuse to children from strangers</i></p> <p><i>Children placed at risk of harm due to inadequate supervision</i></p>	<p><b>Procedures in place</b></p> <p>Missing Child Policy in place and followed</p> <p>Fully secured Entrance and Exit points.</p> <p>Risk Assessments and Safety Audits carried out.</p> <p>Critical Incident Plan in place.</p> <p>DLPs appointed.</p> <p>CCTV in working use.</p> <p>Only authorised Persons allowed access to the service.</p>	<p>Management, Staff</p>
<p><b>6.Accidents Caused by Neglect</b></p> <p><i>Examples of risk include, but are not limited to:</i></p>	<p><b>Procedures in place</b></p> <p>Safety Policy and Statement in place and followed.</p> <p>Daily Risk Assessments (Manager's Morning Check and</p>	<p>Management, staff, DLP's</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><i>Child tripping or falling due to unnoticed hazards.</i></p> <p><i>Accidentally ingestion of a hazardous substance due to poor storage and accessibility.</i></p> <p><i>Choking as a result of being left unattended while eating.</i></p>	<p>Care Room Risk Assessments) carried out.</p> <p>Monthly and annual Safety Audits carried out.</p> <p>Risk Assessments carried out following an accident and corrective action taken.</p> <p>Close Supervision during all mealtimes (and awareness of any area blind-spots and enhanced supervision of these).</p> <p>Accident and Incident Policy in place and followed.</p> <p>Correct storage procedures for all potentially hazardous substances (cleaning and medications).</p>	
<p><b>7. Medical Neglect</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Accidentally ingestion of a hazardous substance due to poor storage and accessibility.</i></p> <p><i>Failure to administer required medication to a child.</i></p> <p><i>Failure to follow care plans for a child.</i></p>	<p><b>Procedures in place</b></p> <p>Medicines Policy in place and followed.</p> <p>Parental Consent Forms signed.</p> <p>Individual Child Care/Emergency Plans are in place and followed.</p> <p>Inaccessible safe storage and labelling of Medicines in place.</p>	<p>Management, staff, DLP's</p>
<p><b>8. Child not collected/ Unauthorised collection and Access Rights or Persons unfit to collect</b></p> <p><i>Risk of physical, sexual or emotional abuse to children from strangers or unauthorised care</i></p>	<p><b>Procedures in place</b></p> <p>Collections Policy in place and followed.</p> <p>Authorised/Emergency Collectors available. Parental Agreements &amp; Permissions in place.</p> <p>Photo Identification Requests in place for emergency collectors.</p> <p>Child Registration Form fully completed with emergency</p>	<p>Management, Staff, DLP's</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><i>persons.</i></p> <p><i>Children placed at risk of harm due to inadequate supervision or care capabilities of unauthorised persons.</i></p>	<p>contacts and authorisations listed. Amendments made to Authorised Collection List, as necessary.</p> <p>Children are not released to unauthorised persons.</p> <p>Where there is a dispute between parents, we will seek legal clarification regarding access and may require copies of a court order (Request in Child Reg Form).</p> <p>If we have never met a parent and a parent is not listed on the registration form, we may seek clarification of identity from parent/guardian before engaging with the collector, and subsequently photographic identification once clarity is sought.</p> <p>Children will not be released to parents/guardians who are in an unfit state. Alternative Authorised person will be contacted, or Gardaí will be phoned.</p> <p>School aged children have access to child-friendly policy.</p>	
<p><b>9. Unvetted Staff that may lead to children being harmed (including not recognising or reporting signs of abuse)</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Children being harmed as a result of staff not reporting appropriate</i></p>	<p><b>Procedures in place</b></p> <p>Recruitment and Selection Policy in place.</p> <p>Garda Vetting Policy in place (Process to Fully completed before commencement of work). No unsupervised access to children by unvetted persons (visitors/contractors)</p> <p>Relevant validated References available for all staff.</p> <p>Child Safeguarding Policy in place.</p> <p>Risk Assessment of Disclosures</p>	<p>Management, staff</p>



## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><i>concerns</i></p> <p><i>Children being harmed by inappropriate actions or interactions by staff.</i></p>	<p>on Garda Vetting forms completed if required.</p>	
<p><b>10.Risk of abuse by staff /visitors not knowing correct procedures (such as not recognising or reporting signs of abuse)</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Children placed at risk due to inadequate supervision</i></p> <p><i>Children being harmed as a result of staff not reporting appropriate concerns</i></p> <p><i>Children being harmed by inappropriate actions or interactions by staff.</i></p>	<p>Staff Training Procedure/Policy</p> <p>Staff Supervision Procedure/Policy</p> <p>Reporting Procedure/Policy</p> <p>Child Safeguarding Procedure/Policy</p> <p>Allegations of Abuse against Staff Procedure/Policy</p> <p>Complaints Procedure/Policy</p> <p>Code of Behaviour for staff Procedures/Policy</p> <p>Procedure/Policy on Managing Behaviour</p> <p>No unsupervised access to children by visitors or any unvetted personnel.</p>	<p>Management, Staff, DLP</p>
<p><b>11.Poor behaviour strategies where the dignity of the child is undermined</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Rough handling of children by staff in a way that causes harm to a child.</i></p> <p><i>Staff shouting at or chastising children to the extent that it</i></p>	<p><b>Procedures in place</b></p> <p>Managing Behaviour Policy in place and followed.</p> <p>Positive Reinforcement Skills and Strategies only used.</p> <p>No Corporal punishment.</p> <p>No isolation or exemption used.</p> <p>Disciplinary procedures.</p> <p>Professional assistance and support sought for very challenging behaviour</p> <p>Staff trained in evidence-based</p>	<p>Management, staff, DLP's</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<p><i>causes harm to a child.</i></p> <p><i>Exemption, humiliation or isolation methods used to behaviour manage.</i></p>	<p>behaviour management strategies, example, Incredible Years.</p> <p>Management support provided to staff in relation to very challenging behaviour.</p>	
<p><b>12. Risk of harm (as defined by the Children First Act 2015) or abuse of a child when on outings by Staff Member / Peer</b></p>	<p><b>Procedures in place</b></p> <p>Outing policy</p> <p>Garda Vetting</p>	<p>Management, staff, DLPs</p>
<p><b>13. Risk of harm (as defined in the Children First Act 2015) of a child through social media/internet use</b></p> <p><i>Examples of risk include, but are not limited to:</i></p> <p><i>Accidental exposure to children of inappropriate online material (violence/pornography)</i></p> <p><i>Unauthorised sharing of images and information about a child.</i></p> <p><i>Poor management of images or recordings of children, including those shared publicly or on social media.</i></p>	<p><b>Procedures in place:</b></p> <p>Internet and Photographic and Recording Devices Policy.</p> <p>No use of mobile phones permitted by staff or School-aged children inside classrooms (safe storage is provided).</p> <p>Supervision of Children Policy.</p> <p>Staff Training in Online Safety.</p> <p>Parental Consent Forms completed.</p> <p>Images only published on social media with parental consent</p> <p>No phones/smart watch policy.</p> <p>Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.</p> <p>School-Aged children aware of the policy regarding phones, tablets and other devices (signs in place in care room)</p>	<p>Management, staff, DLPs</p>
<p><b>14. Risk of harm (as defined by the Children First Act 2015) of a child from</b></p>	<p><b>Procedures:</b></p> <p>No use of mobile phones permitted by staff or School-aged children inside classrooms (safe</p>	<p>Management, staff, DLPs</p>

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>unauthorised Photography in the setting</b>  <i>Examples of risk include, but are not limited to:</i>  <i>Unauthorised distribution of a photo of a child on social media or other platforms.</i>  <i>Poor management of images or recordings of children, including those shared publicly or on social media</i>	storage is provided).  Internet and Photographic and Recording Devices Policy.  Staff Training in Online Safety.  No phones/smartwatch policy.  Parents are aware of Internet and Photographic and Recording Devices Policy and their responsibilities.  Social Media Procedure/Policy  Retention of Records Procedure/Policy.	
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### Responsibility

The Manager, Margaret Glancy, is fully responsible for ensuring the above risks are managed.

### Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance* and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedures to manage any risk identified
- Procedure for reporting harm or abuse or allegations of these to Tusla by the provider St. Mary's Childcare Campus or a member of staff (whether mandated or not)

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Procedure for the management of allegations of abuse or misconduct against workers of a child while attending our service
- Procedure for selection or recruitment of any person as a member of staff of the provider with regards to that person's suitability to work with children
- Procedure for the provision of information and, where necessary, instruction and training to members of staff in relation to the occurrence of harm
- Procedure for maintaining a list of mandated persons.
- Procedure for the appointment of a relevant person for the purposes of this statement who is Margaret Glancy

### **This Safeguarding Statement will be displayed Prominently**

## **CHILD SAFEGUARDING POLICIES AND PROCEDURES**

As required by the Children First Act, 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the Guidance for Developing for a Child Safeguarding statement for Early Years Services 2018 the following safeguarding policies/procedures/measures are in place

- Procedures to maintain a list of mandated persons under the Children First Act, 2015
- A Relevant Person has been appointed
- A Designated Liaison Person and Deputy have been appointed
- Child Protection and Welfare Reporting Procedures
- Confidentiality Policy
- Policy for Dealing with Allegations of Abuse or Neglect Against Employees
- Procedure for Managing Child Protection Records
- Recruitment & Garda Vetting Policy

## Saint Mary's Childcare Campus CLG Policies and Procedures

- Code of Behaviour for employees
- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures)
- All staff have completed the Tusla eLearning module – Introduction to Children First and relevant staff have attended Always Children First Child Protection Training.
- Staff have access to regular Supervision and Support in line with the service policy.
- Complaints Policy
- Policy for Managing Outings
- Policy for Managing Accidents and Incidents
- Social Media Management Policy

### Implementation

We recognise that implementation is an on-going process. Our Service is fully 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 every *twelve months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

This Child Safeguarding Statement will be reviewed on **04/08/2025** or as soon as practicable after there has been a material change in any matter to which the statement refers.

## Saint Mary's Childcare Campus CLG Policies and Procedures

Signed: .....(Provider)Date.....

Name.....Tel.....

### Relevant Person under the Children First Act 2015

Name.....Tel.....

**For further information on this Statement please contact the named Relevant Person:**

**RELEVANT PERSON NAME: MARGARET GLANCY**

**CONTACT: 086 6063418**

## **19. MEDICATION MANAGEMENT**

<b>Document Title:</b>	<b>Medication Management</b>
<b>Unique Reference Number:</b>	<b>019</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service.</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Scheduled Review Date:</b>	<b>15/02/2024</b>
<b>Number of Pages:</b>	<b>12</b>

**This policy is available to and has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Statement of Intent**

To facilitate promotion of health and wellbeing and to promote an inclusive setting we will work in consultation with parents to ensure the safe administration of medication.

### **Procedure**

**We do not routinely administer non-prescription/prescription medications. We only administer medicines with the correct signed permission.**

### **Only named authorised persons will administer medicines**

#### **Prescription Medicines**

Medicines must only be brought into the service for administration by the staff when it is essential.

**Where a child or children attending the Service have specific medical conditions which require specialised treatment or administration of medication it is the policy of the Service that key staff will be trained specifically in relation to such treatments and administration of medications pertaining to same.**

- Designated personnel only are permitted to administer medicine.
- Details of all persons trained and designated to administer medication are contained in children's individual care plans.
- The Manager must be informed if a child is taking antibiotics or any other prescription or non-prescription medication.
- A full medical and medicine history must be provided for each child.
- A record of the child's medical history will be required on the registration form.
- Essential medicines will only be administered where a parent/guardian has signed a consent form which is contained in the Registration Form and where parent/guardians have signed a separate consent form in relation to prescription medications for their child and at the discretion of the person in charge.
- We will only follow the dosage as instructed by the doctor who prescribed the medication.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No preschool child may self-administer.
- If a child refuses to take their medication staff will not force them to do so but will seek advice from the parent.



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- Parents/guardians must keep the Service up to date on their child's medical needs.
- Parents/guardians must fill in the medicine consent form of the Service, authorising the administration of medicine (prescription or non-prescription) to their child. Staff cannot give medicine unless this written permission is given.
- Parents/guardians must hand staff the medicine, which is then stored in the fridge or the medicine cabinet. Any form of medication must never be left in a child's bag, including inhalers.
- Medicines must be in their original packaging clearly labelled with the child's name, the current date, expiry date, storage instructions and dosage, method of administration, plus the name of the health care provider that recommended the medication. We will only administer medicine that is licensed for the age group of the child. For example, an anti-febrile medication supplied by a parent for a 3-year-old that is licensed for an over 5-year-old **will not** be administered.
- Prescription medication will only be administered to the child named on the medication.
- Staff members who administer prescription medication will complete details of the date, time and dosage of the medication administered on the child's medical log/care plan and sign same.
- We will always have the documentation available related to the medicine to include directions for use, possible adverse reaction, etc.

### Care Plans

Where an individual care plan has been drawn up in respect of a child attending the Service, key and relevant staff will receive additional training where necessary in respect of such care plans. Such staff will be aware of how to implement the instructions contained in the care plan, the medical condition(s) to which it refers, the method of administration of medication referred to.

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### Storage of Medicines

- All medication is stored in line with manufacturer's instructions out of reach of the children.
- Medication is stored in a locked cupboard on the wall in the classrooms.
- The Manager/person in charge is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept at the Service. The Manager will check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and return any out-of-date medication to the parent.
- Unused medicines should be returned to the parent.
- Medicines, creams and ointments are not stored in the first aid box.
- All medication is returned to storage immediately following its administration to a child.

### Disposal of Medication:

The circumstances where disposal is necessary include:

- A child's treatment plan changes
- A child leaves or goes to a new facility
- The medicine reaches its expiry date
- Any medication that has expired, is short dated or is no longer needed by the child will be returned to the parent or guardian. This is recorded in the medication diary.

### Procedures for staff administering essential medicines (Prescription and non-prescription)/record keeping

- Staff **MUST** have a witness **PRESENT** to the medicine being administered.  
[Second person and countersigned by that person]
- Staff must record the child's name, date, time, dosage and route in the medicines record book. This will also be recorded in the baby/toddler daily record books.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Parents/guardians will be required to sign to say they were informed of the dosage of the medicine upon collection of the child.

### **Staff must**

#### **1. Wash hands thoroughly.**

#### **2. Staff administering medicines must check:**

- The child's name.
- That the medication is being administered to the correct child (e.g. where two "Mary Smiths" are attending the Service, by reference to a photograph or other means of identification)
- Prescribed dose.
- Expiry date of medicine.
- Written instructions provided by the prescriber on the label or original container.
- Time last dose was given.
- That the directions and instructions are in English
- Staff must check that the medicine contains the directions as prescribed by the doctor and dispensed by the pharmacy
- Check parents/guardians have completed and signed 'Administration of Medicines' Consent form and Anti Febrile Medication form if relevant.
- Staff are aware of how the medication reacts with food, fluids or other medications. e.g. some medications cannot be given with milk, or when taking another medication.
- Following the administration of medication Staff will maintain a record of the outcome of the administration of the medication. e.g. was there a reduction in temperature after administration of anti-febrile agent; has the child developed a rash following administration of medication.

### **Anti-Febrile Medication: Emergency Medication**

Anti-febrile medication is medication used to reduce a raised body temperature. The most common anti-febrile medications used are: Paracetamol and Ibuprofen (Anti-

## Saint Mary's Childcare Campus CLG Policies and Procedures

febrile medication is important treatment for high temperatures to prevent febrile convulsions. Parents/guardians are required to complete a form authorising the administration of such medication if the child develops a temperature over 38 degrees C. This medication should not be used unless indicated for high temperature or pain as overdose can cause significant medical problems.

Parents/guardians will always be notified by telephone prior to the administration of an un-prescribed anti-febrile medication. If the anti-febrile medication does not reduce the temperature medical advice will be sought by contacting the child's GP, hospital or emergency services and the advice will be followed by the staff.

Medication forms will be reviewed regularly by the Manager to identify children who require frequent or repeated anti-febrile medications. A child in this category may require to be seen by their own doctor. Parents/guardians may be asked to supply a medical report.

If the consent form is not signed, then the parent must be contacted immediately BEFORE any administration of Anti Febrile Medication to the child to confirm that it is permissible. Parents/guardians upon returning to the Service must then be required to sign the correct permission forms.

If a child has a temperature and permission for 'Anti Febrile Medication' has not been granted medical advice should be obtained immediately.

**Staff must ask for a person in charge or another member of staff to be present. Ask them to confirm steps 1 and 2 and that the medicine can be administered.**

- Staff **MUST** have a witness **PRESENT** to the medicine being administered.  
[Second person and countersigned by that person]
- Staff must record the child's name, date, time dosage and route in the medicines record and give a copy to the parents/guardians.
- Parents/guardians will be required to sign to say they were informed of the dosage of the medicine upon collection of the child.

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It is extremely important that staff follow the procedures as detailed above. These measures are in place to ensure that no mistakes are made. Administering medication is a responsibility which must be undertaken with due caution. If staff are not sure how to administer it or have difficulty doing so, please inform the Manager/person in charge.

The following should always be checked:

- Correct Child (e.g. where two "Mary Smiths" are attending the Service, by reference to a photograph or other means of identification)
- Correct Medication
- Correct Dose
- Correct Time
- Correct Route
- The time last dose was administered. Parent's will be asked to confirm this by telephone before medicine is administered if they have not informed staff on the child's arrival to the setting.

### **Procedures for Children with Allergies Requiring Treatment with Oral Medication**

- Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturer instructions clearly written on them.
- Staff must be provided with clear written instructions on how to administer such medication.
- Inhalers must be provided to the Service clearly labelled with the child's name
- The Service must have the parents/guardians' prior written consent. This consent must be kept on file.

### **Emergency Medicines**

Where medical conditions exist for a child, we will develop individual medical care plans which will include the management in the event of an emergency relating to

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

the condition. This will be developed in conjunction with the parents and the child's medical advisers. Where a child has a condition that may require emergency medical treatment staff will be trained on the condition and the treatment. This would include medications like Ventolin, Glucagon or EpiPen. Where medication is administered in the case of an anaphylaxis or asthma emergency the Service will ensure that the emergency services are contacted as soon as is practically possible and the parents and guardians are also contacted as soon as possible. Emergency numbers for the local pharmacist and local medical practitioners are available within the Service.

### **Life Saving Medication and Invasive Treatments**

Adrenaline injections (EpiPen's) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

#### **Management must have:**

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered.
- Written consent from the parent or guardian allowing staff to administer medication.
- Proof of training in the administration of such medication by a doctor or appropriate health profession or persons recommended by a manufacturer.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.
- For medicines like EpiPen's it will be decided on individual cases and if staff are happy and competent to administer them.
- Consent forms.

**Note:** Unused medicine must be returned to parents for safe disposal. Medicines must be stored out of reach of children and not in the First Aid Kits.

### **Sunscreen (See also policy on Sun Safety)**

- We will send letters home asking for parents/guardians to apply sun cream to their child before bringing them to school each morning.
- We will also ask parents/guardians to send in sunscreen with their child for staff to apply onto their child when appropriate.
- Parents "must" supply sun cream in the original bottle. It should be individually labelled with child's name and it is left in the child's individual bag.
- Records will be kept of the time sunscreen was applied.

**All records kept by the Service are kept secure and confidential. Children's medical records are kept for a period of two years.**

### **Medication Errors**

All medication errors will be recorded, and we will seek medical advice immediately. This includes medication given to wrong child; wrong route; wrong dosage; wrong time; omitted to be given as scheduled. We will contact the GP, Pharmacist or other emergency service, depending on the error. Parents/guardians will be informed immediately.

**Important Note:** If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.

### **Where a Child Suffers an Allergic Reaction to Medication Administered in the Service**

The length of time for an allergic reaction varies from person to person. Some people may react right away, while others might take the drug several times before they have an allergic reaction. Most of the time symptoms will appear between 1-2 hours after taking the drug unless someone has a more rare, delayed type reaction. Symptoms of these less common drug allergies include fever, blistering of the skin, and occasionally joint pain.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

Symptoms from a drug allergy can be like other allergic reactions and can include hives or skin rash, itching, wheezing, light headedness or dizziness, vomiting and even anaphylaxis. A combination of these symptoms makes it much more likely that it is an allergy than nausea and vomiting on their own, which are common side effects of medications.

Where the Service suspects that a child has suffered an allergic reaction to medication administered, the parents/guardians will always be notified as soon as is practically possible by telephone.

The Service will ensure that the emergency services are contacted as soon as is practically possible.

Emergency numbers for the local pharmacist and local medical practitioners are available within the Service.

Where it is necessary to contact the emergency services to bring a child to hospital, a member of staff will escort the child if the parent or guardian is unavailable. The staff member will remain with the child until the parent or guardian arrives at the hospital.

**If advice is needed contact:**

**GP: Dr Sharkey 0436671157**

**Pharmacist: Tully's Pharmacy 0436671014**



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# MEDICAL CONSENT FORM

**The following is an example of a medical consent form to be completed before and after administration of medicine**

<b>Child's Name:</b>	
<b>Child's Address:</b>	
<b>Date of Birth:</b>	
Details of Medical Condition i.e. what medicine is for	
Name of Medicine:	
Dosage of Medicine:	
Route for administration of medicine (circle correct one)	<div>Oral (by mouth)      topical (rub in)      inhale</div> <div>Injection      rectal</div>
Frequency of dosage <i>or</i> times to be given:	
When was medication last given?	
Any other information e.g. side effects or special precautions:	
Printed name of parent:	
**Signature of parent or guardian authorising medicine:	
Signature of staff member	
**Date:	

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### Record of medicine given

**\*\*First check when medicine was last given**

Date:	Time	Dose given	Signature of person who gave medicine	Signature of witness (where applicable)

### Outcome record

(for temperature rechecks / whether tolerated / adverse/allergic reactions, or other)

Date:	Time	Comment/Temp Check	Any action taken	Signature of person

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **20. ACCIDENTS and INCIDENTS**

<b>Document Title:</b>	<b>Accidents and Incidents</b>
<b>Unique Reference Number:</b>	<b>020</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date Reviewed:</b>	<b>04/10/2023</b>
<b>Number of Pages:</b>	<b>18</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

It is our policy to promote the health, wellbeing and personal safety of all our children and staff. Through developing and regularly reviewing accident prevention procedures and fire safety. Although we adhere to all safety precautions and follow TUSLA guidelines, accidents can occur.

Children with additional healthcare needs that require first aid are managed in line with the child's individual care plan.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**NOTE:** A risk assessment will take place to prevent an accident reoccurring and to take corrective action.

### **Policy and Procedure**

**Measures to be taken to Prevent Accidents and Incidents or to prevent another accident, injury or incident occurring:**

- A Safety Statement is prepared and reviewed on a regular basis and an annual risk assessment will be carried out.
- Daily risk assessments are carried out of the children's rooms, outdoor area, sanitary area and sleep room and a written record kept and open to inspection.
- Children will be adequately supervised in accordance with the recommended child/adult ratios dictated by the Child Care Act 1991 (Early Years Services) Regulations 2016.
- Each room is designed for easy and unobtrusive supervision by the staff at all times. Staff have an understanding of each child's developmental stage and of their behaviour so they can supervise appropriately
- Our staff know which children are present at any one time.
- We ensure that no child can leave the premises undetected.
- The main door is locked at all times.
- Only suitable and age-appropriate materials and equipment are available to children.
- Windows and doors have safety appropriate glass with restricted opening safety devices.
- All electrical sockets are fitted with safety covers.
- Furniture and equipment are arranged to minimise safety risks.
- Sun block protection will be used during hot weather; parents/guardians will be advised to provide a hat that covers the head, neck, ears.

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Incidents and accidents will occur. By endeavouring to keep them at a minimum we can reduce the amount of accidents and incidents.

### **Roster Requirements for People Trained in First Aid**

We aim to follow the roster requirements as outlined by Tusla in relation to the First Aid Responder (FAR) Education and Training Standard established by the Pre-Hospital Emergency Care Council (PHECC).

- The number of people trained in first aid for children (FAR) and available for first aid response is based on the Service's risk assessment including the size of the Service and the hazards identified.
- At least one person is trained in first aid (FAR) and is available to the children while the Service is in operation. The majority of staff have FAR training.
- A list of people trained in first aid (FAR) is available.
- In-date certification for each trained FAR is available.

### **Emergency Contact Details**

Emergency medical assistance contact details are publicly displayed within the Service (Example a local doctor's number or a nearby hospital)

### **Recording of First Aid Care and Responses Provided**

Care given in a first aid situation is documented in line with this policy on accidents and incidents.

### **First Aid Equipment**

- First Aid boxes are restocked as required by the designated staff member after each use.
- A list of supplies that the first aid box must have is included in the first aid box.
- The first aid box contains appropriate first aid supplies for minor injuries to be treated within the service.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Medicines, creams and ointments are kept out of reach of children and not stored in the first aid box.

### **The procedures to have in place in the event of an accident:**

- The First Aid box is always fully equipped, easily identifiable and its location is known to all staff, so that it can be accessed following an incident or accident with a child attending the Service. Any substances, which may cause an allergy, will not be included.
- Medical supplies are checked regularly.
- A designated First Aider (certified) is on the premises at all times.
- Staff must wear protective clothing (disposable apron and gloves) to clean any bodily fluids or spillages.
- If a child is involved in an incident or accident, they will be taken into a quiet area, if possible.
- In the case of a serious accident, we have a local doctor on call, they will be called, and the child's parents/guardians contacted immediately, or we will call an ambulance. If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.
- If the child has to go to the hospital immediately staff will accompany the child, if the ambulance personnel permit. The child's record will be taken to the hospital. Parents/guardians are responsible for all doctors or hospital fees where applicable.
- The staff member will not sign for any treatment to be carried out on the child in the hospital. The staff will wait with the child until the parent/guardian arrives.
- A risk assessment will be completed following any accident or incident

### **Reporting Accidents and Incidents:**

All accidents/incidents even minor ones are recorded in an accident record sheet, with details on how they are dealt with or treated.

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**Any of the following incidents must be notified to TUSLA within three days of the Service becoming aware of a notifiable event:**

- (a) The death of a child while attending the Service. This includes the death of a child in hospital following transfer to hospital from the Service.
- (b) Diagnosis of a child attending the Service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Disease Regulations 1981(SI No 390 of 1981) and amendments.

<http://www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/>

- (c) Any incident which results in the Service being closed for a length of time.
- (d) A serious injury to a child while attending the Service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise.
- (e) An incident which results in a child going missing from the Service.

A registered provider must notify the Early Years Registration Office First Floor, South East Wing, St Joseph's Campus, Mulgrave Street Limerick or [ey.registration@TUSLA.ie](mailto:ey.registration@TUSLA.ie) of any of the incidents listed here in the Notification of Incidents Form **(See appendix 17)**

<http://www.tusla.ie/services/preschool-services/notification-of-incidents-form>

- A copy of the completed Accident and Incident Form must always be placed on the child's file.
- Parents/guardians will always be contacted and **informed immediately and without delay** of any injury or if a child is gone missing.
- Parents/guardians will be asked to sign off on the accident /incident report and will receive a copy.
- Records are accessible to all relevant staff in case of an emergency.
- All serious accidents will be reported to the Insurance Company.
- Accident/incident records are kept on file until the child reaches 21 years of age.
- Reports will be made to Tusla if there is a safeguarding issue
- Reports will be made to:

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- the Garda Síochána if staff or children are in danger or if a criminal offence has occurred
- The Health and Safety Authority if there is a workplace injury
- The Service's insurance company if appropriate.

**Note:** “a serious injury” is defined by TUSLA as an injury that requires immediate medical treatment by a registered medical practitioner whether in hospital or otherwise.

### **Accident and Incident Record and Investigation:**

The accident and incident form should be fully completed with as much detail as possible. It is important that full names are used when referring to staff members and that the form is signed both by the person in charge and the parent/guardian.

All accidents, injuries and incidents notified to the Early Years Inspectorate are investigated, managed and reported in line with the Service's accident, injury and incident policy and procedures.

**All accidents and Incidents will be reviewed to effect change in practice, policy or procedure**



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### Recommended Contents of First Aid Box and Kits:

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1 - 10 people	11 - 25 people	26 - 50 people <sup>1</sup>
Adhesive plasters	20	20	20	40
Sterile eye pads (No.16 – bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	3	6	6
Safety pins	6	6	6	6
Individually wrapped sterile, unmedicated wound dressings Medium (No. 8) 10 x 8 cm)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings Large (No. 9) 13 x 9 cm)	1	2	6	8
Individually wrapped sterile, unmedicated wound dressings Extra-large (No. 3) 28 x 17.5 cm)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Examination gloves (pairs)	3	5	10	10
Sterile water where there is no clear running water <sup>2</sup>	2 x 20mls	1 x 500mls	2 x 500mls	2 x 500mls
Pocket face mask	1	1	1	1
Water-based burns dressing <sup>3</sup> - small (10 x 10 cm)	1	1	1	1
Water-based burns dressing - large	1	1	1	1
Crepe bandage (7cm)	1	1	2	3

<sup>1</sup> If more than 50 people are involved, supplies should be increased accordingly.

<sup>2</sup> If mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20mls and should be discarded once the seal is broken. Eye baths, eye cups and refillable containers should not be used for eye irrigation due to risk of cross infection.

<sup>3</sup> Where mains tap water is not readily available for cooling burnt area. The water-based burns dressing container should be CE marked.

In addition to a First Aid Box the Service has a fever scan thermometer and a tough cut scissors. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be

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provided. Each container should hold at least 30ml and should not be re-used once the seal is broken. At least 90ml should be available.

### **Accessibility of First Aid Equipment:**

- First Aid equipment is marked, easily recognisable and accessible to adults but inaccessible to children.
- A fully equipped first aid box is available within the Service in the following areas and situations:
  - hanging up on the wall in clear view in all care rooms and in the kitchen

### **First Aid:**

We will ensure that:

- At least one adult, qualified in giving First Aid is always present on site. This qualification will be current.
- All members of staff are familiar with simple First Aid procedures, CPR, and staff training is given on this subject.
- First Aid boxes and a simple First Aid books are available in designated areas.
- First Aid boxes are stored in places which are easily available to all adults, but beyond the reach of children. Contents of the boxes are checked regularly and replaced as necessary.
- The Service has suitably equipped first aid boxes for adults and children.
- The First Aid box does not contain any substance which may cause allergies. However, an accessory box containing sticking plaster and antiseptic lotion for children who, the Service knows are definitely not allergic to these substances may be kept. In addition, cotton wool for cleaning wounds and multi-purpose bowl are recommended.
- Eye bath/eye cup/refillable containers should not be used for eye irrigation.
- A list of what should be in the box is printed inside all first aid boxes. All items removed from the box must be replaced immediately after use.

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### **First Aid Officer Duties:**

- We have a trained first aid Team Leader in each room and a First Aid Officer.
- An Accident and Incident report must be filled in and a copy given to the parent and kept in child's file. All reports to be signed by the Manager or person in charge.
- The First Aid Officer will supervise children who are under observation, as a result of accidents/sickness while on the premises.
- The First Aid Officer will keep an up to date list of contact numbers for parents/guardians, doctors and hospitals in an easily accessible place.
- The First Aid Officer will be responsible for re-stocking the First Aid kit at regular intervals, at least once a month.
- Report faulty electrical equipment immediately.
- Daily attendance records are kept.
- All flammable materials are safely stored outside of children's areas.

### **Carrying out First Aid:**

- Antiseptic creams or wipes are never applied except those contained in the first aid box. To prevent an infection occurring, a band aid may be applied. Where this is the case please ensure that the band aid is the correct size. Please note that some children are allergic to band aids/plasters. This will be noted on their Registration Form.
- Disposable gloves must be worn when dealing with open wounds, vomit or blood. Always wash hands thoroughly before and after administering first aid.
- Tissue/cotton wool and water is used for all injuries. Never, ever, use soap on a wound.
- Cold compresses are used for minor bumps, kicks, pinches, falls, scratches, where slight swelling and/or bruising may occur.
- Cold compresses are used for major bumps, bites, pinches, falls where swelling and bruising will occur. An ice pack can be found in the freezer section of the

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fridge in the kitchen. Ice packs should be replaced as they are used and when necessary.

First aid should be performed where possible away from other children. Ensure that the children being left, are left supervised. If this is not possible then first aid should be administered on the spot.

All staff members, (substitutes and auxiliary staff members exempt), should have a valid first aid certificate and should update this when necessary.

### **Choking and Strangulation:**

Food, hard sweets, peanuts and marbles are the most common cause of choking. Blind cords, curtain cords or clothing (e.g. ribbons and belts) are a serious strangulation risk to children.

### **Dealing with Infant Choking (under 1 year):**

1. Turn the infant face down with their head lower than their body. Support their head, jaw and neck.
2. Give 5 back blows using the heel of your hand between the infant's shoulders
3. Turn the infant onto its back while still supporting their head and neck.



4. Give 5 chest thrusts by placing two fingers over the lower half of the infant's breastbone, below the imaginary line between the nipples.

Keep doing 5 back blows and 5 chest thrusts until the object pops out and the infant begins to breathe again.



5. If the infant becomes unresponsive, call for help and send someone to dial 999 or 112. Stay on the phone and listen carefully to the advice.
- You must begin CPR (Cardio Pulmonary Resuscitation).

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- If during CPR you can see the object, remove it with your fingers but do not place your fingers in the infant's mouth if you cannot see the object.

### Dealing with a Child Choking (over 1 year):

1. Ask the child: Are you choking? Can you breathe?
  2. If the child cannot, breathe, talk or cough, stand or kneel behind the child. Start the Heimlich Manoeuvre by placing the flat thumb side of your fist between the child's navel and the breastbone. Be sure to keep well off the breastbone. Wrap your other hand around your fist and press upwards towards their stomach.
  3. Keep doing this until the object pops out and the child starts to breathe again.
  4. If the child becomes unresponsive, gently lower them to the floor. Call for help and send someone to dial 999 or 112. Stay on the phone and listen carefully to the advice.
- You must begin CPR (Cardiopulmonary Resuscitation).
  - If during CPR you can see the object, remove it with your fingers but do not place your fingers in the child's mouth if you cannot see the object.



**Anaphylaxis: is a sudden and severe allergic reaction which can be fatal, requiring immediate medical emergency measures be taken.**

The Service recognises that it has a duty of care to children who are at risk from life-threatening allergic reactions while under our supervision. The responsibility is shared among parents/guardians and health care providers

This policy is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation

While the Service cannot guarantee an allergen-free environment, the management will take reasonable steps to provide an allergy-safe and allergy-aware environment for a child with life-threatening allergies.

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The Service will implement the following steps:

- A process for identifying an anaphylactic child.
- Keeping a record with information relating to the specific allergies for each identified anaphylactic child to form part of the child's Registration Form.
- A process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic child to form part of the child's Registration Form.
- Procedures for storage and administering medications, including procedures for obtaining preauthorisation for employees to administer medication to an anaphylactic child.
- All incidents will be recorded and the process reviewed.

### Anaphylaxis Procedures:

#### Description of Anaphylaxis

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rare cases can develop hours later. Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from reaction to reaction in the same persons.

An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash.
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing.
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhoea.
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock.

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- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps in females.

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

**It is important to note that anaphylaxis can occur without hives.**

If an allergic child expresses any concern that a reaction might be starting, the child should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the child's *Child Emergency Procedure Plan*. The cause of the reaction can be investigated later. The following symptoms may lead to death if untreated:

- Breathing difficulties caused by swelling of the airways.
- A drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.

### Identifying Individuals at Risk

At the time of registration, parents/guardians are asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis. Information on a child's life threatening conditions will be recorded and updated on the child's Registration Form annually. It is the responsibility of the parent/guardian to:

- Inform the Manager when their child is diagnosed as being at risk for anaphylaxis.
- In a timely manner, complete medical forms and the Child Emergency Procedure Plan which includes a photograph, description of the child's allergy, emergency procedures, contact information and consent to administer medication. The Child Emergency Procedure Plan should be posted in key areas such as in the child's playroom, the office, the feedback notebook etc., Parental permission is required to post or distribute the plan.



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- Provide the Service with updated medical information at the beginning of each year and whenever there is a significant change related to their child.

### **Record Keeping – Monitoring and Reporting:**

For each identified child, the Manager will keep a Child Emergency Procedure Plan on file. These plans will contain the following information:

- Child-Level Information
  - Name
  - Contact information
  - Diagnosis
  - Symptoms
  - Emergency Response Plan
- Service-Level Information
  - Emergency procedures/treatment
- GP section including the child's diagnosis, medication and GP signature.

### **Emergency Procedure Plans:**

- The Manager must ensure that the parents/guardians and child (where appropriate), are provided with an opportunity to meet with designated staff, prior to the beginning of each year or as soon as possible to develop/update an individual Child Emergency Procedure Plan. The Child Emergency Procedure Plan must be signed by the child's parents/guardians and the child's GP. A copy of the plan will be placed in readily accessible, designated areas such as the playroom and office.



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### **The Emergency Procedure Plan will include at minimum:**

- The diagnosis.
- The current treatment regime.
- Who within the Service is to be informed about the plan – e.g. key workers, volunteers, playmates.;
- Current emergency contact information for the child's parents/guardians.;
- A requirement for those exposed to the plan to maintain the confidentiality of the child's personal health information.
- It is a parent's responsibility to inform the Service regarding any change/s in the child's condition.
- It is the Service's responsibility for updating the child's records.

### **Emergency Plans**

Management will consult with parent's, staff and the insurance company to decide on an appropriate emergency plan on a case by case basis to ensure that an appropriate course of action is taken for the child. The following two plans A and B will be used in consultation with parents/guardians and then an individual plan will be written up.

Parents/guardians will be required to sign a declaration that they are happy for the staff to follow the decided emergency plan. In the event of an emergency designated staff will follow the plans as decided by parents/guardians and management.

### **Emergency Procedure Plan**

We will use the following emergency procedure:

1. One staff member will administer the child's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.

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- 2. A second staff member will call emergency medical care 999, or 112**
  - a. The service should identify who will do which task in each room.***
3. Contact the child's parent/guardian.
4. A second auto-injector may be administered within 10 to 15 minutes or sooner, after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the child must be transported to a hospital (the effects of the auto-injector may not last, and the child may have another anaphylactic reaction).
6. One person stays with the child at all times.
7. One person goes for help or calls for help.

**The Manager or designated staff must ensure that emergency plan measures are in place for scenarios where the child is off-site**

### **Provision and Storage of Medication:**

The location(s) of child auto-injectors must be known to all staff members. Parents/guardians will be informed that it is the parents/guardians' responsibility:

- To provide the appropriate medication (e.g. single dose epinephrine auto-injectors) for their anaphylactic child.
- To inform the staff where the anaphylactic child's medication will be kept (i.e. with the child, in the child's playroom, and/or other locations).
- To inform the staff when they deem the child competent to carry their own medication/s) and it is their duty to ensure their child understands they must carry their medication on their person at all times.
- To provide a second auto-injector to be stored in a central, accessible, safe but unlocked location.
- To ensure anaphylaxis medications have not expired.
- To ensure that they replace expired medications.

### **Allergy Awareness, Prevention and Avoidance Strategies**

#### **a) Awareness**

The person in charge should ensure:

- That all the Service staff and persons reasonably expected to have supervisory responsibility of children receive training, in the recognition of a severe allergic reaction and the use of single dose auto-injectors and standard emergency procedure plans.
- That all members of staff including substitute employees and employees on call have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures.
- With the consent of the parent, the person in charge and the staff must ensure that the child's playmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the child, and that strategies to reduce teasing and bullying are incorporated into this information.

Posters which describe signs and symptoms of anaphylaxis and how to administer a single dose auto-injector should be placed in relevant areas. These areas may include playrooms, office, staff room, lunch room etc.

#### **b) Avoidance/Prevention**

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the child's family, the Service must participate in creating an "allergy-aware" environment. Special care is taken to avoid exposure to allergy-causing substances. Parents/guardians are asked to consult with the staff before sending in food to playrooms where there are food-allergic. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Non-food allergens (e.g. medications, latex) will be identified and restricted from playrooms and common areas where a child with a related allergy may encounter that substance.

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### Training Strategy:

A training session on anaphylaxis and anaphylactic shock will be held for all the staff. Efforts shall be made to include the parents/guardians, and children (where appropriate), in the training. Experts (e.g. public health nurses, trained occupational health and safety staff) will be consulted in the development of training policies and the implementation of training. Training will be provided by individuals trained to teach anaphylaxis management. The training sessions will include:

- Signs and symptoms of anaphylaxis.
- Common allergens.
- Avoidance strategies.
- Emergency protocols.
- Use of single dose epinephrine auto-injectors.
- Identification of at-risk children (as outlined in the individual Child Emergency Procedure Plan).
- Emergency plans.
- Method of communication with and strategies to educate and raise awareness of parents/guardians, children, employees and volunteers about anaphylaxis.

### Additional Best Practice:

Participants will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainers throughout the year, especially if there is a have a child at risk in the Service's care. Children will learn about anaphylaxis as part of the curriculum if there is a child present with a nut allergy.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **21. INFECTION CONTROL**

<b>Document Title:</b>	<b>Infection Control</b>
<b>Unique Reference Number:</b>	<b>021</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>04/10/2023</b>
<b>Number of Pages:</b>	<b>21</b>

**This policy has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

It is our aim to minimise the spread of infection for staff and children through the implementation of controls which reduce the transmission and spread of germs. We aim to promote and maintain the health of children and staff through the control of infectious illnesses.

*(with references from: Health Protection Surveillance Centre, Preschool and Child Care Facility Subcommittee, Management of Infectious Disease in Child Care Facilities and Other Child Care Settings)*

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### **Policy and Procedure**

It is the policy of the Service to:

- Protect children attending the service from the transmission of any kind of infection;
- Protect persons working in the Service from the transmission of any kind of infection.
- To build infection control into the Service's programme of activities.
- To use signage such as hand washing signs and nose blowing signs which are beneficial to adults and child friendly.

In the event of an outbreak of any infectious disease, all parents will be verbally informed. A dated notice informing all parents of any infectious disease outbreak, will be displayed on the notice board / on the front door

### **Reporting/Recording of illness**

A contingency plan is in place should an outbreak of an infectious disease occur. All staff roles and responsibilities regarding reporting procedures are clearly defined. Staff will report any infectious illness to the Manager.

The Manager will report an outbreak of any infectious disease to the HSE Preschool Environmental Health Officer and the Public Health Department.

The Manager will record all details of illness reported to them by staff or reported by parents of a child attending the Service. These details will include the name, symptoms, dates and duration of illness.

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### **Notifiable Diseases**

**The following will be notified to TUSLA within three days of the Service becoming aware of a notifiable event:**

Diagnosis of a preschool child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Disease Regulations 1981(SI No 390 of 1981) and amendments

### **When to contact the local Department of Public Health**

- If there is a concern about a communicable disease or infection, or advice is needed on controlling them.
- If there is a concern that the number of children who have developed similar symptoms is higher than normal.
- If there is an outbreak of infectious disease in the service.
- To check whether to exclude a child or member of staff
- Before sending letters to parents/guardians about an infectious disease.

The Manager will also report an outbreak of any infectious disease to the HSE Preschool Environmental Health Officer and the Public Health Department.

The Manager will record all details of illness reported to them by staff or reported by parents of a child attending the Service. These details will include the name, symptoms, dates and duration of illness.

### **Exclusion**

Exclusion guidelines as recommended apply in the case of all suspected infectious conditions. These guidelines are contained in our policies and procedures and displayed in the Service.

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- Parents/guardians will be informed should staff, children or visitors to the Service report the presence of any contagious condition to the Manager. Unwell children and staff will be excluded from the Service until the appropriate exclusion period for that illness is finished.
- Arrangements are in place to provide relief cover while staff are on sick leave.

*Any child or adult with symptoms of an infectious illness will be asked not to attend the Service until they are no longer infectious. The management of the Service will ensure all areas of the premises are thoroughly disinfected, including play areas, toilets, toys and all equipment.*

Infectious illness can cause significant ill health among young children and can be transmitted by direct or indirect contact including:

- Contact with infected people or animals.
- By infecting oneself with the body's own germs.
- By hand to mouth transmission.
- By the air / by insects, pests, animals.
- Indirect transmission e.g. toys, door handles, toilets, floors, table tops etc.
- By direct – person to person.

### **Reporting/Recording of Illness**

- Staff and parents/guardians must report any infectious illness, or similar, to the Manager.
- Manager (or nominated person) will record the outbreak on an Incident Form and report an outbreak to TUSLA/ Environmental Health Officer and the Public Health Department.
- Manager will record all details of illness reported to them by staff or reported by parents/guardians of a child attending the Service. These details will include the name, symptoms, dates and duration of illness.



### Exclusion from the Service

- We advise parents and staff that sick children or adults should not attend
- Children and staff will be excluded from the Service based on the time frames outlined in the exclusion table. **See appendix 18.**
- A doctor's certificate may be required for certain conditions to ensure they are no longer contagious before children or staff return to the Service.
- In the event of an outbreak of any infectious disease, all parents/guardians will be verbally informed. A dated notice informing all parents/guardians of any infectious disease outbreak will be displayed on the notice board.

To ensure the safety and health of all our children and staff those who have any of the following conditions will be excluded from the Service:

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 38 degrees which cannot be reduced.
- A deep, hacking cough.
- Severe congestion.
- Difficulty breathing or untreated wheezing.
- An unexplained rash (see exclusion list also).
- Vomiting (48 hours from last episode).
- Diarrhoea (48 hours from last episode).
- Lice or nits – (Until treated)
- An infectious /contagious condition.
- A child that complains of a stiff neck and headache with one or more of the above symptoms.

**Please see appendix 21 for information on specific diseases.**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Immunisations**

- We encourage parents/guardians to vaccinate their children as per HSE guidelines. **(See appendix 19)**
- All children must provide up to date record of immunisations. This should contain dates of immunisations. Where dates are not available all attempts to get these should be recorded.
- Where children attending the Service are not immunised the Service requires the parents/guardians to complete a disclaimer in the form set out in **Appendix 3** which also confirms that children may be required to be excluded in the event of an outbreak of disease.
- Where Staff working in the Service are not immunised the Service requires such staff members to complete a disclaimer in the form set out in **Appendix 20**.

### **Hand Hygiene:**

Hand Washing is the single most effective way of preventing the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands.

**Hand washing signs will be on display at all wash-hand basins**

**Children's hand washing will always be supervised by staff**

**Staff are required to follow proper hand washing and drying techniques, and this will form part of induction and on-going training**

.

***Staff must wash their hands:***

**Before:**

- The start of the work shift.
- Eating, smoking, handling/preparing food or assisting/feeding a child.
- Preparing meals, snacks and drinks (including babies' bottles).
- Nappy Changing/personal care.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **After:**

- Using the toilet or helping a child to use the toilet.
- Nappy changing/ handling potties.
- Playing with or handling items in the playground – e.g. toys, sand, water.
- Handling secretions e.g. from a child's nose or mouth, from sores or cuts.
- Cleaning up vomit or faeces.
- Handling or dealing with waste.
- Removing disposable gloves and/or aprons.
- Handling pets/pet litter, animals/cages/animal soil, etc.
- Cleaning the service
- Washing/Handling of soiled clothes
- Coughing and sneezing
- When hands are dirty

***Children should hand wash and be supervised doing so:***

### **Before:**

- Entering their room upon arrival to the setting.
- Eating

### **After:**

- Using the toilet
- Nappy changing
- Playing with or handling items in the playground
- Handling secretions
- Handling or dealing with waste.
- Handling pets/pet litter, animals/cages/animal soil, etc.[if applicable]
- Coughing and sneezing
- When hands are dirty
- Outdoor/Messy play

## Saint Mary's Childcare Campus CLG Policies and Procedures

Children who are unable to wash their hands by themselves will be assisted to clean their hands using soap and water or hand sanitiser.

### ***Hand washing should be performed as follows:***

- Wet hands under warm running water to wrist level.
- Apply liquid soap. Lather it evenly covering all areas of the hands for at least 10 seconds. Include the thumbs, fingertips, palms and in between the fingers, rubbing backwards and forwards at every stroke (see hand washing technique).
- Rinse hands off thoroughly under warm running water.
- Dry with paper towel using a patting motion to reduce friction, taking special care between the fingers.
- Use the disposable paper towel that has been used to dry the hands to turn off taps.
- Dispose of the disposable paper towel in a waste bin using the foot pedal to avoid contaminating hands that have just been washed.
- Staff should provide assistance with hand washing at a sink for infants who can be safely cradled in one arm and for children who can stand but not wash their hands independently.
- A child who can stand should either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water.
- After assisting the child with hand washing, the employee should wash his or her own hands.



***Facilities for Hand Washing:***

***We provide the following:***

- Wash hand basins with hot and cold running water. The hot water is controlled at a maximum of 43 degrees C.
- Paper hand towels and liquid soap.

***Alcohol-based Hand Rub/Gels:***

When soap and running water are not readily available, for example on a field trip or excursion, an alcohol-based hand rub/gel may be used (the alcohol content should be at least 60%). The alcohol-based hand rub must be applied vigorously over all hand surfaces. Alcohol based hand rubs are only effective if hands are not visibly dirty, if hands are visibly dirty then liquid soap and water should be used. It is safe to let children use alcohol-based hand rubs/gels, but it is important to let children know that it should not be swallowed. Supervision is vital. It is also important to store it safely so children cannot get access to it without an adult. The alcohol content of the

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

product generally evaporates in 15 seconds so after the alcohol evaporates it is safe for children to touch their mouth or eyes. Water is not required when using an alcohol rub/gel.

**Alcohol based hand rubs/gels are not a substitute for hand washing with soap and running water.**

### **Respiratory Hygiene (Coughing and Sneezing):**

Everyone should cover their mouth and nose when coughing and sneezing to prevent germs spreading. In addition:

- A plentiful supply of disposable paper tissues should be readily available for nose wiping.
- Foot operated pedal bins that are lined with a plastic bag should be provided for disposal of used/soiled tissues.
- Cloth handkerchiefs should not be used.
- A different tissue should be used on each child and staff must wash their hands after nose wiping.
- Children and staff should be taught to cover their mouth when they cough or sneeze and to wash their hand afterwards.
- Everyone (staff and children) should put their used tissues in a bin and wash their hands after contact with respiratory secretions.
- Outdoor activities should be encouraged when weather permits.
- Cots or sleeping mats should be spaced at least a half metre apart.

### **Nose Blowing Procedure:**

Tissues are available always and children will be taught the following etiquette for nose blowing.

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1. Get a tissue
2. Fold it in half
3. Blow nose gently
4. Wipe nose clean
5. Throw tissue away in bin
6. Wash hands
7. Staff supporting children to clean their nose must wash their hands before and after helping them.



**Get a tissue.**



**Fold the tissue in half.**



**Blow nose gently.**



**Wipe nose clean.**



**Throw tissue away.**



**Wash hands.**

### **Nappy Changing:**

**[see also separate policy on nappy changing]**

#### **To Prevent cross-contamination**

Hygienic nappy changing practice is important to prevent germs being transmitted to other children, staff and to the surrounding environment:

- Changing mats are waterproof, have an easily cleanable cover and are in good repair with no breaks and tears
- The nappy changing procedure will be on display in the nappy changing area
- Staff undertaking nappy changes should not be involved in the preparation, cooking or serving of food. If this is unavoidable, staff should wear appropriate disposable gloves and aprons and wash their hands.
- Ensure all the equipment is at hand and that ~~your~~ hands are clean before starting.

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- Single use disposable gloves must be worn, i.e. powder free synthetic vinyl or latex gloves.
- Ensure creams and lotions are not shared between children. Creams and lotions for each child should be individually labelled
- Dispose of nappies and gloves by placing in a leak proof, cleanable and sealable/airtight container.
- Non-disposable nappies should be double bagged and placed directly into plastic bags to give to parents.
- Solid faecal matter may be disposed of into the toilet.
- Never rinse or wash non-disposable nappies because the risk of splashing may cause germs to spread to staff or children.
- Clean and dry the changing mat after each use.
- If soiled, clean, then disinfect using a disinfectant, (according to manufacturer's instructions), rinse and dry after use.
- All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).
- Staff must always wash their hands after every nappy change using warm water and liquid soap.
- Hands should be dried by means of single use disposable paper towels.
- The changing mats must be checked on a regular basis and discarded if cover is torn or cracked.

### **Cleanliness and Hygiene:**

#### **To prevent cross-contamination:**

- Toys and other play materials are not allowed into the toilet area.
- Individual combs, hairbrushes, toothbrushes are clearly labelled with the child's name and not shared.
- Sunhats are stored separately
- Aprons and paper-towels are in dispensers and not openly left on shelves
- Gloves and aprons are used to clean up bodily fluids
- Soothers are stored separately and sterilised regularly
- Cots and sleeping mats are placed 50cm apart



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- Detergents and disinfectants are used correctly according to manufacturer's instructions
- The premises will be maintained in a clean, hygienic state throughout the day and a cleaning record is kept.
- Staff are responsible for the materials and equipment used and ensure they are clean, hygienic and safe always.
- Children will be encouraged to care for their environment.
- Cleaning routines and procedures are in place and are closely monitored and recorded.
- Disposable cloths will be used for all cleaning purposes and discarded regularly.

### **Toilets and Potties: [see Toileting Policy]**

#### **To prevent cross-contamination:**

Toilet areas are cleaned frequently during the day in accordance with the cleaning schedule and immediately if soiled. Attention paid to toilet seats, toilet handles, door handles and wash hand basins, especially taps.

- Each child is assigned their own potty OR parents may supply a potty to the Service for their child. The potty will be returned to the parent at the end of each day.
- Potties are emptied carefully into the toilet and cleaned with hot water and detergent, wiped over with a disinfectant and dried thoroughly using disposable paper towels.
- Separate cloths are used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.
- Trainer seats are thoroughly cleaned and disinfected after each use.

### ***Spillages of Body Fluids: (e.g. urine, faeces or vomit)***

#### ***To prevent cross-contamination:***

- Put on disposable plastic apron and gloves.
- Use absorbent disposable paper towels or kitchen towel roll to soak up the spillage.

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- Clean the area using warm water and a general-purpose neutral detergent, use a disposable cloth.
- Apply a disinfectant to the affected surface.
- Dry the surface thoroughly using disposable paper towels.
- Dispose of soiled/sodden paper towels, gloves, apron and cloths in a manner that prevents any other person coming in contact with these items e.g. bag separately prior to disposal into a general domestic waste bag.
- Wash and dry hands thoroughly.
- Change clothing that is soiled immediately.

### ***Blood Spillages:***

#### ***To prevent cross-contamination:***

- Put on disposable plastic apron and gloves.
- Use absorbent disposable paper towels or kitchen towel roll to soak up the spillage.
- Apply a disinfectant to the affected surface. It should be left in contact with the surface for at least two minutes (check the manufacturer's instructions).
- Wash the area thoroughly with warm water and a general-purpose neutral detergent and dry using disposable paper towels.
- Dispose of soiled/sodden paper towels, gloves, apron and cloth in a manner that prevents any other person coming in contact with these items e.g. bag separately prior to disposal into a general domestic waste bag.
- Wash and dry hands thoroughly.
- Change clothing that is soiled immediately.

### **Dealing with Cuts and Nose Bleeds:**

#### **To prevent cross-contamination:**

When dealing with cuts and nose bleeds, staff should follow the Service's first aid procedure. They should:

- Put on disposable gloves and apron.

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- Stop the bleeding by applying pressure to the wound with a dry clean absorbent dressing.
- Place a clean dressing on the wound and refer the child for medical treatment if needed, e.g. stitches required or bleeding that cannot be controlled.
- Once bleeding has stopped, dispose of the gloves and apron safely immediately in a manner that prevents another person coming in contact with the blood, i.e. bag separately prior to disposing into general domestic waste bag.
- Wash and dry hands.

Children who are known to be HIV positive or Hepatitis B positive should not be treated any differently from those who are not known to be positive. Intact skin provides a good barrier to infection and staff should always wear waterproof dressings on any fresh cuts or abrasions on their hands. Staff should always wash their hands after dealing with other people's blood even if they have worn gloves or they cannot see any blood on their hands.

### **Gloves:**

Wear disposable gloves when dealing with blood, body fluids, broken/grazed skin and mucous membranes (e.g. eyes, nose, mouth). This includes activities such as:

- Nappy changing.
- Cleaning potties.
- Cleaning up blood – e.g. after a fall or a nosebleed.
- General cleaning.
- Handling waste.

Gloves should be single use and well fitting.

### **Change gloves:**

- After removal of the soiled nappy of each child
- After the use of applied creams on each child.
- After the intimate caring of each child (nose wiping, toileting).

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

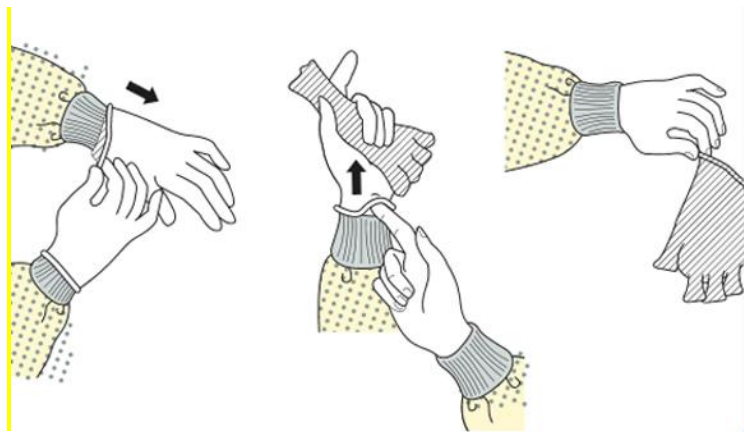
Remember gloves are not a substitute for hand washing.

### Types of Gloves:

- Disposable non-powdered latex or nitrile gloves are recommended. Synthetic vinyl gloves may also be used but users should be aware that gloves made of natural rubber latex or nitrile have better barrier properties and are more suitable for dealing with spillages of blood or body fluids.
- Gloves should conform with the European Community Standard (CE marked).
- Polythene gloves are not recommended as these gloves tear easily and do not have good barrier properties.
- Latex free gloves should be provided for staff or children who have latex allergy.

### How to Remove Gloves:

- Peel the first glove back from the wrist.
- Turn the glove inside out as it is being removed.
- Remove the glove completely and hold in the opposite hand.
- Remove the second glove by placing a finger inside the glove and peeling it back. Pull the glove off over the first glove.
- The outside surface of the glove should not be touched.
- Hand washing should be performed following glove removal.



Source: US Centers for Disease Control and Prevention

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### **Aprons:**

Wear a disposable apron if there is a risk of blood or body fluids splashing onto skin or clothing, for example during activities such as cleaning up spillages of body fluids (e.g. blood, vomit, urine) or dealing with nose bleeds. Change aprons after caring for individual children. Wash hands after removing the apron. Aprons should be disposable, single use and water repellent. The apron should cover the front of the body from below the neckline to the knees. Cloth aprons or gowns are not recommended. Remove the apron by breaking the neck ties first, then break the ties at the back and roll up the apron without touching the outer (contaminated) surface. If gloves and an apron are worn remove the gloves first followed by hand washing.

### **Baby Feeding Equipment:**

- Bottles, teats and bottle brushes are washed thoroughly before sterilising.
- Feeding equipment is sterilised using a sterilising solution (which is changed daily and mixed according to manufacturers' instructions) or steam steriliser.

### **Food and Kitchen Hygiene:**

Germs can be spread in many ways while working with foods in the kitchen. In order to prepare food hygienically, it is important to ensure that a high standard of personal hygiene is maintained in conjunction with effective cleaning of food preparation areas and equipment. This is necessary in addition to careful handling, preparation, cooling etc. of food.

Unless unavoidable, those staff involved in toileting children or nappy changing should not be involved in food handling. Where this situation is inescapable, care workers should change their outer clothing and wash their hands thoroughly prior to handling food.

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**Perishable food is kept in a refrigerator at temperatures of between 0 and 5 degrees**

**Note:** Do not leave perishable food at room temperature for more than two hours. Perishable food brought from home, including sandwiches, should be kept in a fridge or cool place below 5°C.

If food is left at room temperature for more than 2 hours it will be discarded

### **Cleaning:**

Cleaning is essential in the prevention of infection. Thorough cleaning followed by drying will remove large numbers of germs but does not necessarily destroy germs. Deposits of dust, soil and microbes on environmental surfaces have been implicated in the transmission of infection. Routine cleaning with household detergents and warm water is considered to be sufficient to reduce the number of germs in the environment to a safe level. **A “clean as you go” policy is currently in place:**

- Play surfaces are cleaned, rinsed and dried before use or when visibly soiled.
- Routine cleaning is accomplished using warm water and a general purpose neutral pH detergent.
- Manufacturer's instructions are always followed when using detergents and disinfectants with regard to the use of personal protective clothing and dilution recommendations.
- We do not guess measurements and always use a measure. Extra measures will not kill more bacteria or clean better – it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water is changed frequently as dirty water is ineffective for cleaning.
- Disinfecting surfaces are then rinsed.
- Toilets, sinks, wash hand basins and surrounding areas are cleaned when required at least twice daily.

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### **Laundry:**

- Linen used for cots and sleep mats are washed after each use / at the end of each week. Each child has their own linen.
  - Laundry from cots, beds, etc. should be washed at the highest temperature that the material can stand.
  - Items can be tumble dried and ironed using a hot setting if required.
  - Rubber gloves can be worn when handling dirty laundry and can then be washed thoroughly with soap and water. Hands should always be washed after handling soiled laundry.

### **Cleaning Cloths:**

- Cleaning cloths used in the playrooms, kitchen and sanitary accommodation are washed separately.

### **Toys and Equipment:**

In order to reduce the risk of cross infection, all toys are cleaned on a regular basis (i.e. as part of a routine cleaning schedule) and toys that are shared are cleaned between uses by different children.

Toys are mouthed are disinfected after each use. Once a week toys are washed in warm soapy water using a cloth and brush. If suitable some toys can be washed in the dishwasher. Toys not suitable for submerging in water will be wiped with a damp cloth and dried thoroughly. Toys are stored in clean containers.

### **Children's Rooms:**

- Checklists are posted on the wall of the room and must be checked daily. All staff will also receive their own personal weekly rota, to be signed off.
- Staff are responsible for keeping their rooms clean and tidy.

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- All room environments must be clean always. Toys, games and work equipment must be placed on the shelves in an orderly fashion at all times.
- During the day, the room should be ventilated regularly.

### **Animals, Poultry and Fish:**

- Hand washing and drying procedures are adhered to before and after handling animals, pets, poultry and fish.
- All animals, pets, poultry and fish are managed in accordance with required and appropriate instructions for their care.
- Children are not allowed unsupervised access to animals, pets, poultry and fish.
- Animal, pet, poultry vaccination and health care are in accordance with veterinary advice.

### **Shoes in Infant Playrooms:**

Children under two years of age are in the very high-risk category for contracting illnesses. Blue shoe covers are provided for employees, parents/guardians in Baby Rooms, or employees are required to use indoor shoes, which are not worn outdoors.

### **If A Child Becomes Ill When Attending the Service:**

- Parents/guardians will be informed of our concerns and procedures we are taking and will be asked to collect their sick child. We may need to call a GP or use emergency services.
- If a parent cannot be reached the next person named on the emergency list will be contacted.
- If a child's temperature is raised it will be monitored, recorded and medication administered, if required.
- We advise that sick children must be kept at home.



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Risk Assessment**

#### **Our risk assessments as part of our Health and Safety Statement**

There are three basic steps to completing a risk assessment:

- Look at the hazards
- Assess the risks
- Decide on the control measures and implement them.

The findings of the risk assessment process will be recorded in our safety statement. We will involve our employees, along with any safety representatives, in this process.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **22. Exclusion of Sick Children**

<b>Document Title:</b>	<b>Infection Control</b>
<b>Unique Reference Number:</b>	<b>022</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2021</b>
<b>Date reviewed:</b>	<b>04/09/2023</b>
<b>Number of Pages:</b>	<b>4</b>

**This policy has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Policy Statement**

St. Mary's Childcare Campus CLG prioritises the health and wellbeing of the children in the service and believes a child needs to be fit and well to benefit from attending the service. If children are sick at home or become ill throughout their day, the service believes the best place for them is at home where they can rest fully and recover.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Procedure

#### 1. High Temperature

In children, any temperature of 38 degrees Celsius or above is considered high. High temperature is common in young children. The temperature usually returns to normal in 3 or 4 days.

A temperature above 38 degrees Celsius is usually a sign of an infection such as a cold. But it can also be due to more serious infections, so it's important to look at all your child's symptoms.

- If a child has a suspected temperature, the electronic thermometer will be used to take an accurate reading. A temperature of 38 degrees Celsius or higher is considered high.
- A parent/guardian will be contacted and informed that Calpol will be administered, providing there is a Medicine Administration Form on file.
- The child will be monitored and made comfortable allowing them to rest. If there is little or no improvement after 30-60 minutes, the parent will be asked to collect their child. In this case the child will **not** be allowed return to the setting for 48 hours.
- Where calpol reduces the temperature to below 38 degrees Celsius the child will be monitored and a temperature check form completed at regular intervals.

There is a low risk of serious illness if your child:

- is content and smiling
- stays awake
- is taking drinks
- is responding normally to people

There is a high risk of serious illness if your child:

- cannot be woken up or if woken, does not stay awake
- has a weak or high-pitched continuous cry

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- has pale or blotchy skin
- keeps vomiting
- is grunting, if they are a baby, or breathing very fast

Any child in the service who becomes ill with **fever**, **headache** and **vomiting** will be sent home as soon as their parents/guardians can be contacted. Parents will immediately be made aware of the staff's concerns for the child's wellbeing. In this situation, if there is any significant delay in contacting the child's parents/guardians medical advice will be sought immediately. A child with fever, headache and vomiting **must not** be allowed to wait indefinitely in the service as this can be a sign of serious illness.

### Checking a temperature:

If your child has a high temperature they might:

- feel hotter than usual to touch - on their forehead, back or tummy
- feel sweaty or clammy
- have red cheeks

You should:

- dress your child normally - do not under dress them or overwrap them in clothes
- give your child plenty of fluids
- give your child food if they want it
- check on your child regularly during the night
- Do not use a cool cloth or sponge to get their temperature down.

**Do not** send your child to school or crèche with a high temperature. They can go back when their symptoms have been gone for **48 hours**.

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Children are excluded only if they are actually ill, present a danger or a risk to others (Children or adults) or are unable to benefit from the service's normal daily activities.

There are some particular illnesses where exclusion is necessary. In general, parents/guardians are asked to keep their child away from the service, and staff members are required to stay away until they have seen their GP if any of the following are evident:

- Diarrhoea and vomiting
- A temperature of 101 °F/ 38°C or above
- Eye discharge
- Unexplained rash
- Strep throat
- An earache or a bad cough

### **Antibiotic:**

If a child commences a course of antibiotics and has not consumed the antibiotic previously, he/she must not attend the crèche until they have consumed the antibiotic for 24 hours plus. Children will not be excluded if taking an antibiotic medicine if the child has been on the medicine before or has consumed the medication for 24 hours plus.

### **Review:**

Management, in consultation with staff monitors and reviews the effectiveness of this policy yearly or as required.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **23.NAPPY CHANGING/Pull-ups**

<b>Document Title:</b>	<b>Nappy Changing(Including, toilet training, changing wet/soiled clothes)</b>
<b>Unique Reference Number:</b>	<b>023</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>06/10/2023</b>
<b>Number of Pages:</b>	<b>7</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

*(With references from: Health Protection Surveillance Centre, Preschool and Child Care Facility Subcommittee, Management of Infectious Disease in Child Care Facilities and Other Child Care Settings)*

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Statement of Intent:**

St. Mary's Childcare Campus CLG believe nappy/pull-up changing is a time for the Early years teacher and child to develop a bond while providing a safe and clean environment to carry out nappy changing. We will ensure the dignity of all children is respected and that it is a positive experience for both EYT's and children.

### **Policy and Procedure:**

- Separate nappy changing facilities are provided.
- Rooms are equipped with disposable gloves/aprons for the staff and they must use a fresh pair of gloves for every individual nappy change. These are to be disposed of immediately after/with the soiled nappy before any other surface is touched.
- Each child has a designated storage facility which is labelled and includes their own nappies, wipes/cotton wool and barrier creams such as Vaseline or Sudocrem.
- There is no cross use of any of the creams, in the event that a spare nappy is borrowed it is documented on the nappy changing record and a replacement is given as soon as it is available. In the event that any supplies run out, parents/guardians are notified immediately or ideally in advance to say that supplies are running low. Parents/guardians are asked to replace or replenish these supplies as quickly as possible.
- A record of all nappy changes is kept on a daily basis for each child on the nappy changing record sheet and recorded in the child's communication book (daily diary).
- Nappies will be checked every 2 hours or more often as necessary. A child should never be left in an uncomfortable situation and nappies should be changed as regularly as a child's comfort and hygiene demands. Children will be told they are being taken to the nappy changing area.
- Staff should follow the nappy changing rota and ensure that adequate staff ratios are adhered to.
- Staff will be sensitive to the child's needs and will treat the child with respect and dignity at all times.

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- Staff should interact (sing and chat) and reassure the child appropriately during the nappy change.
- All staff are aware of manual handling procedures when lifting children. These procedures are on display in the nappy changing area.
- All Staff will be trained in hygienic nappy changing procedures.
- Staff undertaking nappy changes must not be involved in food preparation.
- Changing mats will be checked weekly for tears and replaced as necessary.
- The changing mat area will be cleaned **before** and **after** each nappy change with anti-bacterial cleaner and dried with a paper towel.
- The nappy changing room is cleaned and checked at regular intervals throughout the day and this is documented on the cleaning chart.
- Nappy bins will be emptied at regular intervals. Bins will always be emptied at the end of every day.
- Staff will report to the Manager immediately after the nappy change if the child is unduly upset or if they have any concerns or notice any marks, rashes bruising etc.

**Children will never be left unattended. If required another staff member is always available to provide assistance.**

### **Use of pull-ups for Children with additional needs and children in preschool not yet toilet trained:**

In general children are toilet trained but in the interest of inclusion and with children starting preschool at a younger age we will follow this policy and procedure.

- One child will be cared for by one adult unless there is a sound reason for having more than one adult present. In such a case, the reasons are documented.
- We use disposable gloves/aprons, and a fresh pair is used with every change.
- Disposable gloves are disposed of along with the soiled pull-up.
- Staff will be sensitive to the child's needs and will treat the child with respect and dignity at all times. Privacy will be maintained
- All staff are aware of manual handling procedures when lifting children.
- All Staff will be trained in hygienic procedures.



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- The child will be brought by a staff member to the wheelchair accessible toilet or preschool 3 toilets.
- A changing mat that can be wiped down is used. It is cleaned and disinfected immediately after use.
- The area around the mat will be cleaned **after the change** with anti-bacterial cleaner and dried with a paper towel.
- The used “pull-up” will be disposed of in a nappy bag and placed in the bin. At the end of the session this bin is disposed of with the outside waste or in the baby/toddler room nappy bin.
- The hand washing procedure for child and adult will be used after the change.
- We work with parents/guardians to support toilet training, when a child shows readiness.
- For children with additional needs who may require specialist equipment and facilities above what is currently available in the service every effort will be made through accessing the support of AIM to provide appropriate facilities in a timely fashion.
- All children are treated with respect at all times. 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.

Sometimes toilet training can be delayed for medical or developmental reasons and up to the age of 4 years some children may not be ready for training. Therefore, it is important to make reasonable adjustments for all children.

**Children will never be left unattended. If required another staff member is always available to provide assistance.**

### **Facilities:**

- The nappy changing facilities do not communicate with any occupied room or food room, except by means of a hall, corridor, ventilated lobby or ventilated space.

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- The facility is provided with adequate ventilation either naturally via operable windows or by means of mechanical ventilation.
- The surfaces of the area (i.e. worktop surfaces, walls, floor and ceiling) are smooth, durable and easy to clean.
- There is one nappy changing unit (wash hand basin and changing mat) provided for every ten children in nappies.
- Each wash hand basin has running cold and hot water, disposable liquid soap and paper towel dispensers. A pedal bin is provided for the disposal of paper towels.
- Mixer taps are hands free such as wrist, elbow or knee-operated.
- Changing mats are waterproof, have an easily cleanable cover and are in a good state of repair, i.e. no breaks or tears.
- Single use disposable gloves and aprons are available at the unit i.e. powder free synthetic vinyl or latex gloves.
- Appropriate shelving/safe storage is provided to accommodate all necessary nappy changing equipment, i.e. gloves, individual children's nappy supplies and creams/lotions.
- Nappies, gloves, and disposable aprons are disposed of along with soiled nappies by placing in a leak proof, cleanable and sealable/airtight container.

### **Procedure for Changing a Nappy:**

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. If this is unavoidable, staff should wear appropriate disposable gloves and aprons and wash their hands.
- Staff should ensure that they have all the equipment at hand and that their hands are clean before they start.
- Single use disposable gloves must be worn, i.e. powder free synthetic vinyl or latex gloves.

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- Disposable gloves are to be worn when the child is ready to be changed (all required items set out). Gloves are to be removed immediately after the removal of the soiled nappy (along with the disposable apron) of each child, and a second set of disposable gloves (where used) are to be removed immediately after the use of any applied individual creams on each child.
- Ensure creams and lotions are not shared between children. Creams and lotions for each child should be individually labelled.
- Nappies and gloves and disposable aprons are disposed of by placing in a leak proof, cleanable and sealable/airtight container.
- Non-disposable nappies are double bagged and placed directly into plastic bags to give to parents. Solid faecal matter is disposed of into the toilet.
- Never rinse or wash non-disposable nappies because the risk of splashing may cause germs to spread to staff or children.
- Clean and dry the changing mat after each use. If soiled, clean, then disinfect using a chlorine-based disinfectant, (according to manufacturer's instructions), rinse and dry after use. All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).
- Staff must always wash their hands before and after every nappy change using warm water and liquid soap. Hands should be dried by means of single use disposable paper towels.
- The changing mats are checked on a regular basis and discarded if cover is torn or cracked.

A clear nappy changing procedure is displayed in the changing area to be followed by all staff members who are changing children's nappies.

### **Changes and abnormalities to be reported to parents/guardians and recorded:**

- Any change in colour, frequency or consistency of stools.
- Green stools (may indicate under or over feeding, or infection).
- Blood.
- Watery stools and unpleasant smell.
- Passing urine less frequently.
- Urine which is dark in colour (may be due to dehydration).

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- Baby has difficulty in opening the bowels or produces stools which are small and hard.
- Baby cries when opening the bowels.
- Nappy rash.

### **Wet or soiled clothes:**

Our intention is that no child will ever be left in wet or soiled clothing. As soon as a member of staff responsible for the child is aware of the child having wet/soiled themselves they will clean and change the child.

- We ask parents/guardians to ensure clean clothes are in your child's bag at all times. Wet/ soiled clothes will be sent home in a sealed plastic bag.
- Staff will pay attention to the child's level of distress and will only help them to change with their agreement.
- We will do our best to provide reassurance and encouragement to the child. However, if a child is reluctant and then refuses to allow the staff member to change their clothes the parent will be called to come in and change the child.
- At all times interactions are warm and positive and children's cues are responded to. Children have unrestricted access to the toilet.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **24. TOILETING**

<b>Document Title:</b>	<b>Toileting</b>
<b>Unique Reference Number:</b>	<b>024</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>15/11/2023</b>
<b>Number of Pages:</b>	<b>4</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent:**

All staff who work with children in the Service must follow this policy. It is our policy to assist our children and facilitate our parents/guardians with toilet training.

### **Policy and Procedure:**

It is our policy to assist our children and facilitate parents/guardians with toilet training. There is no magic age at which a child is ready to start but most children will

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develop the necessary physical and cognitive skills around 2 years onwards. Every child is unique and will show readiness in their own time.

- At St. Mary's Childcare we feel it is vital that parents/guardians and staff discuss what methods they use to introduce their child to potty/toilet training. It is very important for parents/guardians and staff to remain consistent in their approach so that the child is clear and has a good understanding of what is involved.
- Our staff will be happy to advise parents/guardians and offer practical advice.
- We feel that taking a 'slow approach' to toilet training has better chance of success. Rushing a child when they are not ready or willing will only be counterproductive.
- Potty/Toilet training will always be done in a relaxed environment. The children will never feel stressed or anxious to perform and it will always be presented as a fun exercise.
- Where children are being potty/toilet trained parents/guardians are advised to inform the Early Years Teachers of what procedures and methods are being used.
- We recommend that parents/guardians provide several full sets of clothes (labelled) in case of accidents.

### **General Toileting Procedures:**

At all times it is important to respect the rights and needs of the children in our care. When a child needs to use the toilet allow him/ her the privacy to do so. If the child asks you to accompany them to the toilet, do so.

- Children have unrestricted access to the toilet and don't have to wait to use the toilet.
- Children are allowed to take their time toileting.
- Staff encourage and support children to become more independent in toileting practices and to take part in the process if they are physically able (e.g. flushing the toilet)
- Setbacks and toileting accidents are treated in a sensitive and supportive way. Children are not made to feel embarrassed, ashamed or made to feel inadequate or be punished about any aspect of using the toilet.

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- Go to the bathroom door ask the child if s/he wants the toilet door left open or closed.
- Reassure the child that you will wait outside the door where they can call if they need you.
- 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.
- No two children will be permitted to enter a toilet cubicle together. This is to ensure their privacy as well as their safety.
- Young children need encouragement and help with self-care, wiping bottoms, flushing toilet, washing hands etc.
- Staff must use the disposable gloves and aprons provided, if cleaning up any spillages.
- Staff should be sensitive to accidents.
- Staff should maintain a pleasant atmosphere.
- The child's privacy should be maintained.
- Good hand washing practice will be used at all times [See Hand Washing procedure under Infection Control Policy]

### **Wet or soiled clothes:**

Our intention is that no child will ever be left in wet or soiled clothing. As soon as a member of staff responsible for the child is aware of the child having wet/soiled themselves they will clean and change the child.

- We ask parents/guardians to ensure clean clothes are in your child's bag at all times. Wet/ soiled clothes will be sent home in a sealed plastic bag.
- Staff will pay attention to the child's level of distress and will only help them to change with their agreement.
- We will do our best to provide reassurance and encouragement to the child. However, if a child is reluctant and then refuses to allow the staff member to change their clothes the parent will be called to come in and change the child.
- At all times interactions are warm and positive and children's cues are responded to. Children have unrestricted access to the toilet.

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### **Toilet Training and a Child's Development:**

Toilet training is based on the child's developmental level and their own readiness to start, rather than their age. All toilet training and toileting related decisions and plans are made in partnership with parents. If there is an individual toilet training plan, it is co-ordinated with the parents or guardians and kept in the children's individual record.

Sometimes toilet training can be delayed for medical or developmental reasons and up to the age of 4 years some children may not be ready for training. Therefore, it is important to make reasonable adjustments for all children.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**



## **25. SAFE SLEEP**

<b>Document Title:</b>	<b>Safe Sleep</b>
<b>Unique Reference Number:</b>	<b>025</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service.</b>
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<b>Number of Pages:</b>	<b>12</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Statement of Intent:**

This service will ensure every effort is taken to ensure that age and stage appropriate rest and sleep facilities are available within our service. Staff should be made aware of the infant's usual sleeping environment and practices. Children will never be forced to sleep, and their own choices and routine will dictate their sleep times. All staff working in this service, will receive training on our **Safe Sleep Practices**. Our safe sleep practices will be regularly reviewed, and all new staff will be made aware of this policy at their induction.

### **Children's Individual Requirements**

- Each child's comfort is provided for and there are appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
- The lighting in the sleep and rest rooms is reduced but only to a level where the staff can still conduct direct visual checks.
- Where a parent/guardian requests a sleep routine for their child that does not meet with good practice guidelines (for example, requesting that their child be denied sleep for the day; that they be put to sleep with a feeding bottle; requesting that the baby/child be put to sleep in a buggy or travel seat), the service remains responsible for our own practice and we will be happy to discuss with parents/guardians why any such practice cannot be implemented. In all decision-making the child's best interests come first.

### **Children Under 2 Years**

The sleep facilities for children aged less than 2 years depends on the number of children to be catered for.

- All children in the baby/toddler room have access to a separate sleep room.
- Where a maximum of 6 children aged less than 2 years are cared for in a room, the sleep room area for these children can be accommodated in the same room if the space measurement for each child less than 2 years is a minimum 4.2 square meters.
- The sleep area is quiet and restful, away from activity, movement and noise.
- Room temperatures are kept between 16-20°C where any infant up to their first birthday is asleep. In a shared space, the temperature should be maintained between 18-22°C, however the lower temperature range always applies when an infant is sleeping in a shared space. \*

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- All children up to the age of 2 years within the service have access to and sleep in a standard cot unless the child has a history of climbing out over the cot - in which case a floor bed or mat is safer.
- Staff can easily move around the cot to provide for the children's care needs.
- While a sleep plan is required for all sleeping infants and children, a sleep plan incorporating a risk assessment should be completed before moving a child from a cot to a floor bed. \* **(See appendix 24 )**
- The number of cots provided within the Service is appropriate to the number of children within the service and the service type. The following table applies:

Child's Age (approximately)	Number of Cots
6 Months	1 cot for each child
9 Months	Cots available for two-thirds of children in this age range
18 Months - 2 Years	Cots available for half the children in this age range

- All cots used by the Service for children under 2 years:
  - Are in good condition;
  - Have a recognised safety standard;
  - Have cot bars less than 6 cm apart (round) or less than 7.5 cm apart (flat);
  - Have at least 50 cm between the top of the mattress and the top of the cot;
  - Have no footholds in the sides or cut-outs in the end of the cot;
  - Are positioned away from potential risks (e.g. windows, curtains, blinds, direct sunlight, heated radiators)
- The cot mattresses used by the service are:
  - clean;
  - laid flat and not elevated;
  - the correct size and fit;
  - firm;

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- covered with waterproof material;
- in good condition;
- easy to clean and disinfect;
- well aired and dry;
- have a gap between the mattress and the sides of the cot that is less than 2.5 cm;
- have a recognised safety standard.
- Individual bed linen (sheets and blankets) is provided to each child.
- The linen is laundered after each use unless it is reserved for the sole use of that child.
- Appropriate separate storage is available for:
  - unused clean linens;
  - linens that are not laundered after each use;
  - dirty linens waiting laundering.

### Supervision

When children are sleeping on floor beds the supervising adult will remain in the room to ensure adequate supervision of sleeping children. The adult/child ratio will be maintained at all times. The supervising staff member must carry out and record physical sleep observations on sleeping infants and children, at least every 10 minutes. \*

### Floor Beds

Floor beds are positioned away from the wall to guard against entrapment risks, and away from drafts, heat sources and fire exits. A risk assessment will be completed when floor-beds are used in an area with under floor heating. Floor beds should always be used in accordance with manufacturers guidance. \*

### Children Over 2s

- Children have a quiet space to enjoy unstructured, quiet activities of their choice or have a **rest** with soft seating and matting areas to sit or lie down (e.g. look at a book, listen to music, guided mediation)

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- Each child needing sleep has access to a floor bed.
- Floor beds meet recognised safety standards.
- Mattresses are changed and beds are cleaned between uses.
- Children aged 2 and over are offered a pillow at rest or sleep time.
- Children aged 2 and over can sleep on floor beds in the care room where they are normally accommodated once the needs of all the children in the room are met.
- If there is only one room available, quiet activities are organised in another section of the room for children who are not sleeping or resting (e.g. jigsaws, colouring)

### **Items Prohibited for Sleeping Children**

The following items are not used as a sleep facility by the Service:

- a. car seats, buggies, strollers and infant carriers;
- b. inflatable mattresses, inflatable beds or waterbeds;
- c. beanbags;
- d. couches, sofas, settees and chairs;
- e. travel cots or portable cots;
- f. bunk cots or stackable cots;
- g. pillows and cushions as a base to sleep on,

### **Blankets and Pillows**

- Cellular blankets must be used with infants up 12 months
- Lightweight blankets are recommended for children over 12 months
- All in one sleeping bags with neck and armholes are not recommended for children who can stand and walk around a cot/floor bed
- Children aged 24 months and over can be offered a pillow at rest or sleep time.

### **Slings**

Where slings are used, the baby must be positioned solidly against the adult's body, in an upright position, with the baby's chin off their chest ensuring that their airway is free for ease of breathing.

### **Safe Sleep Practices:**

- The Safe Sleep Checklist will be displayed next to the sleep room.
- We risk assess the area daily.
- Infants will always be placed on their backs to sleep with their feet to the foot of the cot. Their heads will be uncovered.
- If the infant is less than six months old and it is observed that they have turned onto their tummy, they should be gently re-turned onto their back.
- We will **not** place a hat on an infant's head when putting them down to sleep unless it has specifically been recommended for medical reasons.
- We ensure the bedclothes are firmly tucked in and no higher than just under the infant's shoulders, so that they can't wriggle down under the covers.
- All infants (under two) should be placed in a standard cot to sleep. The Child Care Act 1991(Early Years Services) Regulations 2016 **does not permit** beanbags, chairs, bouncers and sofas as a sleep surface as all increase the risks of cot death.
- Floor beds will be provided for the children over two years.
- Steps will be taken to keep infant/child from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or over-wrapping the infant.
- Overheating is avoided. To check an infant's temperature, feel the back of their neck or tummy, if these areas feel too warm remove some bedding. Do not worry if hands or feet feel cool as this does not indicate their overall body temperature is incorrect. Room Temperature is recorded in sleep check records, available on little vista.

### **TUSLA Recommendation for Cot Numbers:**

The number of cots provided should ensure that each child's individual need for sleep or rest can be facilitated. The following is a general guide to help estimate the number of cots needed:

- At 6 months, children need approximately 10-11 hours' night-time sleep and 2-day time naps of 2-3 hours each. Therefore, a separate cot for each child at, or under this age is recommended.
- At 9 months, children need approximately 10-12 hours' night-time sleep and 2-day time naps of 1-2 hours each. Therefore, cots for 2/3(2/3rds) of children in this age bracket is recommended.
- At 18 months-2 years of age, children need approximately 10-12 hours' night-time sleep and 1-day time nap of 1-2 hours. Therefore, cots for half the number of children catered for, in that age group, is recommended.
- At 2 years, children need approximately 11-12 hours' night-time sleep and 1-day time nap of 1 hour. The Early Years Inspectorate's revised position is that children from approximately 15 months onwards who are developmentally ready, may be moved from a cot to a floor bed once parental permission has been obtained and other safeguards are in place. \*
- Once floor beds provide a perfectly fitted, firm, comfortable mattress, and where the environment is safe and well supervised, there are no impediments to the safety and quality of sleep for children aged under 24 months. \*
- An adequate supply of bed linen is provided to ensure that each child has their own linen.

### **Visually Checking Sleeping Babies/Children:**

Sleeping Children are under staff supervision at all times

We use a sleep monitor (listening device) but also physically check by entering the sleep room.

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Sleeping infants/children will be checked, every 10 minutes, by assigned staff. This is recorded on little vista. Sleep records will be kept for one year after the reporting year. We will be especially alert to monitoring a sleeping infant/child during the first weeks the infant/child is in our care.

We will check to see if the infant/child's skin colour is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness. When children under 2 years are sleeping on floor beds the supervising adult will remain in the room to ensure adequate supervision of sleeping children.

If children who do not sleep or rest when attending the setting fall asleep unexpectedly for example, due to a late night, not feeling well, etc. we will supervise the child and record a written check every 10 minutes. The child's colour and breathing is checked. If there is a concern about the child the illness or emergency or critical incident policy will be invoked. The child's welfare is paramount.

### **Dealing with Emergencies Unresponsive Child**

In the event of finding a baby or child who appears to be unresponsive and breathing or not breathing the staff member trained in emergency First Aid Response will respond immediately and appropriately.

1. The Manager or the person who is in charge at that time notifies the child's parents/guardians as soon as possible of the current situation.
2. The person who found the child and has been resuscitating the child gives a detailed account of events to the paramedics on their arrival.
3. Staff follow the direction of the paramedical staff.
4. The Manager or person in charge ensures that parents have been informed.
5. The scene is to be left as it is. An Garda Síochána may need to investigate.
6. Families of the other children may need to be notified of the incident by the Manager.
7. Staff support is essential following any such incident.



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See Cot Death Procedure below for further information (**Appendix 23**)

**The sleep information will be recorded on a Sleep Chart including:**

- The sleeping position
- Colour/pallor
- Breathing pattern
- The time of the check
- Who carried out the check?
- The temperature of the room

**Note:** We have procedures in place for dealing with cot death.

**Safe Sleep Environment:**

- Room temperature will be kept between 16<sup>0</sup> and 20<sup>0</sup> Celsius by the use of an air-conditioning unit and a thermometer will be kept in the sleep room. Recording and documenting room temperature during infant sleeps helps ensure babies are being cared for within recommended limits.
- Keep the room well ventilated but do not position a cot below a window or in front of a working radiator.
- Cot mattresses/rest mats/toddler beds should be completely covered in a waterproof fabric such as PVC. All mattresses should be regularly inspected for signs of damage to the waterproof fabric and if punctured, cracked, or torn, should be replaced immediately.
- Ensure that the gaps between the bars of the cot are less than 6.5 cm and that the space between the mattress and the cot is no more than 4cm.
- All cots/beds are marked with the child's name and will be covered by a sheet.
- Infants should not have pillows, duvets, bumpers, soft toys, or comforter blankets in their cot. Instead use one or more layers of light blankets (depending on the room temperature). Remember that one blanket doubled over counts as two blankets.
  - *We use cellular blankets. We do not use fleece blankets*
- Infant/child's heads will not be covered with blankets or bedding.
- Parents are advised to have a new mattress for each child within their own home; however, this is not practical within the early years setting. Therefore, each child

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will have their own bedding and the mattress should be checked, inspected, and disinfected between each infant sleep.

- Bedding is laundered at least weekly or more often if required. A record will be kept.
- No bottles will be permitted in cots.
- Soothers will be allowed in babies' cots while they sleep.
- Only one infant/child will be in a cot at a time, unless we are evacuating babies/children in an emergency.
- Smoking is not permitted on the premises or the surrounding areas adjacent to the premises.
- Infants/children are always supervised when sleeping/resting.
- Staff will help children to relax by creating a calm atmosphere.

### **Soothers:**

- Some research suggests that using a soother for every period of sleep may reduce the risk of cot death.
- Parents decide if their child is to use a soother. If used we will offer it at every period of sleep, including daytime naps.
- If the soother falls out during the sleep do not wake the infant up to put it back in. However, if the infant awakens then offer the soother once again.
- We never force an infant to take a soother or put it back in if the infant spits it out.
- We don't use a neck cord, and never coat a soother in anything sweet.
- It is recommended that soother use is introduced only after breastfeeding is well established (usually around 4 weeks) and that soother use is stopped between 6 and 12 months.
- Parents should provide 2 soothers in a sterilized container.

### **Swaddling or Wrapping an Infant:**

Swaddling or wrapping an infant in a light cotton cloth is thought to provide some babies comfort and an overall feeling of safety. However, there has been some evidence that swaddling an infant increases the risk of cot death, particularly when

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swaddling is not carried out consistently and when blankets used for swaddling are too thick, contributing to overheating.

Staff need to consider how infants are placed to sleep at home and ensure that this practice is consistent with the care they provide. All parents/guardians should be asked whether they routinely swaddle their infant.

### **Advice for Infants that are Swaddled:**

- Never cover an infant's head, and only use thin materials for swaddling. Muslin cloth or thin cotton help reduce the risk of overheating.
- Infant sleeping bags/grow bags are now available as an alternative to swaddling. Providing these are of the right size and tog for each infant these are safe to use.
- Infants must NEVER be placed prone (on their stomach) when swaddled.

Current research suggests that it is safest to swaddle infants from birth and not to change infant care practices by beginning to swaddle at 3 months of age when SUDI (cot death) risk is greatest.

### **Nappy Changing and Toileting:**

- Nappies will be checked prior to putting the infant/child down to sleep and again on waking.
- Staff should check if older children need to wear a nappy while sleeping.
- Children should be encouraged to go to the toilet prior to sleeping and again upon waking.

Further information on safe sleep practices may be found at:

### **First Light**

#### **(Irish Sudden Infant Death Association)**

Carmichael House, 4 North Brunswick Street, Dublin 7

Dublin Office +353 (0) 1 8732711 National Lo Call 1850 391 391

24 Hour Hotline +353 (0) 872 42 3777

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**See appendix 22 and 23** for more information regarding this policy.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **26. RISK MANAGEMENT**

<b>Document Title:</b>	<b>Risk Management</b>
<b>Unique Reference Number:</b>	<b>026</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **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. The Risk Management Strategy is included in the Service's Safety Statement.

### Definitions

A **hazard** is anything with the potential to cause injury or ill health, for example chemical substances, dangerous moving machinery, or threats of violence from others.

**Risk** is the chance that someone will be harmed by the hazard. It also takes account of how severe the harm or ill health effect could be and how many people could be affected.

A **Risk Assessment** is '... a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.' [A Guide to Risk Assessments and Safety Statements](#) Health and Safety Authority, 2016

It is a written document that records a three-step process (HSA, 2016):

1. Identifying the hazards in the workplace(s) under your control.
2. Assessing the risks presented by these hazards.
3. Putting control measures in place to reduce the risk of these hazards causing harm.

A further two steps are also required:

4. Recording findings and implementing them.
5. Reviewing the assessment and updating it if necessary

### **Risk Assessments give details of the following:**

- The potential hazard or risk being assessed
- The current controls
- Assessing the risk
- Additional controls if required
- The person responsible for implementing controls

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**Risk Assessments are completed to identify any potential hazards which pose a risk to:**

- The service being well governed
- The health, welfare and development of each child
- The safety of children
- The premises being safe

The following risk assessments will be carried out and will be documented. Risk Assessments will show who was involved in the risk assessment process:

- Annual/Quarterly/Monthly Risk Assessment, as appropriate, of the entire building and operations.
- Daily Risk assessment of classrooms, sanitary areas, sleep areas and outdoors.
- The risk assessment following any accident or incident.
- Risk assessment of individual children
- The risk assessment of children with specific illnesses, conditions and allergies through the development of medical care plans.
- The risk assessment of pregnant employees.
- The risk assessment of any Garda vetting disclosures.

The people involved in developing risk assessments include health and safety personnel, management, staff and children's parents, where necessary

### **Risk Assessment of Individual Children**

**Individual risk assessment** is an assessment of the potential risks that might occur in relation to a child and their individual needs. It is completed if the individual needs of a child warrant it, for example, a child with allergies, medication requirements or difficulties relating to their behaviour. An individual risk assessment provides an input to a child's Individual Care Plan and is kept in the child's individual record

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### **The Risk Assessment Procedure**

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: Identify the risks
- STEP 2: Decide who might be harmed
- STEP 3: Evaluate the risks and decide on precautions
- STEP 4: Record your findings
- STEP 5: Review and update

When thinking about risk assessment, remember:

- 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
- 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.

St. Marys Childcare Campus advise parents that it is our policy not to allow children to wear hooped earrings, necklaces or any other jewellery which may cause harm or injury. Parents who want their child/ren to continue wearing this type of jewellery must sign a disclaimer. **(See Appendix 2)**

### **What to do when you identify risk:**



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- 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 policies.

Risk assessment documents will be kept for one year or longer, if advised by the Insurance Company.

### **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 Service'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 (Margaret Glancy)
- Report to the Health and 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.

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- 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.
- Carry out any tasks, which they feel they are not competent to carry out, or which involve unreasonably high risks.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. **Staff members must report any medical issue likely to affect their safety or that of the children or their colleagues as soon as possible to management.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

**Person responsible for approving the Policy**

## **27. CHECKING IN AND OUT AND RECORDING OF ATTENDANCE**

<b>Document Title:</b>	<b>Checking in and Out and Recording Attendance</b>
<b>Unique Reference Number:</b>	<b>027</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
<b>Date reviewed:</b>	<b>20/12/23</b>
<b>Number of Pages:</b>	<b>3</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent**

It is the policy of this Service that a child(ren) will only be released into the care of people who have been authorised by the parents and guardians and who have been advised to the Service. The Service will ensure that appropriate measures are in place to record the children's attendance at the Service and that suitable resources are in place to do this effectively. The Service will also ensure that all people entering the premises are authorised to enter and their details are documented.

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Each relevant staff member understands their role and responsibilities in relation to checking in and out and recording the attendance of children in the Service.

Records pertaining to checking children in and out and recording of attendance are kept for two years after the child leaves the service and seven years for records related to childcare funding schemes. *Please note records may be required to be kept for longer in certain circumstances.*

### **Record of Attendance: check-in and check-out record for children.**

- Each child attending the Service is checked in and out by a relevant staff member.
- A record of each child's attendance is kept on a daily basis and is available and readily accessible to relevant staff.
- The record of attendance kept includes the following:
  - the full name of each child attending the service.
  - the date and time each child arrives and leaves.
  - a record of the name of **one** of the following people at the time the child arrives and leaves:
    - the person who delivers the child to the Service and collects the child from the Service;
    - the employee or unpaid worker responsible for checking the children in and out;
  - the record for each room accurately reflects the children in the room and is updated when a child leaves or enters.

**Please see our policy on Authorisation to Collect Children.**

### **Check-in and Check-Out Register for Other Parties**

(Please also see visitors policy)

- A daily check-in/ check-out register is in place for people entering the premises **other than:**

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- A child attending the Service;
- a person dropping off or collecting a child;
- an employee;
- an unpaid worker

The following information is recorded in the check-in/check-out register for other parties:

- the date;
  - the person's name;
  - their contact number;
  - the reason for their entry;
  - the check-in time
  - the check-out time
- Access to the Service is restricted until the check-in register is completed by the person requesting access and their details authenticated by an employee or unpaid worker.
  - Other parties recorded in the check-in/check-out register do not have unsupervised access to children in the service.

### **Retention Period**

The check-in/check-out register is retained for one year from the date to which it relates.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** Person responsible for approving the Policy

## **28. DROPPING OFF AND COLLECTION OF CHILDREN**

<b>Document Title:</b>	<b>Dropping Off and Collection of Children</b>
<b>Unique Reference Number:</b>	<b>028</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
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<b>Number of Pages:</b>	<b>7</b>

**This policy has been communicated to parents/guardians and staff.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Statement of Intent:**

The well-being, safety and security of all children in the setting is our main concern. The following procedure has been drawn up to ensure that this is maintained at all times, that an accurate record is kept of all children in the Service including absences, arrival and departure and that all children leave the premises with either their main carers or the adults who are authorised to do so.

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Consent is always sought from parents to allow someone other than the parent/guardian to collect the child. A temporary authorisation to collect form is filled out with details of the person collecting the child and written permission from the parent/guardian. This is kept in the child's record.

Records regarding authorisation are kept for 2 years from the time the child ceases in the service

Before any child starts the Service the parent/carer is required to provide the names and contact details of all people authorised to collect their child on their registration form. Only persons aged 16 years and upwards may be named on the registration form and will be permitted to collect the child.

If the named person/s cannot collect the child they are responsible for, the parent /carer must inform staff of the person, over 16 years of age, who will be collecting the child and complete a *Temporary Authorisation to Collect* form. If possible, we would like to meet the person collecting in advance, enabling the staff to feel confident about the child leaving safely and happily. If the authorised person is unknown to staff they must show identification.

In the instance of an unknown /unnamed adult coming to the setting to collect a child, they will be asked to wait outside while contact is made with the main carer. If this is not possible, they will be requested to wait until contact can be made. On no account will a child be allowed to leave the premises with an unauthorised person.

Any deviation made by any staff member will be considered as gross misconduct and will be dealt with appropriately.

**All Children arriving at or being collected from the Service must be signed in and out by a member of staff Please see our policy on Checking in and Out and Record of Attendance.**

**Note:** All children must be supervised during collection times, and when entering and leaving the service.

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### **Attendance:**

It is essential to the efficient running of our Service that parents/guardians inform us if their child is unable to attend the Service and follow up with a telephone call to inform management when the child will be returning. A register of the times and days that children attend is kept.

### **Morning Arrivals:**

- For their own safety, children must be accompanied until they enter the Service by a parent/guardian or their nominated person.
- Parents/guardian or their nominated person are responsible for their children during arrival at the Service.
- Under no circumstances may a child be left unattended on the premises; this includes a child on foot, in a stroller or wagon, in a car or other vehicle or in any other situation.
- Parents/guardians or their nominated person line up outside the building with their child.
- Children are greeted at the playground gate or front door by staff and walked to their care room.
- Children are welcomed into the room by staff and their attendance is noted for our records.
- If a child will not be attending, we request that parents/guardians advise us.

### **Collection Policy:**

- For their own safety it is the policy of the Service that no children will be permitted, under any circumstances, to leave the Service unaccompanied.
- Children must be collected by a parent/guardian or their nominated person.
- Parents/guardian or their nominated person are responsible for their children during collection at the Service and must accompany the child off Service premises.
- Parents/guardians or their nominated person line up outside the building.



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- A member of staff will greet the parent/guardian or nominated person at the gate. A staff member will hand over the child and sign the child out in the attendance book/on little vista.
- Parents/guardians must collect their child by the agreed collection time. Parents/guardians will be asked to give the names of at least two other people who are authorised to collect the child. If the parent is late arriving to collect the child without previously informing the service the person in charge will endeavour to contact the parent. In the event of being unable to contact the parent, the person in charge will contact the other named persons to collect the child.
- Children will not be released into the care of a person under the age of 16 years or to a person who appears to be incapable of caring for the child. Should this situation arise the staff will contact an authorised collector. If no one is available to collect the child, then the person in charge should contact the TUSLA social work child safeguarding team. Services are required to get proof of age for persons over 16.
- Nominated persons who are unknown to the Service will be required to produce either a driving licence, passport or other photographic identification which states the person's date of birth so that the Service can ensure that person is over 16 years of age. A temporary authorisation to collect form will be filled out by the parent.
- In the event of a parent collecting another child a prior arrangement must be made.

### **If the nominated person arrives in an unfit state**

Parents/guardians/Nominated Persons should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example under the influence of alcohol or drugs, the senior member of staff on duty will contact the other parent or nominated person as listed on the child's registration form (depending on authorisations and circumstances) or will contact the duty social worker or the Gardaí. The child's welfare and safety will always come first. Following this:

**St. Mary's childcare Campus CLG shall ensure that a written record is retained for a period of 2 years from the date on which the child ceases to attend the**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**service.**

### **Attempted collection by a person who is not on the child's records:**

Children should be collected only by the adult/s named on the 'Collection Authorisation'. Should the person responsible be unable to collect the child, a letter of explanation must be presented signed and dated by the parent / guardian with a contact telephone number, the staff member will then telephone the parent prior to allowing the child to leave the Service. If the parent personally arranges this with the staff the telephone call may not be necessary, but signed consent will be required at all times.

If the parent has not been personally contacted to authorise the collection of their child, the child **will not** be permitted to leave the premises until an authorised collector, as recorded in the child's records is available.

### **Late Collection of Children:**

We understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/guardians in this situation must contact the Manager to say that they will be late and arrange with staff what to do. Children are only released from the Service to individuals named by the parent.

### **Early Collection of Children:**

We ask that parents/guardians let us know if they or their nominated person will be picking up their child early so that we can have the child ready and minimise disrupting the rest of the group.

### **Late Drop Off:**

We ask parents/guardians to drop children off at the correct time to avoid disrupting the group once they have started and so that the child benefits from the full daily programme.

### **Where a child is not collected:**

In the event that a child is not collected from the Service after the expiration of 10 minutes after the appointed time, the Management will contact the parents/guardians by telephone to ascertain when they will be arriving at the Service to pick up their child. Management will then make arrangements with the parent in relation to collection.

In the event that Management is unable to contact the parents/guardians by telephone, a text message will be sent to the parent or guardian. If no response is received to this text message within 5 (five) minutes Management will contact the parent/guardian's emergency collection person identified to the Service to plan for the emergency person to collect the child from the Service.

Where Management are unable to make contact with parents/guardians or the specified emergency person after the expiration of two hours after the appointed collection time, if there is no contact from parents/guardians or emergency person the Management will notify Tusla and An Garda Síochána of the position in case an emergency has arisen.

### **Separated and Divorced Parents:**

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

- We cannot refuse either parent to collect their child unless a Court Order is in place. However, we reserve the right to seek clarification of identity when one parent has not had any contact with the Service, or the contact has been with one parent only and a second parent makes unexpected contact. This is usually in circumstances where a separation is happening.
- We ask that parents give us information on any person that **does not** have legal access to the child.

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- Where custody of a child is granted to one parent, we would ask parents to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there are any legal documents i.e. Custody Order, Barring Order we would ask parents to provide us with a copy to keep on file.

### **Attempted collection by a parent who has been denied access in a Court Order:**

- A parent who has been denied access to a child through a Court Order will not be permitted on to the Service's premises
- If the parent who has been denied access becomes threatening or violent and insists on removing the child from the Service, this will be viewed as trespassing. The Service will in this event contact the Local Garda.

By law, an unmarried mother is the automatic guardian of a child born outside of marriage. In some circumstances, unmarried fathers have automatic access. The Service should be informed about access rights. Unmarried fathers will automatically become guardians of their children if they meet a cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following a child's birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically where the parents live together for at least 12 months after 18 February 2016.

**Note:** Records of all Collections are kept for up to **two years** from the time the child ceases in the service.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person approving the policy**

## **29. FIRE SAFETY**

<b>Document Title:</b>	<b>Fire Safety</b>
<b>Unique Reference Number:</b>	<b>029</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Method of communication of policies to Relevant Stakeholders (full policies via email, hard copy)</b>	<b>Email and hard copy</b>
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**This policy has been communicated to parents/guardians, staff and relevant stakeholders.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Statement of Intent:**

We will follow all relevant legislation. We will also ensure we follow the 'Guide to Fire Safety in the Premises used for Preschool Services' from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents/guardians who are in the Service.

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Fire drill procedures are carried out in a child friendly format to ensure the safe evacuation of the children availing of the Service.

In the interests of a child friendly approach children are taught the fundamentals of fire safety and drills are carried out in a manner that the children can understand. Staff will be aware of any children who may become upset during fire drills and will offer reassurance.

### **Policy and Procedures:**

We will ensure that:

- Records of all fire drills held are retained by the Service.
- Fire drills will be carried out at different times monthly. A written record will be kept on file and will be available for inspection.
- The staff and children from each room will make their way to the assigned assembly point location.
- Records of fire drills will demonstrate that:
  - they are initiated by setting off the fire alarm.
  - all children attending the Service are included in the drill;
  - how many children and staff are present;
  - the fire drill is carried out at different times of the day and on different days of the week and includes all groups.
  - the date and time of the drill.
  - the length of the drill.
  - routes of escape used.
- Fire extinguishers and blankets will be stored appropriately, ready for use and in good working order.
- A record of the number, type and maintenance record of all firefighting equipment including fire extinguishers and smoke alarms will be kept and they will be serviced annually with a record maintained of the service dates. The records will include:
  - A maintenance certificate from a competent contractor or company.
  - All employees will be trained on the Fire Safety Policy

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- The procedure to be followed in case of fire with particular awareness of the layout of the premises and the ages of the children.
- Where firefighting equipment is located.
- How to use firefighting equipment.
- The location and operation of fire doors and fire exits.
- Carrying out and recording fire drills.
- Fire safety risk assessment.
- Staff will be trained/retrained at least every 2 years.

**A record of this training will be recorded and kept on file for inspection and a Fire Notice setting out the procedure to be followed in a fire drill is displayed in a prominent place in the Service.**

- Smoke detectors will be placed at strategic points in the building and 'hard wired'.
- The smoke detectors will be checked at least once a month to ensure they are working. A record will be maintained of the dates on which the detectors are checked.
- Materials contained in bedding and internal furnishings within the Service will be of EU standard (i.e. kite symbol or CE compliant) in relation to fire retardant properties and will be nontoxic.
- Heat emitting surfaces will be protected by a fixed guard and/or thermostatically controlled to ensure safe temperatures.
- A system for giving warnings in the event of fire must be provided.
- Escape route and exit doors should be maintained free from obstruction so that they can be safely and effectively used at all times.
- All flammable materials (oils, polish etc.) are safely stored outside of the children's areas. Waste is promptly disposed of and, in general, precautions are taken to ensure the prevention of occurrences likely to constitute a fire hazard.
- Daily attendance records are kept.

### **Access to Records**

- File records are stored securely.

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- The fire drill and maintenance records are available to:
  - parents and guardians of children attending the Service.
  - parents and guardians of children proposing to attend the Service.
  - employees.
  - any authorised person.

### **Record Retention Period**

Records of fire drills and maintenance records of fire-fighting equipment and smoke alarms are kept for 5 years after their creation.

### **Fire Notice**

There is a notice setting out the procedures to be followed if there is a fire.

The notice is displayed in a prominent place in all areas of the Service.

The three fire assembly points are clearly marked and located at:

- the front of the Service at the fence
- the back of the Service in the playground
- the back of the Service at the gate to the playground

### **Fire Drill Policy:**

The Service has a notice of the procedures to be followed in the event of a fire drill or evacuation posted on the wall in all areas. All staff members will be trained and should be familiar with their responsibilities with regards to fire drills and the procedures in case of the fire alarm going off. The fire alarm procedure must be shown to all substitutes and relief employees commencing work in the Service.

The Service has a lesson with the children about fire and why fire drills must be practiced. We do mock fire drills with the children.

Fire drills will be practiced on a regular basis, at least once a month. All persons on the premises at the time are expected to participate.



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All children and staff members must be signed in and out accordingly onto the attendance record. This record will be used for fire drills.

The main thing to remember is to stay calm and not to panic. The children should be filed out and brought to the fire assembly point where roll call will take place.

A record of the fire drill should be kept on file in the office - how long it took, equipment needed, how it was dealt with, how the children dealt with it etc. If a child in the group was upset this should be noted in his/her individual file.

### **Fire Drill Procedures:**

If a fire is discovered or reported

- Sound the alarm and shout FIRE!
- Staff members should on sounding or hearing the alarm, stop whatever they are doing and leave the building with the children by the designated fire exit route. Using the following routine.
- When the fire bell sounds, the children are asked in a calm manner to form a line without delay.
- Led by one member of staff they leave the building by the shortest route.
- The staff member/s will take the roll book/tablet, check the premises, cloakrooms and then leave last.
- A designated person will take the visitor book.
- Once outside stay outside.
- Do not stop to collect personal belongings or to put on coats.
- If possible, close doors and windows en-route.
- Meet at the assembly point.
- Do not re-enter the building until management of the fire brigade – fire safety officer informs you it is safe to do so.
- Roll call will be carried out by management at the assembly points to ensure all persons are accounted for.

### **Fire Evacuation Procedure for non-walkers (Babies and Wobblers)**

If a fire is discovered or reported:

- Sound the alarm and shout FIRE.
- Begin evacuation procedure immediately.
- Open the nearest available exit and direct staff to begin opening the fire evacuation cot or place babies in the fire evacuation cot.
- The designated staff member should check all areas under their responsibility for babies i.e. changing room, sleep rooms, soft play area etc. and if safe to do so, while checking close all doors and windows in each area.
- Place babies, up to 6 at a time in the evacuation cot and begin evacuation of baby room/s and wobbler rooms
- Make your way to the nearest Fire Assembly Point outside the building.
- Do not stop to collect personal belongings or to put on coats
- Once outside stay outside
- Do not re-enter the building until management of the fire brigade – fire safety officer informs you it is safe to do so.
- A roll call will be carried out by management at the assembly point to ensure all persons are accounted for.

### **Fire Control:**

A fire should only be attacked if a person knows what they are doing and not placing their own life in danger. Fire extinguishers and firefighting equipment are provided for this purpose.

### **General:**





Staff should follow procedures for operating the fire alarm as outlined in the Health and Safety Statement. All employees should be aware of:

- All escape routes from the premises.

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- All fire exits are clearly identified and easily opened from the inside
- Method of operation of fire doors.
- The importance of keeping fire doors closed.
- How to isolate power supplies where appropriate.
- The importance of general fire precautions and good housekeeping.
- The staff are made aware of the potential of fire hazards as a result of their activities and smoking on site is forbidden on site or adjacent to the building.
- All staff will take reasonable care in their work activities to ensure that they not generate any potential fire hazards. Any flammable liquids used on site will be stored away from heat sources in suitable containers which will be kept sealed to avoid build-up of flammable vapours.
- All firefighting equipment located on the premises will be in accordance with the requirements of the area that it is being located and will meet the required classification for that area based on the classifications as per I.S. 290: 1986 standard.
- All firefighting equipment is tested and serviced annually by certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S 291.1998* for fire equipment, 30% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.
- The chart outlines the correct use of the most commonly available fire extinguishers. Please note that CO<sub>2</sub> extinguishers should not be used on paper or light material as they may spread burning fuel causing the fire to further spread.

## Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

### When Dealing with a Fire:

Staff should be aware of the location of the firefighting equipment on the premises and the method of operation of this equipment prior to use in an emergency.

If a person's clothing is on fire, wrap the fire blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved, switch off the power before dealing with the fire.

Shut the doors and, if possible, the windows of the room in which the fire is discovered ensuring the main routes of escape are maintained at all times.

**Call the Fire Brigade** – The designated person(s) should call 999 and give precise instructions as to the address, including the name of the nearest main road and/or other landmarks

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**Evacuation** – Commence an orderly evacuation of the building. The Manager will check that all the rooms are unoccupied including sleep rooms and bathrooms. Close the doors and windows as each check is completed. The Manager will take the daily attendance sheets and a list of parents/guardians telephone numbers to the Assembly Point.

**Assembly** – Assemble children and staff at a safe pre-arranged point. A roll call or head count should be carried out, based on the daily attendance sheets held by the Manager. The group should then proceed to a nearby safe house, from which the parents/guardians can be contacted.

**Staff Report** – A member of staff should be on hand when the Fire Brigade arrives to provide any information they require.

**Attack Fire** – A member of staff can try to extinguish the fire but only if it is safe to do so, using proper equipment. Otherwise, wait until trained personnel arrive.

The above procedure should be practiced as a Fire Drill at regular intervals to familiarize the children with the procedure without frightening them.

### **Sections 18 and 19, Fire Services Act 1981 ("the Act")**

In compliance with Section 18 of the Act it shall be the duty of every person having control over premises to which this section of the Act applies to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

It shall be the duty of every person, being on premises to which this section applies, to conduct themselves in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of their part.

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Section 19 of the Act: The owners of the Service hereby confirm that the Service is not contained within a potentially dangerous building as defined by Article 19 of the Act.

**We have a Designated Fire Safety Officer. (Charlene Oates, deputy Lisa Hunt)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**

### **30. OUTINGS**

<b>Document Title:</b>	<b>Outings</b>
<b>Unique Reference Number:</b>	<b>030</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard Copy and Email</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Hard Copy and on the website</b>
<b>Date the Document is Effective From:</b>	<b>January 2024</b>
<b>Review Date:</b>	
<b>Number of Pages:</b>	<b>6</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Rational**

Outings extend and enhance the learning opportunities provided within an early years setting. The main purpose of this policy is to specify what to do to keep children safe and well when they are under the control of the service, but not on the premises. Moreover, 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.

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Risk assessments are carried out prior to all outings and adequate insurance is in place. Parents/Guardians will be provided with advance notice of each outing and written consent will be obtained from Parents/Guardians.

### **Outings**

For the purpose of this policy two different types of outings will be discussed. The first and most common type are referred to as regular outings. This entails, for example, a trip to the sensory garden behind the building, the community centre, or a nature walk around the school or graveyard. No transportation is required and no major roads are encountered. Consent for these types of outings is gained on enrolment and covers all regular outings. Consent can be withdrawn at any time.

The second type of outing entails, for example, a trip to the local library where children are near the main road or a trip where transportation is required. This policy refers to this type as an outing. St. Mary's Childcare Campus do not usually engage in these types of outings but they have been included for the purpose of this policy. Consent for this type of outing will be required prior to each outing.

### **Risk Assessment**

- A detailed Risk Benefit Assessment is carried out on the proposed outing location and if required transportation for the outing, this is carried out prior to the outing itself. **(See appendix 25)**
- The risk assessment completed prior to the outing is used to determine how many members of staff are needed to accompany children. The ratio for the outing is established through this risk assessment.
- The risk assessment identifies and assess the risks a particular outing may pose to the safety, health and wellbeing of any child being taken on the outing and specifies how the identified risks will be managed and minimised.
- An exploratory visit is to be carried out by at least one staff member to the proposed location if this will be a new outing location.
- Consideration of the following is included in the risk assessment:
  - The route and transportation for the outing
  - The destination and proposed duration



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- The type 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 water-based activities
- Children's allergies
- The number of adults and children involved in the outing
- Insurance requirements
- Potential of public accessibility on the outing
- Benefits to children's learning

- Depending on the outcome of the Risk Assessment, it may be necessary to consider alternative locations for the outing.
- All staff are made aware of the Risk Assessment prior to the outing. Parents/Guardians are advised that the risk assessment is available to them in St. Mary's Childcare Campus CLG prior to the outing.

### Consent

- Parents/Guardians are given a copy of the outings policy when their child commences in St. Mary's Childcare Campus CLG. They will be asked to sign a consent form. **(See appendix 26)**
- Children can only attend an outing with parental/guardians' written consent.
- Written consent from Parents/Guardians is sought for each outing that requires transportation or encounters main roads. The consent forms must be returned to St. Mary's Childcare Campus CLG prior to the outing. **(See appendix 27)**

Staff are aware of any children who do not have consent to attend an outing. The consent forms include:

- Child's name and date of the proposed outing (or details if it will be a regular occurrence)
- Information on the destination of the outing and transport to the location
- The duration of the outing and how long the child will be away from the premises
- The adult: child ratio for the outing

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- Details of adults who are not staff of St. Mary's Childcare Campus CLG attending the outing
- Details of the drop off and pick up arrangements and times
- Cost of the outing
- Staff can only plan outings with the knowledge and written consent of the Manager
- All staff who work in St. Mary's Childcare Campus CLG and all Parents/Guardians of children attending the service are informed that an outing is taking place.
- It is checked that adequate insurance is in place for the outing.
- A plan is put in place prior to any outing that outlines what staff will do if a child goes missing while on the outing. This plan outlines who will help to search for the child, how the search will be carried out and who will take charge of the rest of the group of children.
- A named member of staff is designated the person in charge for the outing

### **Supervision**

- All staff attending the outing are aware of the number of children they are supervising and also the specific children that they have responsibility for.
- There is a named person on charge on the outing
- A roll call is taken of all the children attending the outing, with a name to face check, before leaving the Service, on arrival at the outing location, at regular intervals while on the outing, leaving the destination and on return to St. Mary's Childcare Campus CLG.
- A group photograph is taken (with prior consent from Parents/Guardians) before each outing so there is an up to date photograph of all children in the clothes they are wearing on the day.
- At all times when on an outing, children are appropriately supervised by a member of staff. Particular care is given to supervising children at pick up and drop off especially if this is taking place in a different location to normal.
- There will be an extra adult on each outing who is not included in the adult: child ratio who has a supervisory role.
- Adult: child ratios are adhered to in line with our insurance policy, the needs of the group and the risk assessment we have conducted.

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- If Parents/Guardians are attending the outing they are aware that they must only supervise their own child. Parents/Guardians attending the outing are provided with information about the outing and their role on the outing a set period of time before the outing takes place. Parents/Guardians are aware of who the person in charge is on the day of the outing.
- All adults are made aware of their responsibilities prior to the outing.

### **Communication during an outing**

A fully charged mobile phone is taken on all outings by the person in charge. The mobile has emergency numbers saved on it. Tablets/little vista will also be taken which contain the children/Family information and a way for parents to contact staff during an outing.

### **Accidents and Incidents**

- There is a fully stocked first aid kit and at least one qualified first aid officer on every outing who is always available to adults and children on the outing.
- Medications required by any children attending the outing are brought on the outing and stored in accordance with the guidelines for the medication.
- Any child with an allergy attending an outing is known to staff and their care plan is brought along.
- The individual care plans of any children attending the outing are brought on the outing.
- There is a clear plan in place in the event of an accident or incident. The following steps are followed:
  - First aid is administered by the trained first aider if required
  - Pre-assigned staff members take the other children back to the service
  - Communication is co-ordinated between the emergency services and the child's Parents/Guardians/guardians where necessary
  - The registered provider/service manager is contacted immediately
  - The accident/incident is recorded on little vista and shared with parents/guardians as soon as possible.

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### **Transport**

In the event that St. Mary's Childcare Campus CLG takes an outing which requires transport all transport vehicles to and from the outing venue are roadworthy, fully insured and fit for purpose. Records will be kept of vehicles used to transport children and adults with named drivers and insurance cover. All vehicles will have appropriate seat belts and child restraint systems correctly fitted where necessary.

### **Management of a Critical Incident on an Outing**

There is a procedure to follow if a child goes missing on an outing. This procedure outlines

- The search methods that would be used
- Who is contacted and when
- Who stays at the outing venue
- Who returns with the group to the pre-school. Staff are prepared for all possible incidents that may occur while on the outing (e.g. choking, drowning etc.) and receive training as needed. (See critical incident plan)

### **Review and Evaluation**

After each outing the Management and staff of St. Mary's Childcare Campus CLG will review and evaluate each outing after it has taken place to ensure that all safety measures and procedures were conducted and contributed to the safety, health and welfare of the children, staff and Parents/Guardians attending. Outcomes of these reviews will be recorded.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

### **31. SUPERVISION OF CHILDREN – INDOOR AND OUTDOOR**

<b>Document Title:</b>	<b>Supervision of Children - Indoor and Outdoor</b>
<b>Unique Reference Number:</b>	<b>031</b>
<b>Document Author:</b>	<b>St. Marys Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
<b>Date the Document is Effective From:</b>	<b>December 2020</b>
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<b>Number of Pages:</b>	<b>6</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent:**

Our intention is to ensure that children are safe in the setting both indoors and outdoors by having proper supervision by the staff team.

Young children are curious about their environment where they see opportunities for exploration and investigation in their indoor and outdoor environment. Children are especially vulnerable and rely on responsible adults to care and protect them.

### **Policy and Procedure:**

This policy must be followed and implemented by all staff working in the Service. Staff must be vigilant and observant in their supervision to ensure the safety, health and wellbeing of the children at all times. Staff must be familiar with the environment and any possible hazards.

### **Appropriate Supervision:**

- Each child attending the Service is under the supervision of a qualified staff member at all times.
- Children are supervised primarily by sight - that is, observation.
- Supervision for short intervals by sound (listening) is allowed as long as relevant staff can talk with the children who are out of sight (example: children who can use the toilet independently)
- Constant careful supervision by both sight and sound occurs to ensure children's safety, where risks are higher (examples: climbing trees, swimming, bonfires, ponds, water tables, sensory play activities)
- Supervision is appropriate at all times including during:
  - indoor activities;
  - outdoor activities;
  - mealtimes;
  - sleep time;
  - toileting and nappy changing.

Supervision considers:

- the required adult: child ratio;
- the individual children's needs;
- the activities being engaged in;
- staffing levels so that supervision of children is not compromised due to unexpected staff absences (examples: late arrivals, unplanned leave sick leave)

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- No person on the premises is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation. (Note: (foot note at the end of QFA p 75) The result of a wrong action or a failure to follow correct procedures that has a damaging or harmful effect. The person in charge must be satisfied and have documentary medical advice for relevant staff members taking medication, confirming that the medication will not impair that staff member's ability to care for children properly)

### **Sleep**

- Sleeping children are supervised at all times by:
  - A staff member remaining in the room where children are sleeping, or
  - a staff member going into the sleep room at least every 10 minutes and observing each child;
- Physical checks of sleeping children (at least every 10 minutes) are recorded in accordance with the service's sleep safe policy.
- Where used, sound monitors increase supervision but these monitors do not replace direct visual and auditory supervision.

### **Food and Drink**

Children are supervised while eating and drinking.

### **Toileting**

Children who are able to use the toilet facilities independently are supported to do so.

Staff are within hearing range of children in case help is needed.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Quiet Play**

- Spaces, indoors and outdoors, where children choose or have the opportunity for alone time or quiet play are designed with visibility in mind that allow for constant adult supervision in an unobtrusive way.
- Equipment and furniture are arranged to ensure effective supervision while also respecting children's wishes for alone time and space.

### **Indoor Area:**

The staff child/ratios for indoor play will be compliant with the Child Care Act 1991 (Early Years Services) Regulations 2016. Staff/child ratios will be applicable to the age range specified in the Child Care Act 1991 (Early Years Services) Regulations 2016. Staff will be vigilant about supervising children indoors.

### **Entrance Area:**

- All staff must follow the practices in relation to access and egress of parents/guardians and children through the main door and side gate where some children now enter the premises.
- When people reach the outside door of the Service, staff should not allow entry unless they are sure that the person is:
  - A parent
  - An authorised collection person
  - A visitor (staff should be informed of any expected visitors and given the name and company of the person visiting)
  - Early Years Inspection Team
  - If in doubt, check with the Manager

### **Corridor/Hallway Area:**

- Staff must be constantly vigilant in this area and children must not be allowed in the corridor unaccompanied.



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- The children should learn to move quickly through the hallway into their appropriate rooms. Staff should talk to the children at this time about what activities will be happening in the room so that children's attention can be focused on getting to their rooms as opposed to spending time in the corridor.

### **Individual Rooms:**

- A daily risk assessment of the rooms should take place.
- Staff should ensure that their presence and position in the room allows for all areas of the room to be under constant supervision and that all children are in the sight of at least one member of staff, at all times.
- Staff should observe due care and attention when opening presses ensuring that children are not standing nearby.
- Child Care safety latches should be used at all times on the presses and the doors as appropriate.
- Staff should do regular headcounts and ensure they match with the child register.
- Staff should be aware of any 'blind spots' in the rooms
- The blinds on the windows should be used appropriately to ensure that the glare from the sunshine does not have an impact on the children.

### **Outdoor Play Area [See also Outdoor Play Policy]:**

The staff child/ratios for outdoor play will be compliant with the Child Care Act 1991 (Early Years Services) Regulations 2016. A minimum of one staff for every group will be present at any one time. Staff will be vigilant about supervising children outdoors. The outside time is play time for the children. The adult is there to supervise and lead games or play along with the children and ensure that the children are in no danger to themselves or their peers. Staff should not sit and should ensure they have a good view of the whole area.

- Staff should ensure that their presence and position in the outdoor play area allows that all areas of the outdoor area are under constant supervision and that all children are in the sight of at least one member of staff, at all times.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- The outdoor play area must be checked by a staff member for safety before any children use the outdoor play area (see outdoor play policy).
- Children should be made aware of any rules for playing outside [for example use of equipment]
- Children should not be allowed interfere with the gate in outdoor area.

(Please also see our Missing Child policy where a child goes missing from the Service)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## 32. MISSING CHILD

Document Title:	Missing Child
Unique Reference Number:	032
Document Author:	St. Mary's Childcare Campus, CLG, CB
Document Approved:	Margaret Glancy
Person(s) responsible for developing, distributing and reviewing Policy	Margaret Glancy
Person responsible for approving Policy	Margaret Glancy
Method of communication of policies to staff (email / hard copy / induction training)	Email and Hard Copy available in the Service
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Soft Copy available on the Service Website and Hard Copy available in the Service
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Number of Pages:	2

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

**If a child goes missing Tusla, the Child and family Agency must be informed within 3 days.**

### Statement of intent:

It is our intention to keep children safe at all times 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 on the Little Vista attendance register.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- A member of staff remains on duty by the door throughout the arrival and departure period of children to the Service and until all parents/guardians have left the premises.
- The main door is kept secure at all times when a member of staff is not on duty at the entrance.
- Children's times of arrival and departure are recorded on little vista , and a record is kept of who dropped the child to the Service.
- The outdoor area is supervised when children are outside and securely fenced and the gate is secure at all times.
- 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.
- The outdoor area is supervised.
- The rooms in which the children play are never left unsupervised/out of vision of staff.
- Staff remains on duty within the main room at all times, 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:**

- The premises will be searched thoroughly and immediately.
- The register will be called to determine which child(ren) are missing.
- The grounds surrounding the service will be searched.
- Staff will call the local Garda immediately and without delay.
- Staff will inform the parents/guardians immediately and without delay.
- 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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**

### **33. SUN SAFETY**

<b>Document Title:</b>	<b>Sun Safety</b>
<b>Unique Reference Number:</b>	<b>033</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
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<b>Number of Pages:</b>	<b>3</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent:**

Babies and children have very sensitive skin. Getting sunburnt as a child increases the risk of skin cancer in later life. Regardless of skin colour health experts advise everyone to use sunscreen. This policy has been developed to ensure that all children are protected from the harmful ultraviolet rays caused by the sun.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Policy:**

**The Service requests that parents/guardians work together with the staff of St. Mary's Childcare Campus to ensure the best protection for their child.**

### **Sunscreen**

#### **Parents:**

- Parents are asked to apply sunscreen on hot days before their child arrives at the setting. Parents should ensure additional sunscreen is in their child's bag clearly labelled and in date for reapplication during the day.
- Sunscreen should have a sun protection of 50 or higher, protect against UVA and UVB and be suitable for your child's skin and age.
- There should be sufficient sunscreen supplied to allow for several applications throughout the day.
- If your child's skin gets irritated with the use of sunscreen you should ask your chemist for a sunscreen suitable for sensitive skin.

#### **St. Mary's Childcare Campus:**

- Staff will apply sunscreen to children 15 minutes before they go outside.
- Sunscreen will be applied every 2 hours.
- Sunscreen will be reapplied after outdoor play, water play or sleeping.
- Management will send a text to all parents reminding them to send sunscreen and sunhats in their child's bag.

**Any child who does not bring in sunscreen will not be allowed to go outside during the hot sun.**

### **Clothing**

During hot sunny weather children should

- Be dressed in cool, loose, light-coloured clothing
- Have their shoulders covered
- Be encouraged to wear sunglasses
- Be protected from the sun with wide brimmed sunhats.

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**The use of sunhats for all children whilst playing outdoors is strongly recommended. Children attending the baby/toddler room will not be allowed outside during the hot sun without a sunhat.**

### **Safety measures**

- Outdoor equipment will be checked before children go outside as this can get very hot from the sun.
- The baby/toddler sleep room will be kept at a cool temperature between 16-20 degrees through the use of a thermometer and an air-conditioning unit.
- Babies under one year old will be kept in the shade at all times as recommended by the HSE as sunscreen does not absorb well into their skin.
- A supply of cold water will be available at all times for children to drink.
- Children who do not take enough water will be offered cold milk or extra fruit to aid hydration.
- All children have access to a shaded area when playing outside.
- Children will spend more time playing outside before 11am and after 3.00pm and less time during the hottest parts of the day

### **Tanning**

A tan does not protect against sunburn. A tan is your skin's way of protecting itself against further sun damage. Even when a tan fades the skin damage caused never goes away. (HSE.ie)

### **Remember**

- Never cover children's prams/buggies/strollers with a blanket or muslin cloth as babies and children can overheat quickly.
- Never leave a child asleep in a car seat.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:**

**Person responsible for approving the Policy**

### **34. Animals visiting the setting**

<b>Document Title:</b>	<b>Animals</b>
<b>Unique Reference Number:</b>	<b>034</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
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<b>Number of Pages:</b>	<b>5</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent:**

It is our policy to ensure that any animals visiting, for example, from a pet farm will be cared for according to their individual requirements and needs and will be kept under control.

Iguanas, snakes, turtles and other reptiles (marine and terrestrial) are not appropriate animals for childcare settings; they can carry pathogens such as salmonella and clostridia (that cause botulism) and can readily pass these on to



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

children. Moreover, reptiles should not be kept as pets in a house where there are children under the age of five. In addition to reptiles, other exotic pets such as spiders and tropical fish are not good choices. Nor are ferrets and wild or dangerous animals.

The Manager will ensure that a knowledgeable person is responsible for any animals and that there is no risk of contravening the relevant Health and Safety legislation.

### **Policy and Procedure:**

Animals, birds and fish may carry infections, which can be transmitted to humans. Strict hygiene procedures are, therefore, required when handling and caring for these creatures to prevent illness. The children are encouraged to talk with staff regarding the animals and their care. Children's hands are always washed after handling the animals.

### **Precautions:**

- Appropriate risk assessments must be carried out and an account must be taken of any allergies that anyone coming into contact with the animals may have and appropriate precautions taken.
- Parents/guardians must be informed before an animal visits the Service to establish if a child has an allergy or phobia to a particular animal.
- It might be advisable for the children to view the visiting animal from a safe distance, e.g. looking through a window to an animal outside.
- Staff should be aware that all species of reptiles may carry salmonella organism, particular care with hygiene must be taken when introducing these animals into the Service.
- Children must wash their hands thoroughly with liquid soap in warm running water after coming in contact with any animals.
- Children will be supervised at all times when handling animals and will be taught correct handling and care of the animals.

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- Staff must wash their hands after cleaning out the animals and dispose of all soiled matter in the outside bin.
- Children must not help to clean the animals' environment

### **Zoonoses:**

***Domestic and farm animals may carry a range of diseases, some of which can also affect humans. These diseases are known as zoonoses and some of these diseases may pose a risk to persons working with animals.***

### **Common Zoonoses:**

#### **Escherichiacoli 0157**

Bacterium that lives in the gut of animals, including cattle, sheep, deer and goats and is also carried by pets and wild birds. Can cause illness in humans ranging from diarrhoea to kidney failure and in some cases death. Infection can be caused by contacting contaminated faeces and then introducing the bacterium into the mouth. It is vital that anyone who works with or touches animals thoroughly washes their hands and arms before eating, drinking or smoking and observes good personal hygiene practices.

#### **Cryptosporidiosis**

This disease is caused by a protozoa called *Cryptosporidium parvum*. It is carried by calves, lambs, deer and goats and may be transmitted to humans by contact with animal faeces. It may cause diarrhoea and abdominal pain with 'flu-like symptoms for up to six weeks in humans. Again, good personal hygiene practices are key to preventing worker exposure.

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### **Salmonella**

The salmonella bacterium can be carried by many types of animals and infection in humans can result in diarrhoea, fever and abdominal pains. Human infection is normally due to contact with contaminated faeces and subsequent hand to mouth contact. Once again good personal hygiene practices are essential.

### **Orf**

Orf is caused by a virus carried by sheep and goats (lambs pose a significant risk) and may cause face, hand or arm ulcers in humans who come into contact with lesions on infected animals. Good personal hygiene practices are essential to prevent human infection.

### **Ovine chlamydiosis (enzootic abortion of ewes - EAE)**

EAE is caused by the organism *Chlamydia psittaci* which is carried by sheep and possibly goats. Infection in humans can lead to abortion or flu like illnesses. It is normally passed to humans during handling or contact with an infected afterbirth. Pregnant women should thus avoid working around pregnant ewes.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **ADDITIONAL POLICIES**

### **35. CRITICAL INCIDENT AND EVACUATION PLAN**

<b>Document Title:</b>	<b>Critical Incident and Evacuation Plan</b>
<b>Unique Reference Number:</b>	<b>035</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
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<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent:**

The Service will endeavour to ensure that the children are protected and cared for at all times and in the event that the building needs to be evacuated staff will follow this plan safely and children will be supervised during any period spent outside the premises.

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### **Definition of Critical Incident:**

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the Service.

### **Policy and Procedure**

The aim of this policy is to help employees of St. Mary's Childcare Campus CLG to react quickly and effectively in the event of an incident or accident.

### **Emergency Preparedness:**

Emergency preparedness is the preparation and planning necessary to effectively handle a critical incident. It involves individuals assessing the likelihood of specific critical incidents occurring and developing an emergency plan that identifies the services they require, and the resources they need to have on hand in case such an incident occurs. The goal of these preparedness activities is to make sure that a Service is ready and able to respond quickly and effectively in the event of a critical incident.

### **Responsibilities and Roles in Emergency Planning and Response:**

#### **Management will:**

- Ensure that the facility remains in compliance with Child Care Act 1991 (Early Years Services) Regulations 2016 in regard to:
  - First Aid
  - Medical Assistance
  - Management and staffing
  - Registering of children
  - Records
  - Information for Parents/guardians
  - Fire safety measures

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### **○ Premises and Facilities**

- Develop and review Emergency Preparedness Plan(s); emergency situations identified during risk assessment as being high risk to the Service will have a specific plan developed.
- Ensure that staff are trained in the provisions of Emergency Preparedness Plan(s).
- Ensure that children are prepared for the provisions of Emergency Preparedness Plan(s).
- Conduct evacuation and lockdown drills keep records and plan revisions based on drill evaluations.
- Assign emergency responsibilities to staff as required, with regard to individual capabilities and normal responsibilities.
- Keep parents/guardians and staff informed of the Emergency Preparedness Plan revisions.
- Carry out regular safety checks of equipment and toys and records kept.

**Management will complete a Critical Incident Form for every possible critical incident.**

### **Staff will:**

- Participate in developing the facility's Emergency Preparedness Plan(s).
- Participate in emergency preparedness training and drills.
- Help children develop confidence in their ability to care for themselves.
- Provide leadership during a period of emergency.

### **Management will:**

- Participate in developing the facility's Emergency Preparedness Plan(s).
- Conduct periodic safety inspections of the facility.
- Identify shut-off valves and switches for gas, oil, water and electricity
- Provide for emergency shut-off of the ventilating system (as applicable).

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- Instruct all staff members on how to use fire extinguishers.

### **Parents/guardians:**

Management will:

- Encourage parents/guardians to become familiar with the Emergency Preparedness Plan(s) and procedures they are to follow.
- Advise parents/guardians of the Service on procedures for collecting their children if an emergency causes us to relocate to another site.
- Ensure that the information the Service has on the children and parents/guardians is current and correct.

**We have addressed emergency situations through our policies and procedures.**

### **Records:**

**To prepare for an emergency we have the following:**

- A current list of staff members' names addresses and contact details for staff and next of kin.
- A current list of children including additional needs requirements.
- Records of attendance for all staff, children and visitors. .
- A current list of parents/guardians, second named guardian and nominated person including contact details.
- Adequate first aid resources and a current list of staff with first aid training.
- A quick reference guide with contact details for the Critical Incident Team and essential services.
- A clearly defined evacuation procedure which identifies pre-designated assembly areas and if required, a relocation shelter site.



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### **Critical Incident Procedures:**

When an incident occurs, staff will immediately alert management or other designated person. It is the responsibility of the person in charge to determine whether the incident is deemed to be critical. The person in charge or designated person will lead the emergency response and be guided by the Critical Incident Plan.

### **Immediate Response [within 24 hours]**

- a) Identify the nature of the critical incident.
- b) Implement the appropriate emergency preparedness plan.
- c) Contact emergency services.
- d) Delegate immediate first aid to trained staff.
- e) If applicable, secure the area.
- f) Ensure safety and welfare of children and staff.
- g) Notify the critical incident team leader if not on site.
- h) Liaise with emergency services, hospital and medical services.
- i) Contact and inform parents/guardians and family members.
- j) Identify children and staff members most closely involved and at risk.
- k) Manage media and publicity.
- l) Maintain Emergency Operational Procedure and Time Log.

### **Lockdown Procedure:**

- If there is a dangerous person inside or immediately outside the Service, the best procedure may be to lock all interior doors and protect staff and children in rooms.
- Children will be kept inside the rooms, away from doors or windows where they can be seen.
- The person in charge will summon An Garda Síochána. Efforts to get the dangerous person(s) to leave the premises should **only** be taken if it is safe to do so.

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### **Step Down:**

Staff should only unlock the doors to their rooms if they hear the previously agreed safe code word or signal. Or if no code word in use when they are instructed to do so by the Manager.

### **Shelter in the Facility:**

If it is unsafe for the staff and children of the Service to go outside, provisions have been made to provide “protected spaces” inside. Depending on time available to move the children, it may be necessary to try to shelter in a “close” part of the building, rather than the most protected space.

### **A safe area is:**

- ✓ In the interior of the building away from glass that may shatter.
- ✓ Not in a room with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to strong winds.
- ✓ In a room where furniture and wall-hangings are secured so that they will not fall onto children or staff.

### **The Protected Space is the nearby Community Centre:**

This location was identified during the planning process and made known to all staff. All air intakes and openings should be closed to protect the atmosphere inside in the event that we are being kept inside because of smoke or toxic chemicals outside.

### **Emergency Evacuation after a Session has started:**

- The alarm bell will be sounded by the Manager, other nominated person or the code word will be conveyed to staff.
- In the event of an emergency evacuation after the session has started, parents/guardians may be informed by telephone that they are required to collect their child as soon as possible from the Emergency Assembly Point.

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- The children will be safely evacuated according to the current Fire Drill procedures to the Emergency Assembly point.
- Contact information for all the children will be taken out of the building along with the record of attendance.
- Once the building is evacuated, the emergency services will be called.
- Children will only be escorted back into the building under the advice of the emergency services or the person in charge once all threats to safety have been cleared.

### **Procedures for Dealing with a Trespasser:**

**If a trespasser is found on the premises the person in charge or other nominated person will:**

- a) Establish their name and why they are on the premises.
- b) Inform another member of staff that they are dealing with a trespasser and activate the lock down or evacuation procedure if required. Offer help to the person or to call someone for them in the event that the trespasser is distressed, or it is suspected that they are under the influence of alcohol or other intoxicants.
- c) Request that the person leaves quietly.
- d) If the person refuses to leave the Gardaí will be called.

Under no circumstances must staff put themselves in danger if the trespasser is aggressive or violent. The evacuation procedures should be followed, and the Gardaí called.

### **Post Assault/Post Trauma: Procedures and Guidelines:**

In the event of any incident the Service Management should offer as much support as is reasonably possible to those involved.

**Note:** It is considered essential that the Service Manager and all staff are aware of the effects of assaults/serious incidents.

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- The following areas need to be addressed for the staff:
  - Debriefing immediately following, or as soon as practical after an assault/incident.
  - Completion of report on the incident.
  - Follow up to check how the staff member is doing.
  - Outside/independent support for the staff member if appropriate.
  - Get immediate medical help if necessary.
  - Consult own GP and if advised take sick leave.
  - If appropriate avail of counselling service provided by an outside agency.

The service will meet this cost within a specified limit.
- Contact the union for advice, if applicable.
- Complete an Incident Report Form.
- Report assaults/incidents and serious threats to the Gardaí, but it is acknowledged that it is up to the individual staff member to make a decision on pressing charges.
- The Manager or other designated person should accompany the staff member when making a report to the Gardaí and also to Court if charges are brought and the staff member is required as a witness.

### **NOTE:**

Address of staff member making a statement to the Gardaí should be the Service and not their personal address.

### **Secondary Response [24–72 hours]:**

- a) Assess the need for support and counselling for those directly and indirectly involved.
- b) Provide staff, parents/guardians and wider community with factual information as appropriate.

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- c) Arrange debriefing for all parents/guardians, children and staff most closely involved and at risk.
- d) Restore the facility to regular routine, program delivery, and community life as soon as practicable.
- e) Complete critical incident report.

### **Ongoing Follow-up Response:**

- a) Identify any other persons who may be affected by the critical incident and provide access to support services for community members.
- b) Provide accurate information to parents/guardians and staff.
- c) Arrange a memorial service (as appropriate).
- d) Maintain contact with any injured and affected parties to provide support and to monitor progress.
- e) Monitor staff and children for signs of delayed stress and the onset of post-traumatic stress disorder; providing specialised treatment as necessary.
- f) Evaluate Critical Incident and Emergency Management Plan.
- g) Be sensitive to anniversaries.
- h) Manage any possible longer-term disturbances e.g. inquests, legal proceedings.

### **Evaluation and Review of Management Plan:**

- After a critical incident, a meeting of the critical incident team will be held to evaluate the critical incident report, the effectiveness of the management plan and to make modifications as required.
- After any evacuation or security breach a full and comprehensive review will take place by Management and will include:
  - Completing an incident report form with a full report of how the situation was dealt with.
  - A report of any children or staff that have been distressed or upset during the incident or subsequent evacuation.
  - Evacuation procedures.

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- Security arrangements to avoid trespassers accessing the building.
- The evaluation process will incorporate feedback gathered from staff, parents/guardians and local community representatives.
- An evaluation report will be made available to the Management team.

### **Information/Training:**

- These procedures should be known to all staff and reviewed on a regular basis and incorporated into the induction programme.
- Under no circumstances must staff be made feel incompetent or apologetic for activating the emergency procedures.

### **Dealing with the Media:**

In the event of a crisis, emergency or controversial situation, the person in charge will handle all contacts with the media and will coordinate the information flow from the Service to the public. In such situations, all staff should refer calls from the media to the Manager or other designated person. No staff may talk to the media unless designated to do so. A breach of this may invoke the Disciplinary Policy procedures.

**(See appendix 28: Dealing with the Media)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

### **36. PARTNERSHIP WITH PARENTS/GUARDIANS**

<b>Document Title:</b>	<b>Partnership with Parents</b>
<b>Unique Reference Number:</b>	<b>036</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Policy Statement:**

In both national and international legally binding contexts, the rights and responsibilities of the parent to be involved in the child's education are recognised. St. Mary's Childcare Campus CLG recognise that parents/guardians are children's primary and natural educators. We believe that building partnerships with parents/guardians that involve two way communication will show the best possible outcome for all children and their families. We welcome parents and families to

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share, get involved, and make suggestions. St. Mary's Childcare Campus CLG are committed to being open, inclusive, welcoming, respectful and accepting to all children and their families.

This policy is underpinned by the National Standards for Preschool Services 2010.

### **Procedure:**

- Children and families are greeted on arrival by a member of staff ideally the child's 'key worker'. This is an opportunity to share information and grow the relationship between setting and family.
- St. Mary's Childcare Campus CLG has an Open Door Policy where families are welcome in the setting throughout the day and do not have to make an appointment if they would like to visit.
- We will share information with our families in a number of ways including daily conversations, one-to-one meetings, letters, emails, our website, phone calls and text messages and through the little vista app.
- Information on children's progress, interests and development will be shared frequently through conversations and scheduled parent/ key worker meetings for more in depth information.
- There are lots of opportunities for formal and informal conversations with both staff and manager.
- We value and appreciate any information on family customs, beliefs, language and culture. We aim to include, celebrate and reflect these in our setting.
- Meetings are facilitated regularly at mutually agreed times to meet the needs of families.
- Family notice board.
- Ensure confidentiality at all times.
- Ensure all parents/guardians are aware of the policies and procedures.
- Information about how you document children's learning i.e., photographic displays, learning stories, observations, children's portfolios.
- Learning opportunities for families such as workshops, information sessions, etc. are shared on our Facebook page.



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- As a partnership we ask all families to respect the staff, children and other families in the setting
- Any complaints, concerns or comments should follow the complaints procedure
- We provide opportunities for parents to meet with their child's key worker to talk about:
  - Child's progress and documented learning.
  - Sharing of photos, videos and art.
  - The child's relationships and interests.
  - Suggestions for the service.
  - Joint behaviour management if necessary.
  - Difficulties or concerns.
  - Any questions or queries parents/guardians may have.

### **We will adopt the following procedure:**

- Ensure that all parents/guardians are informed about meetings and any other activities being organised.
- Encourage parents/guardians to contribute their own skills, knowledge and interests through curriculum activities.
- If parents/guardians are separated, we may contact both parents/guardians to discuss a child's progress.
- We ask that parents/guardians let us know if they will be picking up their child early so that we can have the child ready to minimise disrupting the rest of the group.

### **Where English is not the first language of the Parent/Guardian:**

- Staff will make every effort to communicate with the parent/guardian using verbal/non-verbal methods.
- Staff will undertake to learn key phrases in the parent/guardian /child's language.

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- Parents/guardians will be invited to become involved in the Service and share with staff and children the culture/history of their country of origin.

### **Open Door Policy:**

It is our policy to offer a bright, warm, welcoming environment. We understand the importance of consultation and building relationships with our children, parents/guardians and staff.

### **Procedure:**

- All parents/guardians are welcome to visit the Service at any time. However, parents/guardians should be aware that we might not be able to give them our full attention, as the supervision and needs of children in our care come first. Therefore, it may be more helpful to the parent to make an appointment in advance.
- We aim to give daily feedback to parents/guardians on leaving the Service.
- We would welcome that parents/guardians advise staff each morning of any significant happenings at home that we should know of e.g. child had a poor night's sleep, as he/she may be tired. Parents can also use the little vista app to communicate with their child's key worker.
- Open days are held for all children planning to attend preschool or the baby/toddler room. This gives early years teachers, children and families a chance to get to know each other, swap information and look around the setting.
- We work together when difficult issues arise relating to behaviour.
- We organise a Graduation Ceremony and a Christmas Concert.

### **Working Together with Parents/Guardians:**

- Encourage families to share their knowledge of their child with the staff members and staff reciprocate by sharing the knowledge of the children in general with

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parents/guardians so that there is a mutual growth and understanding in ways that benefit the child.

- Strive to develop positive relationships with families that are based on mutual trust and open communication. Engage in shared decision making.
- Acknowledge families existing strengths and competence as a basis for supporting them in the task of nurturing their child.
- Acknowledge the uniqueness of each family and the significance of its culture, customs, language and beliefs.
- Maintain confidentiality and respect the right of the family to privacy.
- Consider situations from each family's perspective, especially if differences or tensions arise.
- Assist each family to develop a sense of belonging to the Service in which their child participates.
- Acknowledge that each family is affected by the community context in which it operates.
- Family photos and other aspects of children's home life are incorporated into the environment and the curriculum.
- Families are welcomed to share information about their child's interests and experiences outside of the setting.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

### **37. CURRICULUM**

<b>Document Title:</b>	<b>Curriculum</b>
<b>Unique Reference Number:</b>	<b>037</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG, CB</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
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<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

" Curriculum addresses the totality of the child's learning and development"  
(NCCA, 2001, p.10)

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### **Statement of Intent:**

The Service offers a range of learning opportunities to children, which are appropriate to the child's stage of development. The Service is fully committed to being guided by the principles of Síolta and the curriculum framework Aistear.

We recognise how important a high-quality early childhood experience can be in children's lives. This Curriculum aims to encourage active learning, problem solving, effective communication, creativity and autonomy. It aims to give children a good start which will benefit their long-term success in life. Our Service recognises the diversity of experiences and relationships that shape children's lives.

### **Children learn best when they:**

- Participate in making decisions as much as possible.
- Make choices and contribute to learning experiences.
- Share their opinions and diverse experiences and discuss their learning.
- Have positive role models within the staff team.
- Learn in a responsive and supportive social environment.
- Learn through multi-sensory experiences.
- Participate actively in experiences that engage them emotionally, physically, cognitively and socially.

### **Aistear: The Early Childhood Curriculum Framework**

Our programme will follow the Aistear guidelines and principles. Aistear is Ireland's curriculum framework for children from birth to six years. Aistear is designed to work with the great variety of curriculum materials currently in use in early childhood settings. Using the broad learning goals of Aistear we will adapt our curriculum to make learning even more enjoyable and rewarding for the children at the Service. Aistear contains information for parents/guardians and practitioners that will help plan for and provide challenging and enjoyable learning experiences that can enable all children to grow and develop as competent and confident learners in the context of loving relationships with others. Aistear describes the types of learning

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(dispositions, values and attitudes, skills, knowledge, and understanding) that are important for children in their early years and offers ideas and suggestions as to how this learning might be nurtured. The Framework also provides guidelines on supporting children's learning through partnerships with parents/guardians, interactions, play, and assessment.

Aistear is based on 12 principles of early learning and development. These are presented in three groups:

### 1. Children and their lives in early childhood:

- the child's uniqueness
- equality and diversity
- children as citizens.

### 2. Children's connections with others:

- relationships
- parents/guardians, family and community
- the adult's role.

### 1. How children learn and develop:

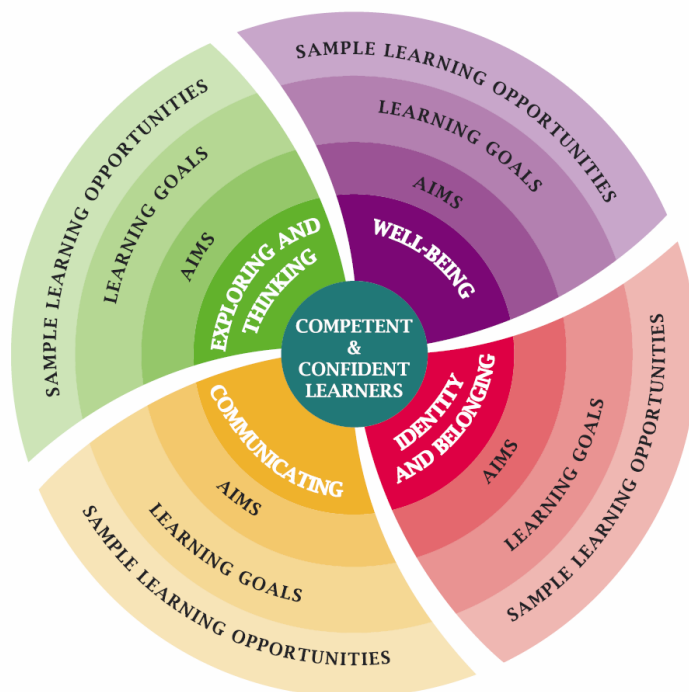
- holistic learning and development
- active learning
- play and hands-on experiences
- relevant and meaningful experiences
- communication and language
- the learning environment.

Aistear also uses four themes that connect and overlap with each other to outline children's learning and development. The themes are:

- Well-being
- Identity and Belonging
- Communicating
- Exploring and Thinking.

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Each theme includes *aims* and broad *learning goals* for all children from birth to six years (see Figure 1). The aims and goals outline the dispositions, attitudes and values, skills, knowledge and understanding that the adult nurtures in children to help them learn and develop.



**Figure 1: Curriculum Sheets**

Staff will use curriculum planning sheets. A Curriculum timetable is used. Activities should be age and stage appropriate and should include a combination of child-initiated, staff-initiated, collaboratively planned and spontaneous activities. The Curriculum will ensure that children have a balance of activities from the developmental areas listed above. The activities may be “theme based” depending on the interests of the children at the time. We aim to establish sensory-rich outdoor and indoor learning environments to support our curriculum.

### The Role of Staff:

- To be a positive role model.
- To offer guidance, support and encouragement.

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- To be calm and gentle in approach.
- Plan collaboratively with children as part of the curriculum decision making.
- Plan a responsive curriculum that reflects their needs and interests and complete curriculum planning sheets.
- Use a range of learning methods including free play, real-life experiences, focused learning, routines, equipment and play materials, etc.
- Organise environments that are dynamic and responsive to children's needs and interests.
- Celebrate diversity and challenge/question any racism, inequality and negative attitudes.
- To be non-judgemental and to be aware of our own values and assumptions.
- Work in close partnership with parents/guardians.
- Collect evidence on how children learn and record this evidence through observations.

### **Understanding children's learning:**

The Service staff will plan activities based on the following significant characteristics of young children's learning:

- They learn through personal experience.
- Their understanding of other people's talk is often at the literal level.
- They understand best what they can feel (emotionally), see, touch, hear, taste and smell.
- Their attachment to particular adults and peers deepens their ability to learn from and with them.
- They are egocentric and, through experience and guidance, they learn how to cooperate, share and play collaboratively.

### **Equipment:**

At the Service it is the policy that the equipment materials, and toys available are suitable, safe and age appropriate, while providing new exciting challenges and



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experiences for the developmental needs of our children. Equipment is chosen carefully and is appropriate for each room.

- The layout of the room is carefully designed, and the equipment is low level and accessible for the children.
- The environment will encourage free choice and teaches the children to select, use and replace the materials/equipment after use.
- Some elements of the home environment will be established, our play will include clearly defined areas of interest (e.g.) home/ imaginative, sand/water, art/creative and construction play.
- New materials will be introduced on a regular basis, based on the children's developmental needs and interests.
- Staff are responsible for the materials ensuring that all materials/equipment used are clean, safe and well maintained at all times.
- Parents/guardians can feel confident that their child is being cared for in a safe, happy environment.

**We encourage learning through free play with a range of activities including:**

### **Imaginative Play:**

The children learn to play together, to share, to use their imaginations and to expand their vocabulary. This type of play encourages children to express their feelings and engage in imaginary situations such as doctors and nurses and going to the post office. This is a safe secure environment where children feel supported in their play.

### **Books:**

The children learn to listen when a story is being read. Acting out or reading stories and describing incidents from their own experiences helps to develop their language. Story telling is an activity, which fosters the enjoyment of books, and can be a motivating factor in learning to read.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Music Activities:**

Studies have shown that music has a powerful effect on the intellectual and creative development of children to:

- Inspire right-brain, creative thinking
- Induce relaxation
- Improve concentration and memory
- Increase verbal emotional and spatial intelligence

The children enjoy singing songs, using percussion instruments and listening to a wide variety of music, from rhymes to classical and pop music. This helps to stimulate their awareness and enjoyment of music and gives them an opportunity to use music as a form of expression.

### **Creative Play:**

Children can choose from a variety of resources for mark-making, loose parts for creating and a variety of art and craft materials. Children also have access to, clay play dough, sand and water play.

### **Sand and Water Play:**

Children have great fun, but they also develop manipulative and pre-math's skills through exploring and experimenting. Many children can express their emotions and feelings when playing with sand and water as well as finding it a very relaxing and soothing activity.

### **Arts and Crafts:**

The children paint, draw, print, use scissors, glue and use clay. This allows the children to develop their creative and pre-writing skills. All this work gives the child a different medium to express their feelings, thoughts and emotions.

### **Play Dough:**

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

This is not just a fun activity for children; it can also help strengthen muscles in their hands and develop hand eye co-ordination. Once again this is an activity where the children's imagination can be encouraged and developed. Play dough also allows the child to manipulate the material, which may relieve such emotions as anger/frustration.

### **Jig Saw Construction and Manipulative Toys:**

In this area children's pre-reading, pre-writing and hand eye co-ordination are developed. The development of reasoning and problem solving is also developed and encourages small motor movement. New resources purchased aim to reflect the likes and interests of the children in the room.

### **Energetic Play:**

Organised energetic activities, such as running, jumping and skipping, will be a part of the Curriculum and encourages large motor movement. As well as aiding physical growth such activities can be a learning area and a great reliever of built up stress or tension.

### **Drama:**

Through drama the children learn self-expression and it instils an inner confidence within themselves. Children enjoy drama and it gives them the opportunity to experience the freedom to express their feelings and emotions in a free, comfortable and safe environment.

**Materials:** Abundant supplies of interesting materials are readily available to children. Materials are appealing to all the senses and are open ended — that is, they lend themselves to being used in a variety of ways to expand children's experiences and stimulate their thought.

**Manipulation:** Children handle, examine, combine, and transform materials and ideas. They make discoveries through direct 'hands-on' and 'minds-on' contact with these resources.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

**Choice:** Children choose materials and play partners, change and build on their play ideas, and plan activities according to their interests and needs.

**Child language and thought:** Children describe what they are doing and understanding. They communicate verbally and nonverbally as they think about their actions and modify their thinking to take new learning into account.

**Adult scaffolding:** "Scaffolding" means adults both support children's current level of thinking and challenge them. Adults encourage children's efforts and help them extend or build on their work by talking with them about what they are doing, by joining in their play, and by helping them learn to solve problems that arise.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

**Saint Mary's Childcare Campus CLG Policies and Procedures**

### **38. Bottle making and Breastfeeding policy**

<b>Document Title:</b>	<b>Bottle making</b>
<b>Unique Reference Number:</b>	<b>038</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG,</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email and Hard Copy available in the Service</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Soft Copy available on the Service Website and Hard Copy available in the Service</b>
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<b>Scheduled Review Date:</b>	<b>31/01/2024</b>
<b>Number of Pages:</b>	<b>3</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Bringing Baby Feeds to St. Mary's Childcare Campus**

St. Mary's Childcare Campus does not prepare bottle feeds. Parents must prepare all the feeds their baby will need at home and bring these with their baby each day. If you need to do this:

##### **At home**

- Sterilise bottles and prepare feeds as per guidelines
- Cool quickly and place at the back of the fridge until they are completely cold.  
The temperature of the fridge should be 5°C or less.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Label each bottle carefully with your baby's name and the date and time they were made at.
- Bring the made up bottles to the childcare service in a cool bag with ice packs.

### **At St. Mary's Childcare Campus**

- Childcare staff should put the made up bottles in a dedicated fridge straight away. The temperature of the fridge should be 5°C or less.
- The fridge should have a thermometer so staff can ensure the fridge remains at the correct temperature.
- Take all feeding bottles home with you when you collect your baby.

### **At home**

- Throw away any leftover feeds
- Clean all bottles thoroughly

### **Breastfeeding**

- Breastfeeding mothers, including employees, shall be provided a private and sanitary place other than a bathroom, to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, table or stand and nearby access to running water.
- A refrigerator will be made available for storage of expressed breast milk. Mothers should provide their own containers, clearly labelled with name and date.
- Sensitivity will be shown to breastfeeding mothers and their babies. St. Mary's Childcare Campus CLG, is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at any time, and holding off giving a bottle, if possible, when mom is due to arrive.
- Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**



### **39. Data Retention Policy**

<b>Document Title:</b>	<b>Data Retention</b>
<b>Unique Reference Number:</b>	<b>039</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG,</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent**

St. Mary Childcare Campus CLG strives to comply with applicable laws and regulations related to the retention of personal data in Ireland. This policy outlines the basic rules by which St. Mary's Childcare Campus CLG manages the retention of the personal data of parents, children, suppliers, employees and other individuals that is processed by St. Mary's Childcare Campus.

This policy sets out the required retention periods for different categories of data and sets out the minimum standards to be applied when destroying certain information.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Retention Schedule**

The Manager defines the time period for which documents and electronic records should be retained through the Data Retention Schedule. These retention periods are predominantly determined by statutory obligations.

As an exemption, retention periods within the Data Retention Schedule will be prolonged in cases such as:

- Ongoing investigations from Irish authorities, if there is a chance records of personal data are needed by St. Mary's Childcare Campus to prove compliance with any legal requirements; or
- When exercising legal rights during legal cases or similar court proceedings recognised under Irish law.

This policy applies to all data used at St. Mary's Childcare Campus. Examples of data include:

- Emails
- Hard copy documents (child record forms, attendance records etc.)
- Soft copy documents (scanned enrolment form etc.)
- Video, audio and photographs
- Data generated by physical access control systems (Keypads, Fob systems etc.)
- Data stored on text-a-parent and little vista.

### **Destruction of Data**

St. Mary's Childcare Campus and its employees will regularly review all data, whether held electronically or in hard copy format, to decide whether to destroy or delete any data once the purpose for which those documents were created is

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

fulfilled. (**See Appendix 30**) which outlines the Data Retention Schedule. Overall responsibility for the destruction of data falls to the Manager.

- ❖ Once the decision is made to dispose of personal data according to the Data Retention Schedule, the data will be deleted, shredded or otherwise destroyed appropriately.
- ❖ The method of destruction varies and will be dependent upon the nature of the document. For example, any documents that contain sensitive or confidential information (and particularly sensitive personal data) will be disposed of as confidential waste and be subject to secure electronic deletion.
- ❖ The specific deletion or destruction process may be carried out either by an employee or by an internal or external service provider that the Manager subcontracts for this purpose. Destruction of data is always approved by the Manager and the details recorded. Any applicable general provisions under relevant data protection laws and St. Mary's Childcare Campus CLG's Personal Data Protection Policy shall be complied with.
- ❖ Appropriate controls are in place to prevent the permanent loss of essential information of St. Mary's Childcare Campus as a result of malicious or unintentional destruction of information. (These controls include restricting access to the filing cabinet to only those who are permitted to access the data and the use of password protected access to the IT equipment that stores the data. The manager will approve all destruction of data and record this on the data disposal schedule.

### **Destruction Method**

Documents that include any personal data shall be disposed of confidentially (cross-cut shredded and incinerated) and shall be subject to secure electronic deletion if

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

stored electronically. The Data Disposal Schedule will be completed in all cases of disposing of documents containing personal data. Confirmation of destruction will be sought as needed.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

### **37. Policy for Unexpected Closures**

<b>Document Title:</b>	<b>Policy for unexpected closures</b>
<b>Unique Reference Number:</b>	<b>037</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus, CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Statement of Intent**

It is our aim to ensure that St. Mary's Childcare Campus stays open whenever possible. However, our priority at all times is to ensure the safety and well-being of all children, parents/guardians, visitors and staff. Certain situations, such as

- the failure of essential services such as heat or water systems
- building damage
- fire outbreak
- inadequate staffing levels due to illness
- severe weather conditions such as storm, snow, flood, etc.
- an illness epidemic/pandemic

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

are beyond our control and may make it necessary for our setting to close to ensure the safety of all. This policy aims to plan for these situations and ensure that all staff, parents/guardians and families are aware of the procedure to be followed should an unexpected closure become necessary. In a real emergency the person in charge may respond as they see fit, however, this procedure gives a common approach which aims to allow us to prepare for coping with an emergency.

### **Procedures**

#### **Unexpected closure out of hours**

If a decision has been made to close the setting in the morning before opening hours the manager will inform all staff and parents through text-a-parent and e-mail. The setting has a parent and staff database which ensures all necessary contact information is easily available. St. Mary's Childcare Campus' website and Facebook page will also be updated to inform parents/guardians of the closure.

#### **Unexpected closure during a session due to bad weather, no electricity, no heat etc.**

- The manager will decide if the setting needs to be closed unexpectedly, for example, due to bad weather.
- Staff will make every effort to contact parents/guardians or authorised/ emergency contacts and advise them of the situation.
- Parents/guardians will be asked to collect their child as soon as possible.
- Children will be looked after by at least two staff members until they are collected.
- If a parent/guardian or emergency contact cannot be contacted the late/non collection of children policy will be followed.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Unexpected closure during a session due to an emergency such as, fire, flood, gas leak, etc.**

- In the event of an emergency everyone should leave the building immediately without stopping to collect personal belongings and proceed to their allocated assembly points.
- A designated person from every care room will take the tablet containing the little vista app to the assembly point and a roll call will be carried out. The designated person will carry a mobile phone to contact parents in the event they cannot re-enter the building. The receptionist/Administrator will take the visitors and staff sign in book.
- The designated person from the baby/toddler room will bring a first aid kit and emergency bag containing supplies for the babies should the need arise to proceed to the Community Centre.
- Where necessary the manager or deputy in charge will call the emergency services.
- If the building is unsafe to return to everyone will proceed to the Community Centre where another roll call will be taken.
- In the event that anyone is missing from the register the emergency services will be notified.
- Staff will make every effort to contact parents/guardians or emergency contacts to inform them of the situation.
- Parents/guardians will be asked to collect their child when it is safe to do so.

### **Reopening after an emergency closure**

- The decision to reopen after an emergency will be made by the manager of St. Mary's Childcare Campus on the advice of the emergency services.
- Staff and parents/guardians will be contacted through text to inform them that the setting is reopening.
- The reason for closing the setting will be recorded on an incident form and kept for the recommended time. (See data retention policy)

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- A review of the emergency evacuation will be carried out to evaluate how effective it was and if there are any improvements or recommendations to be made.

### **Closing due to sickness, e.g. infectious diseases.**

- Parents/guardians should inform the setting if their child has been diagnosed with any infectious illness. This allows us to inform staff and other parents who can be on the lookout for symptoms in other children.
- Children or adults who are unwell with an infectious illness should not attend the setting. They should then not return until they are symptom free for 48 hours.
- If a child displays symptoms of an infectious illness while attending the setting the parents/guardians will be contacted to take the child home and seek medical advice.
- Where the adult: child ratio cannot be met due to staff being ill the manager may decide to close the setting or certain rooms within the setting.
- Where there is a risk of an epidemic or pandemic we will at all times follow official government guidelines, including closing the setting to prevent the spread of infection.

### **Fees**

Fees will be payable should St. Mary's Childcare Campus be unable to open due to circumstances beyond our control.

### **Policy Implementation**

- All parents/guardians will be made aware of and have an opportunity to inform this policy and it should be available to read and download from St. Mary's Childcare Campus' website.



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Regular fire drills will be carried out with staff and children. This prepares everyone in the event of an emergency and allows us to evaluate and review the procedures effectiveness.
- All staff are made aware of this policy as part of their induction and training.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

#### **41. Policy for Little Vista**

<b>Document Title:</b>	<b>Policy for Little Vista</b>
<b>Unique Reference Number:</b>	<b>041</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
<b>Person responsible for approving Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

#### **Policy Statement**

St. Mary's Childcare Campus CLG understands the importance of partnership with parents and we believe the use of the little vista app can promote better communication between parents and early years teachers. Governance requires childcare services to retain a vast amount of data for a specified period of time. (See data retention policy) We believe little vista will also reduce waste and our carbon footprint by using less paper.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **What is little vista?**

Little Vista is a tablet based childcare tool that simplifies activity recording, eliminates paperwork, connects parents directly with their child's key worker, allows for real time communication during working hours, allows EYT's to send messages and media to parents and lots more.

### **What do I as a parent need to do?**

We ask that all parents/guardians download and use the little vista family app. St. Mary's Childcare Campus CLG will send an invitation email and also an SMS with a verification code on it. You will be prompted to join the family app from the email where you will need to enter this SMS code. This will then bring you to a registration page where they create a password. Finally, you are then brought to a page where you can download the app.

### **Data Protection**

- Little vista does not share information with third parties
- Data is encrypted in transit
- You can request that data be deleted

### **Little Vista**

Please follow the links below for more information relating to the little vista app.

[Help for parents](#)

[What happens my data?](#)

[More questions on little vista](#)

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Data stored by little vista**

Data is stored and used for specific lawful purpose only and is retained for the length of time required by regulations.

The following data is stored

#### **Child:**

Surname

Forename

Date of birth

Room name

Date of entry

Allergies or medical conditions

### **Contact information for respective parents/ guardians**

Surname

Forename

Email

Phone number

Username and password

### **St. Mary's Childcare Campus CLG**

Name

Address

Room names

Administration user name and password

#### **Staff**

Surname

Forename

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Daily Activities**

Attendance times

Meals and foods consumed including quantities

Sleep records including position

Activities

Media (Photos, videos, text)

Observations

For any further questions or queries please see your child's EYT or management.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

## **42. Policy for Biting**

<b>Document Title:</b>	<b>Policy for Biting</b>
<b>Unique Reference Number:</b>	<b>042</b>
<b>Document Author:</b>	<b>St. Mary's Childcare Campus CLG</b>
<b>Document Approved:</b>	<b>Margaret Glancy</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Margaret Glancy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

### **Policy Statement:**

Biting is a normal part of a child's development and should not be seen as bad behaviour. As adults we have the skills to express our frustrations in socially acceptable ways. Any child can bite and any child can be bitten, it can be upsetting for both children and parents/guardians. For a young child who is learning to regulate their emotions biting should not be seen as 'bold' behaviour. This policy has been created to set out strategies and procedures for when a bite does occur.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Policy:**

Biting can occur for many reasons, for example, teething, frustration, sensory overload, attention, hunger, etc. Once we have become aware of a child who has started to bite we will shadow them closely in order to reduce the chance of biting and to observe what could be going on for the child that has caused the biting to occur. Any child can bite and any child can be bitten, therefore the following strategies are in place to deal with occurrences of biting. The strategies will differ depending on the child's age and stage of development.

- When a child demonstrates ongoing biting behaviour a support plan will be put in place in conjunction with the child's family and health professional if necessary.
- Early years teachers will observe the child closely and anticipate situations where biting may occur.
- EYTs will shadow the child allowing them to intervene and minimise incidents.

### **If a child gets bitten:**

- EYTs will comfort the child who has been bitten and examine the bite. The bite area will be cleaned with an antibacterial wipe.
- EYTs will not overreact but will remove the child who has bitten from the situation.
- When the child is ready to talk and listen we will talk with the child to find out why they bit? We will discuss how they feel and how the other child might feel. We will talk about different ways of dealing with frustration.
- We will work with parents/guardians to address the biting and try to understand what the child is communicating.
- For babies we say a firm "no" when biting occurs. We give the child something to chew if teething is believed to be the cause. We do not give the incident much attention and ensure we praise all positive behaviour.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- We will address over or under stimulation with appropriate activities and quiet time.
- An incident form is filled out for both children and signed by both sets of parents. Other children will not be identified in children's incident report forms.

We aim to prevent biting, however, we cannot guarantee biting will never happen. Our objective is to support all children and ensure they feel safe and secure and learn to regulate the complex range of emotions experienced in their daily lives.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**



# **Appendices**

## Appendix 1

### Parent Fee agreement form

This agreement is made between.....(Name of parent/guardian) and St. Mary's Childcare Campus CLG for the care of.....(Name of child)

Payment is due to the provider in advance of the care and should be paid on Monday of every week. Payment can be made in cash, personal cheque or bank transfer. A receipt will be issued for payment received.

Fees are reviewed annually by the management. Parents/guardians will be informed by one months notice of increase in fees.

Parents must give two weeks' notice in writing or pay two weeks fees if withdrawing their child from the Service. Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the Service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

Non-payment of fees may result in loss of placement. A repeated failure to pay fees may result in suspension or withdrawal of child's place until the matter is resolved. Any delays in payments must be discussed in advance and agreed with management.

**Please note:** Fees for the baby/toddler room are due weekly whether you child attends or not. No fees are due when the Service is closed for holidays.

Please see Fees policy for more information.

Signed.....(Parent/guardian)

Signed.....(Manager)



## **Appendix 2**

### **DISCLAIMER TO BE SIGNED BY PARENTS WHERE CHILDREN ARE WEARING JEWELLERY/LONG EARRINGS**

I, \_\_\_\_\_ being the parent / guardian of ----- (“the Child”) hereby ACKNOWLEDGE AND CONFIRM that I have been advised by St. Mary's Childcare CLG staff that it is the policy of the Service that children do not wear jewellery (with the exception of stud earrings) while in the care or supervision of the Service.

I am aware and have been advised by the Service that jewellery worn by the child in the Service may pose a risk of being grabbed by another child causing harm to the child or have the potential to catch, snag or trap the child's head or limbs in case of an accident or incident occurring to the child while in the care or supervision of the Service.

In permitting the child to wear jewellery while in the care or supervision of the Service, against the advice of Management I acknowledge the risk that this poses to the child.

I acknowledge that the Service, bear no liability whatsoever for any accident or injury which befalls the child as a result of the child wearing jewellery while in the care or supervision of the Service. I further acknowledge St. Mary's Childcare Campus CLG bear no liability to any loss or damage to jewellery worn by children in the Service.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian

**Appendix 3**

**DISCLAIMER TO BE SIGNED BY PARENTS WHERE CHILDREN ARE NOT VACCINATED**

NAME OF CHILD: \_\_\_\_\_

CHILD'S DOB: \_\_\_\_\_

I have decided that my child will not be vaccinated according to the HSE recommended schedule.

I understand that in a group childcare setting the consequences may include:

- Contracting the illness that the vaccine is designed to prevent
- Transmitting the disease to others
- I understand that if there is a disease breakout this may necessitate my child staying at home. This will only be done with advice from a medical practitioner and in the best interest of all children.

All information regarding your child remains confidential

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

### Access and Inclusion Model (AIM)

#### Appendix 4

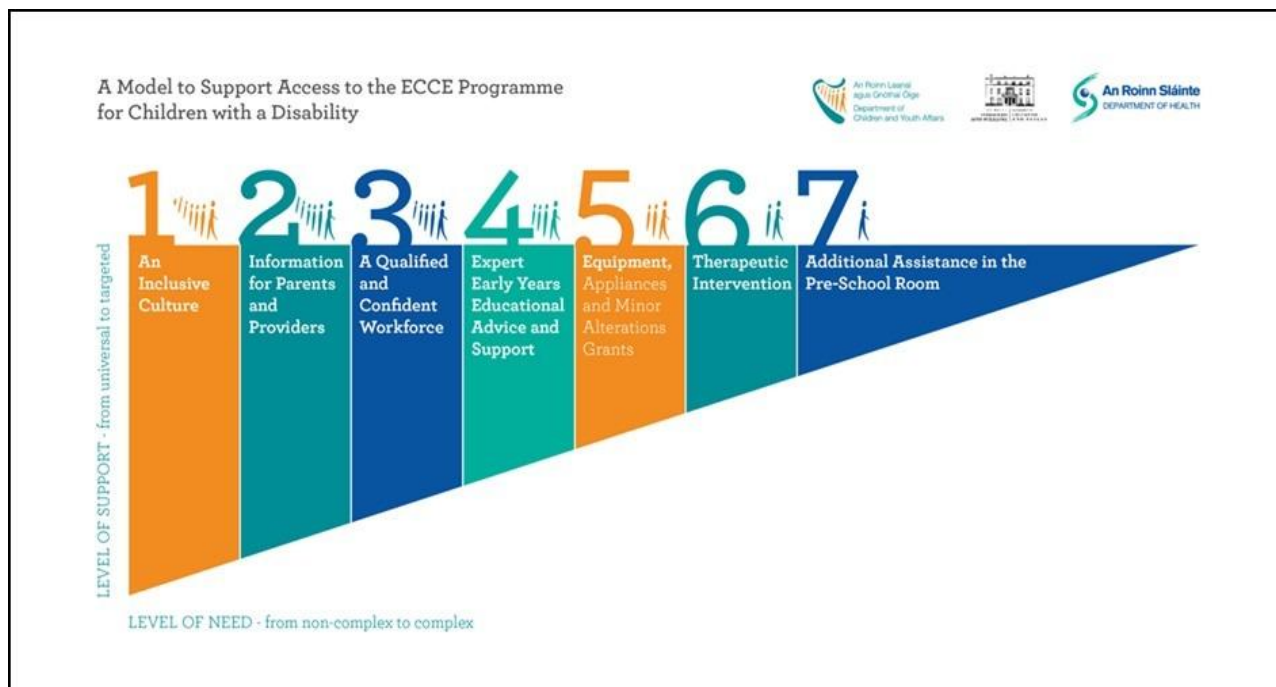
#### AIM

The goal of AIM is to create a more inclusive environment in pre-schools, so all children, regardless of ability can benefit from quality early learning and care.

#### What is AIM all about

- Empowering service providers to deliver an inclusive preschool experience.
- Ensuring every eligible child can fully participate in the ECCE programme.
- Seven levels of progressive supports based on the needs of the child and the service provider.
- Designed to be responsive to the needs of each individual child in the context of their preschool setting.

#### AIM levels of support



## Saint Mary's Childcare Campus CLG Policies and Procedures

Levels 1-3 are the Universal supports which are designed to promote and support an inclusive culture through different initiatives, which are

- The Diversity, Equality and Inclusion Charter and Guidelines.
- The LINC programme.
- Additional training on Inclusion and additional needs organised by the Childcare committees.

Levels 4-7 are the Targeted Supports. Targeted supports may be accessed when the parent and service provider feel that further additional support may be necessary to meet the needs of a particular child to ensure their full participation in the ECCE.

These include:

- The advice, mentoring and support of a Better Start Early Years' Specialist.
- Purchasing specialised equipment or making minor building alterations.
- Therapy services.
- Additional capitation to fund extra support in the ECCE room or to reduce the adult child ratio in the room.

### How to Apply

Applications for targeted supports are made by the preschool provider in collaboration with the parent. Most providers are familiar with the application process and can guide the parent through the application and answer any questions or queries. Please note, a formal diagnosis of disability is not required to receive AIM targeted supports. View the full AIM rules by following the link below.

<https://aim.gov.ie/aim-rules-for-2022-2023-programme-year-published>

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 5

### Complaints Form

Please complete all sections of this form using block letters.

**Name of person making complaint:** .....

**Address:** .....

.....

.....

**Phone number:** .....

**Date & time complaint was first made:**

**Date & time of incident:**

.....

.....

**Name of person to whom complaint was first made:**

.....

**Name of Registered Provider:**

.....

**Details of Complaint:**

.....

.....

.....

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**Saint Mary’s Childcare Campus CLG Policies and Procedures**

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.....

Please continue on an additional sheet if required

**Signature:** ..... **Date:** .....

**Please return to:** *Margaret Glancy,*  
  
**Manager, St. Mary's Childcare Campus Clg.**

**Read by Manager**

**Signature:** .....

**Date:** .....



## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 6

#### Induction week Checklist

Employee name:-----

Area	Action	Tick when completed
Introductions	<ul style="list-style-type: none"><li>• Meet the manager, colleagues, parents and children.</li><li>• Tour of the building.</li></ul>	
Employee roles	<p>The manager will inform you of who holds the following roles:</p> <ul style="list-style-type: none"><li>• Manager</li><li>• Deputy</li><li>• DLP</li><li>• Deputy DLP</li><li>• Room leaders</li><li>• Dress code and PPE</li></ul>	
House keeping	<p><b>The manager will advise you of the following:</b></p> <ul style="list-style-type: none"><li>• Sign in sheets</li><li>• Fire exits, procedure and location of fire fighting equipment.</li><li>• Toilets and staff room locations</li><li>• Break times</li><li>• Procedure for calling in sick</li><li>• Location of Policy folder</li><li>• Answer any questions you may have</li></ul>	
Policies and Procedures	<p><b>You will:</b></p> <ul style="list-style-type: none"><li>• Read through the policies and procedures that are in place. Ensure you understand these and ask questions if anything is unclear.</li><li>• Sign that you have read and understand all policies and procedures.</li><li>• Read and familiarise yourself with the Service's Safety Statement.</li></ul>	
Staff Manual & Confidentiality Policy	<p><b>You will:</b></p> <ul style="list-style-type: none"><li>• Read staff manual and sign confidentiality policy on last page.</li></ul>	

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>Curriculum &amp; Day-to-day running of the care room</b>	<b>The room leader will work with you to familiarise you with:</b> <ul style="list-style-type: none"> <li>• The curriculum approach used in the room you work in.</li> <li>• How play and learning experiences are planned, implemented and evaluated.</li> <li>• The daily routine</li> <li>• Sleep safe, nappy changing/toileting policy and procedure.</li> <li>• Location of first aid box.</li> <li>• Behaviour management</li> <li>• Health and Safety</li> </ul>	
<b>Record Keeping</b>	<b>The room leader will work with you to familiarise you with:</b> <ul style="list-style-type: none"> <li>• Sleep/nappy records and procedure</li> <li>• Observations</li> <li>• Role book sign in for children and staff.</li> <li>• The Journal</li> <li>• Children's journals</li> <li>• Fire drill records and procedure</li> <li>• Medicine administration forms and procedure</li> <li>• Accident/incident forms</li> <li>• First aid box and checklist</li> <li>• Children entering the building</li> <li>• Any other forms, procedures and policies relevant to your role.</li> </ul>	
<b>End of first week</b>	<b>The manager will meet with you to:</b> <ul style="list-style-type: none"> <li>• Discuss your progress</li> <li>• Answer any questions or queries you may have</li> <li>• Explain procedure for booking holidays and accessing payslips</li> <li>• Ask you to sign that you have read and understand all policies and procedures.</li> </ul>	

Signed ----- Date -----

Employee

Signed ----- Date -----

Manager

**Appendix 7**

**Acknowledgement of employee receipt of St. Mary's Childcare  
Campus CLG's policies and procedures**

**By signing below I acknowledge that I have received a copy of the policies and procedures of St. Mary's Childcare Campus CLG. It has been explained to me and I have an understanding of the policies based on the information received. I agree to read the policies thoroughly and after reading them, if there is any policy or procedure that I do not understand I will seek clarification from the manager/deputy manager. I understand that this document replaces and supersedes any and all prior policies, notices, memos and employment-related practices. I Understand that these policies are not a contract of employment.**

**Signed:----- Date-----  
Employee.**

**Signed:----- Date-----  
Manager.**

**\*To be placed in employee personnel file**

Appendix 8

## Steps in Resolving Conflicts

**1. Approach calmly, stopping any hurtful actions.**

- Place yourself between the children, on their level.
- Use a calm voice and gentle touch.
- Remain neutral rather than take sides.

**2. Acknowledge children's feelings.**

- "You look really upset."
- Let children know you need to hold any object in question.

**3. Gather information.**

- "What's the problem?"

**4. Restate the problem.**

- "So the problem is ..."

**5. Ask for ideas for solutions and choose one together.**

- "What can we do to solve this problem?"
- Encourage children to think of a solution.

**6. Be prepared to give follow-up support.**

- "You solved the problem!"
- Stay near the children.



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## Saint Mary's Childcare Campus CLG



### Appendix 9

## ABC OBSERVATION FORM

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Observer: \_\_\_\_\_ Setting: \_\_\_\_\_

Activity: \_\_\_\_\_

Time	Antecedent Events	Behavior	Consequent Events
	(Describe what happened immediately prior to the behavior.)	(Describe what the child did in objective, observable terms.)	(Describe what happened immediately following the behavior.)



## **APPENDIX 10**

### **PRINCIPLES OF AN INCLUSIVE CULTURE IN St. Mary's Childcare Campus CLG**

#### **( Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood Care and Education)**

An inclusive culture involves:

- Working in partnership and openly communicating with the child's family.
- Working in partnership with outside agencies that may be involved with the family. (Consent must be given by the child's parents.)
- Actively promoting equal opportunities and anti-bias practices, so that all children and families feel included and valued. (Derman-Sparks and ABC Task Force, 1989)
- Having robust policies and procedures – inclusion policy, equal opportunities policy.
- Recognising and valuing that all children are unique and will develop and learn at their own rate.
- Utilising the AIM programme to meet the needs of children and recognising that not all children with disabilities will require additional support.
- Encouraging children to recognise their individual qualities and the characteristics they share with their peers.
- Actively engaging children in making decisions about their own learning.
- Respecting the diversity of the child, their family and community throughout the Early Childhood Service.
- Understanding that children have individual needs, views, cultures and beliefs, which need to be treated with respect and represented throughout the early childhood services.
- Reflecting on our own attitudes and values.

### APPENDIX 11

#### AIM-Access and Inclusion Model

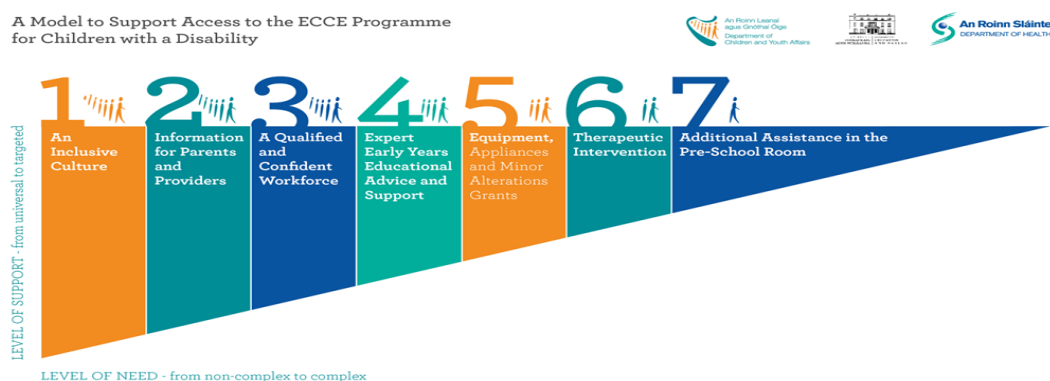
The Better Start **Access and Inclusion Model** (AIM) is a model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) programme. Its goal is to empower service providers to deliver an inclusive pre-school experience, ensuring that every eligible child can fully participate in the ECCE programme and reap the benefits of quality early years care and education.

AIM is a child-centred model, involving seven levels of progressive support, moving from the universal to the targeted, based on the needs of the child and the service provider. For many children, the universal supports offered under the model will be sufficient. For others, one discrete support may be required to enable participation in pre-school, such as access to a piece of specialised equipment. For a small number, a suite of different services and supports may be necessary. In other words, the model is designed to be responsive to the needs of each individual child in the context of their pre-school setting. It will offer tailored, practical supports based on need and will not require a formal diagnosis of disability.

#### What supports are provided under AIM?

AIM provides a suite of universal and targeted supports across 7 levels.

A Model to Support Access to the ECCE Programme  
for Children with a Disability



## Saint Mary's Childcare Campus CLG Policies and Procedures

### Universal Supports (Levels 1 – 3 of the Access and Inclusion Model)

Universal supports are designed to promote and support an inclusive culture within pre-school settings by means of a variety of educational and capacity-building initiatives. Specifically:

- A new **Inclusion Charter** has been developed for the early year's sector. Service providers are invited to sign-up to this Charter by producing and publishing their own Inclusion Policy. To support this process, updated Diversity, Equality and Inclusion Guidelines for Early Childhood Care and Education have been produced and a national training programme on the Inclusion Charter and the Guidelines will be delivered by the City and County Childcare Committees. The Diversity, Equality and Inclusion Charter and Guidelines can be accessed at <http://aim.gov.ie>
- A **new higher education programme**, "Leadership for Inclusion in the Early Years" (LINC), will commence in October 2016. The Department of Children and Youth Affairs will fund up to 900 places per annum on this programme. Graduates from the programme will be able to take on a new leadership role of Inclusion Co-ordinator within their pre-school setting which will attract an increase of €2 per child per week in the rate of ECCE capitation payable to that setting.
- Finally, a broad **multi-annual programme of formal and informal training** for pre-school staff in relation to disability and inclusion will be funded by the Department of Children and Youth Affairs and will be delivered by the City and County Childcare Committees, in collaboration with the HSE and other agencies.

### Targeted Supports (Levels 4 – 7 of the Access and Inclusion Model)

The supports at levels 1 to 3, when appropriately developed, have been found internationally to be sufficient to support many children with disabilities. However, where a service provider, in partnership with a parent or guardian, considers that some further additional support may be necessary to meet the needs of a particular child, they can apply for one or more of the following targeted supports:



## Saint Mary's Childcare Campus CLG Policies and Procedures

- **Expert advice, mentoring and support** is available from a team of 50 specialists in early years care and education for children with disabilities. These experts, termed Early Years Specialists (Access and Inclusion), are based in the Better Start National Early Years Quality Development Service.
- A scheme is available for the provision of **specialised equipment, appliances and grants towards minor building alterations** which are necessary to support a child's participation in the ECCE programme.
- **Therapy services**, which are critical to a child's participation in the ECCE programme, are available through the model and will be provided by the HSE.
- Finally, where the above supports are not sufficient to meet the needs of a child, service providers, in partnership with parents or guardians, can apply for **additional capitation** to fund extra support in the classroom or to enable the reduction of the staff to child ratio.

### How do I access AIM supports?

Where the Service has agreed to enroll a child in its pre-school and considers that additional support will be needed to meet the needs of the child in an inclusive way, the Service can, in partnership with the parent, apply for supports under AIM.

Applications are made via the Programmes Implementation Platform (PIP) on the Pobal website.

### Universal Supports (Levels 1 – 3 of the Access and Inclusion Model)

Early Years Practitioners can apply for the new higher education programme, "Leadership for Inclusion in the Early Years" or LINC, at [www.lincprogramme.ie](http://www.lincprogramme.ie).

National training programmes in relation to the Diversity, Equality and Inclusion Guidelines, as well as in relation to disability and inclusion more generally, will be advertised on this website and on the websites of all City and County Childcare Committees. Service providers and practitioners will be able to apply for places on these training programmes via their local City or County Childcare Committee.

### Targeted Supports (Levels 4 – 7 of the Access and Inclusion Model)

Advice and support from the Early Years Specialist Service (Access and Inclusion)

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

can be accessed by phone (**01-511 7222**), e-mail (**onlinesupport@pobal.ie**) or via the AIM online application form at **www.pobal.ie**. This form only needs to be completed once to access supports across levels 4, 5, 6 or 7.

To apply for specialised equipment, appliances or a grant towards minor alterations, service providers, in partnership with parents or guardians, should complete the relevant part of the aforementioned online application form on PIP.

To apply for therapy services or additional capitation to fund extra support in the classroom, service providers, in partnership with parents or guardians, should complete the online application form on PIP, including the Access and Inclusion Profile section of the form. It is estimated that only 1 to 1.5% of children in ECCE will require, and therefore be eligible for, the Level 7 additional capitation.

How can I find out more information?

For more detailed information on AIM, please refer to our dedicated web pages [www.preschoolaccess.ie](http://www.preschoolaccess.ie), <http://aim.gov.ie/faqs/> and <http://aim.gov.ie/key-documents-and-resources/>. The local City or County Childcare Committee will also be able to provide further information and guidance.

### **To meet these diverse needs childcare practitioners should:**

- Plan opportunities to build on and extend children's knowledge, experiences, interests and skills and should develop their self-esteem and confidence.
- Use a wide range of teaching practices based on the children's individual learning needs
- Provide a wide range of opportunities to motivate and support development
- Provide a safe, stimulating and supportive learning environment where all children are valued and where racial, religious, disability and gender stereotypes are challenged.
- Use materials that positively reflect diversity and are free from stereotyping and discrimination.
- Plan challenging opportunities.
- Monitor children's progress to identify areas of concern and act to provide appropriate support.

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

- Differentiate activities for children who have additional needs to allow for full participation and integration.
- Provide opportunities for children where English is their second language, to hear and see their home language.
- What we provide and how it is presented influences children's identity. All children have the right to grow up feeling proud, self-confident and sensitive to the feelings of others.

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 12

<b>ALLERGEN:</b>	<b>CONTAINED IN:</b> <b>(this list is not exhaustive and is meant to be a guide)</b>
<b>Cereals containing gluten:</b>	Flour and products made with wheat (such as spelt and khorasan wheat), rye, barley, oats or their hybridised strains, and products thereof, <b>except:</b> (a) wheat-based glucose syrups including dextrose (b) wheat-based maltodextrins (c) glucose syrups based on barley (d) cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin
<b>Crustaceans and products thereof:</b>	Lobsters, crabs, shrimp, prawns etc.
<b>Eggs and products thereof:</b>	Mayonnaise, cakes, biscuits, ice cream
<b>Fish and products thereof:</b>	Fish cakes, fish fingers <b>except</b> a) fish gelatine used as carrier for vitamin or carotenoid preparations (b) fish gelatine or Isinglass used as fining agent in beer and wine
<b>Peanuts and products thereof:</b>	Peanut butter, Arachis oil Arachis, some cakes, biscuits and chocolate
<b>Soybeans and products thereof:</b>	Soy sauce, Tofu, soya milk, meat substitute products, <b>except:</b> (a) fully refined soybean oil and fat (b) natural mixed tocopherols (E306), natural D-alpha tocopherol, natural D-alpha tocopherol acetate, and natural D-alpha tocopherol succinate from soybean sources (c) vegetable oils derived phytosterols and phytosterol esters from soybean sources (d) plant stanol ester produced from vegetable oil sterols from soybean sources

## Saint Mary's Childcare Campus CLG Policies and Procedures

<b>ALLERGEN:</b>	<b>CONTAINED IN:</b> (this list is not exhaustive and is meant to be a guide)
<b>Milk and products thereof (including lactose):</b>	Yogurt, cheese, fromage frais, ice cream <b>except:</b> a) whey used for making alcoholic distillates including ethyl alcohol of agricultural origin (b) lactitol
<b>Nuts:</b>	Cakes, biscuits, almonds ( <i>Amygdalus communis</i> L.), hazelnuts ( <i>Corylus avellana</i> ), walnuts ( <i>Juglans regia</i> ), cashews ( <i>Anacardium occidentale</i> ), pecan nuts ( <i>Carya illinoensis</i> (Wangenh.) K. Koch), Brazil nuts ( <i>Bertholletia excelsa</i> ), pistachio nuts ( <i>Pistacia vera</i> ), macadamia or Queensland nuts ( <i>Macadamia ternifolia</i> ), and products thereof, <b>except</b> for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin
<b>Celery and products thereof:</b>	Soups, stews, stocks, bouillons and seasonings.
<b>Mustard and products thereof:</b>	Mayonnaise, soups, stews, stocks, bouillons and seasonings.
<b>Sesame seeds and products thereof:</b>	Cakes, biscuits
<b>Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total SO<sub>2</sub> which are to be calculated for products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers:</b>	Bakery goods, soups, jams, canned veg, pickled foods, vinegar, gravies, dried fruit, potato crisps, vegetable juices, sparkling grape juice, beer, wine, cider, bottled lemon/lime juice, tea, many sauces (tomato ketchup etc.) molasses, fresh and frozen prawns, guacamole, maraschino cherries, dehydrated, pre-cut or peeled potatoes.
<b>Lupin and products thereof:</b>	A legume belonging to the same plant family as peanuts used in gluten-free products
<b>Molluscs and products thereof:</b>	Shellfish e.g. clams, scallops, oysters, octopus, squid

**Appendix 13**

**LIST OF MANDATED PERSONS IN OUR SERVICE**

<b>NAME</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>
<b>Margaret Glancy</b>	<b>Manager</b>	<b>Level 5/ Level 7 Payroll and HR</b>
<b>Carolyn Farrell</b>	<b>Deputy Manager/ DLP/ Preschool 3 room leader</b>	<b>BA Early Childhood Studies/ LINC level 6</b>
<b>Joanne Rossiter</b>	<b>Baby/ Toddler Room – room leader</b>	<b>Level 6</b>
<b>Mary Flynn</b>	<b>EYT- Baby/ toddler room</b>	<b>Level 5</b>
<b>Clare Kennedy</b>	<b>Preschool 2 room leader</b>	<b>Level 7</b>
<b>Mary O'Reilly</b>	<b>Early Years Teacher(EYT) - Baby/toddler room</b>	<b>Level 6</b>
<b>Catherine Carrig</b>	<b>EYT- Preschool 1, breakfast club</b>	<b>Level 6</b>
<b>Geraldine Farrell</b>	<b>EYT- Preschool 1</b>	<b>Level 6</b>
<b>Lisa Hunt</b>	<b>EYT- Preschool 3/ AIM Support worker</b>	<b>Level 5 and 6 SNA</b>
<b>Catherine Duffy</b>	<b>EYT- Preschool 2/ AIM Support</b>	<b>Level 5</b>
<b>Martina Ledwith</b>	<b>EYT- Preschool 2/ afterschool</b>	<b>Level 5</b>
<b>Marie Greene</b>	<b>Afternoon Preschool-age</b>	<b>BA Early Childhood Education and Care</b>
<b>Grainne Hogan</b>	<b>EYT- Preschool 3, breakfast club</b>	<b>Level 6</b>
<b>Charlene Oates</b>	<b>EYT-Preschool LINC Coordinator and Afterschool Leader</b>	<b>Level 6 / LINC level 6</b>
<b>Helen Cox</b>	<b>EYT-Preschool 1/ Afterschool</b>	<b>Level 5 (CE Worker)</b>
<b>Lisa Maguire</b>	<b>EYT- Baby/ toddler room</b>	<b>Level 6</b>
<b>Edel Masterson</b>	<b>EYT- Preschool 3</b>	<b>Level 5</b>

**Appendix 14**

**DISCLAIMER TO BE SIGNED BY PARENTS WHERE CHILDREN ARE NOT VACCINATED**

NAME OF CHILD: \_\_\_\_\_

CHILD'S DOB: \_\_\_\_\_

I have decided that my child will not be vaccinated according to the HSE recommended schedule.

I understand that in a group childcare setting the consequences may include:


- Contracting the illness that the vaccine is designed to prevent
- Transmitting the disease to others
- I understand that if there is a disease breakout this may necessitate my child staying at home. This will only be done with advice from a medical practitioner and in the best interest of all children.

All information regarding your child remains confidential

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

## APPENDIX 15 STANDARD REPORTING FORM



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

---

Use block letters when filling out this form.  
Fields marked with an \* are mandatory.

<b>1. Tusla Area (this is where the child resides)*</b>	
---	--

<b>2. Date of Report*</b>	
---------------------------	--

**3. Details of Child**

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address*</b>		<b>Date of Birth*</b>	
		<b>Estimated Age*</b>	
		<b>School Name</b>	
		<b>School Address</b>	
<b>Eircode</b>			

**4. Details of Concerns\***

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see 'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns' for additional assistance on the steps to consider in making a report to Tusla

**5. Type of Concern**

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

**6. Details of Reporter**

<b>First Name</b>	<b>Surname</b>
<b>Address if reporting in a professional capacity, please use your professional address</b>	<b>Organisation</b>
	<b>Position Held</b>
	<b>Mobile No.</b>
	<b>Telephone No.</b>
<b>Eircode</b>	<b>Email Address</b>



## Saint Mary's Childcare Campus CLG Policies and Procedures



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

<b>Is this a Mandated Report made under Sec 14, Children First Act 2015?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Mandated Person's Type</b>				

#### 7. Details of Other Persons Where a Joint Report is Being Made

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

#### 8. Parents Aware of Report

<b>Are the child's parents/carers aware that this concern is being reported to Tusla?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If the parent/carer does not know, please indicate reasons:</b>				

#### 9. Relationships

<b>Details of Mother</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
		<b>Email Address</b>	
		<b>Eircode</b>	

<b>Is the Mother a Legal Guardian?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

<b>Details of Father</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
		<b>Email Address</b>	
		<b>Eircode</b>	

## Saint Mary's Childcare Campus CLG Policies and Procedures



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

<b>Is the Father a Legal Guardian?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

#### 10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

#### 11. Details of Person(s) Allegedly Causing Harm

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>			<b>Date of Birth</b>
			<b>Estimated Age</b>
			<b>Mobile No.</b>
			<b>Telephone No.</b>
<b>Eircode</b>			<b>Email Address</b>
<b>Occupation</b>			<b>Organisation</b>
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>			<b>Date of Birth</b>
			<b>Estimated Age</b>
			<b>Mobile No.</b>
			<b>Telephone No.</b>
<b>Eircode</b>			<b>Email Address</b>
<b>Occupation</b>			<b>Organisation</b>
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

### 12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

### 13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

### 14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name		Surname	
Date			

Mandated Report Acknowledgement by

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An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS  
(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
------------	--	---------	--	-----------	--

Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

## Appendix 16

### Child Protection and Welfare Guidelines

#### TYPES OF CHILD ABUSE AND HOW THEY MAY BE RECOGNISED

##### TYPES OF CHILD ABUSE AND HOW THEY MAY BE RECOGNISED

###### ***Chapter 2, Page 07 Children First (2017)***

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, it should be considered a child welfare and protection issue for both children and the child safeguarding procedures for both the victim and the alleged abuser should be followed.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

##### **Neglect**

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. On-going chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food,

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clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect. Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence and parental mental illness and disability. A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where a child is seen over a period of time or the effects of neglect may be obvious based on having seen the child once.

### **The following are features of child neglect:**

- Children being left alone without adequate care and supervision.
- Malnourishment, lacking food, unsuitable food or erratic feeding.
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation.
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation.
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture.
- Lack of adequate clothing.
- Inattention to basic hygiene.
- Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age.
- Persistent failure to attend school.
- Abandonment or desertion.

### **Emotional abuse**

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carers and child are not considered emotional

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abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen. A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

### **Emotional abuse may be seen in some of the following ways:**

- Rejection.
- Lack of comfort and love.
- Lack of attachment.
- Lack of proper stimulation (e.g. fun and play).
- Lack of continuity of care (e.g. frequent moves, particularly unplanned).
- Continuous lack of praise and encouragement.
- Persistent criticism, sarcasm, hostility or blaming of the child.
- Bullying including cyber bullying.
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions.
- Extreme over protectiveness.
- Inappropriate non-physical punishment (e.g. locking child in bedroom).
- On-going family conflicts and family violence.
- Seriously inappropriate expectations of a child relative to his/her age and stage of development.

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour. It should be noted that no one indicator is conclusive evidence

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of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

### **Physical abuse**

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

#### **Physical abuse can include the following:**

- Physical punishment.
- Beating, slapping, hitting or kicking.
- Pushing, shaking or throwing.
- Pinching, biting, choking or hair-pulling.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Fabricated/induced illness.
- Female genital mutilation.

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in Court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

### **Sexual abuse**

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in



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sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography. Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members. Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

### **Examples of child sexual abuse include the following:**

- Any sexual act intentionally performed in the presence of a child.
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification.
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation.
- Sexual intercourse with a child, whether oral, vaginal or anal.
- Sexual exploitation of a child, which includes:
  - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means].
  - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act.
  - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.
- Exposing a child to inappropriate or abusive material through information and communication technology.

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- The taking of any unauthorised photography of a child that is explicit or revealing in any way for the purpose of use on an unauthorised platform (such as any website).
- The taking of any unauthorised photography of a child that is explicit or revealing in any way for the purpose of use on an unauthorised platform (such as any website).
- Consensual sexual activity involving an adult and an underage person.

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation. In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in ***Chapter 3 of Children First (2017)***.

## The UN Convention on the Rights of the Child (1989)

The Convention stipulates the following general principles:

- States shall ensure each child enjoys full rights without discrimination or distinctions of any kind.
- The child's best interests shall be a primary consideration in all actions concerning children, whether undertaken by public or private social institutions, courts, administrative authorities or legislative bodies.

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- Every child has the right to life and States shall ensure, to the maximum extent possible, child survival and development.
- Children have the right to be heard.

The Convention stipulates the following substantive provisions:

### **Civil Rights and Freedom:**

- The right to a name and a nationality.
- The right to a sense of identity.
- The right to freedom of expression.
- The right to freedom of thought, conscience and religion.
- The right to freedom of association.
- The right to privacy.
- No child shall be subjected to torture or other cruel, inhuman or degrading treatment or punishment.

### **Family Environment and Parental Guidance:**

- States must respect the responsibilities of parents/guardians and extended family members to provide guidance for children.
- The Convention gives parents/guardians a joint and primary responsibility for raising their children.
- Children should not be separated from their parents/guardians unless this is deemed to be in the child's best interests.
- Children and their parents/guardians have the right to leave any country and to enter their own for purposes of reunion.
- Children have the right to an adequate standard of living.
- The Convention obliges the State to provide special protection for children deprived of a family environment.
- The State has the obligation to prevent and remedy the kidnapping or retention of children abroad by a parent or third party.
- To protect children from all forms of abuse or neglect.
- It is the responsibility of the State to ensure – in cases of children victims of armed conflict, torture, neglect, maltreatment or exploitation – that they receive

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appropriate rehabilitative care and treatment to facilitate their recovery and social integration into society.

- A child placed by the State for reasons of care, protection or treatment is entitled to have that placement regularly evaluated.

### **Basic Health and Welfare of Children:**

- Every child has the right to life.
- Parties shall ensure to the maximum extent the survival and development of the child.
- The child has the right to the highest attainable standard of health.
- Disabled children have the right to special treatment, education and care.
- Children have the right to benefit from social security.
- Every child has the right to a standard of living adequate for the child's mental, physical, spiritual, value systems and social development.

### **Education, Leisure and Recreation:**

- Children have the right to education.
- The aims of education are geared towards developing children's personalities as well as their mental and physical abilities to the fullest extent.
- Children have a right to enjoy leisure, recreation and cultural activities.

### **SPECIAL PROTECTION MEASURES:**

#### **(a) Situations of armed conflict:**

- State parties shall take all feasible measures to ensure that children under 15 years of age take no part in hostilities and that no child below 15 is recruited into the armed forces.
- State parties shall take all feasible measures to ensure protection and care of children who are affected by armed conflict.
- Children have the right to appropriate treatment for their recovery and social reintegration.
- Special protection shall be given to refugee children or to a child seeking refugee status.

#### **(b) In situations where children are in conflict with the law:**

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- Regarding the administration of juvenile justice, children who come in conflict with the law have the right to treatment that promotes their dignity and self-worth, and also takes into account the child's age and aims at his/her integration into society.
- Children are entitled to basic guarantees as well as legal or other assistance for their defence and judicial proceedings, and institutional placements shall be provided wherever possible.
- Any child deprived of liberty shall not be kept apart from adults unless it is in the child's best interests to do so.
- A child who is detained shall have legal and other assistance as well as contact with his/her family.

### **(c) In situations of exploitation:**

- Children have the right to be protected from economic exploitation and from work that threatens their health.
- Children have the right to protection from the use of narcotic and psychotropic drugs as well as from being involved in their production and distribution.
- Children have the right to protection from sexual exploitation and abuse, including prostitution and pornography.
- It is the State's obligation to make every effort to prevent the sale, trafficking and abduction of children.

### **(d) In situations of children belonging to a minority or indigenous group:**

- Children of minority communities and indigenous populations have the right to enjoy their own culture and to practice their own religion and language.

## **Contact Information for the Duty Social Worker and the Local Garda**

### **Child Protection Social Work Services:**

Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar,  
Co Westmeath, 044 9353997

**Details may also be found at this link**

**<http://www.tusla.ie/get-in-touch/duty-social-work-teams>**

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If the Duty Social Worker is not available at the time of contact the caller should give sufficient details to the secretary to enable the Duty Social Worker to prioritise a response.

### **Local Garda Station:**

Edgeworthstown, 043 6671002

Details may also be found at this link

<http://www.garda.ie/stations/default.aspx>

## **The Responsibilities of Mandated Persons**

### ***(Children First Act 2015)***

**Section 14(1) of the Children First Act 2015 states:**

*'...where a Mandated Person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a Mandated Person, that a child–*

- (a) has been harmed,*
- (b) is being harmed, or*
- (c) is at risk of being harmed,*

*he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency.'*

**Section 14(2) of the Children First Act 2015 also places obligations on Mandated Persons to report any disclosures made by a child:**

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*'Where a child believes that he or she—*

- (a) has been harmed,*
- (b) is being harmed, or*
- (c) is at risk of being harmed,*

*and discloses this belief to a Mandated Person in the course of a Mandated Person's employment or profession as such a person, the Mandated Person shall, ... as soon as practicable, report that disclosure to the Agency.'*

### **Section 2 of the Children First Act 2015 defines harm as follows:**

*'harm means in relation to a child—*

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child's health, development or welfare, or,*
- (b) sexual abuse of the child.'*

## Reasonable Grounds for Concern

### **Chapter 2, Page 06 Children First (2017)**

Tusla should always be informed when there are **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected. If what may be symptoms of abuse are ignored, it could result ongoing harm to the child. It is not necessary to prove that abuse has occurred to report a concern to Tusla. All that is required is that there are **reasonable grounds for concern**. It is Tusla's role to assess concerns that are reported to it. If a concern is reported, the person reporting such concern can be assured that information will be carefully considered with any other information available and a child protection assessment will be carried out where sufficient risk is identified.

**Reasonable grounds for a child safeguarding or welfare concern include:**

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- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
- Any concern about possible sexual abuse.
- Consistent signs that a child is suffering from emotional or physical neglect.
- A child saying or indicating by other means that he or she has been abused.
- Admission or indication by an adult or a child of an alleged abuse they committed.
- An account from a person who saw the child being abused.

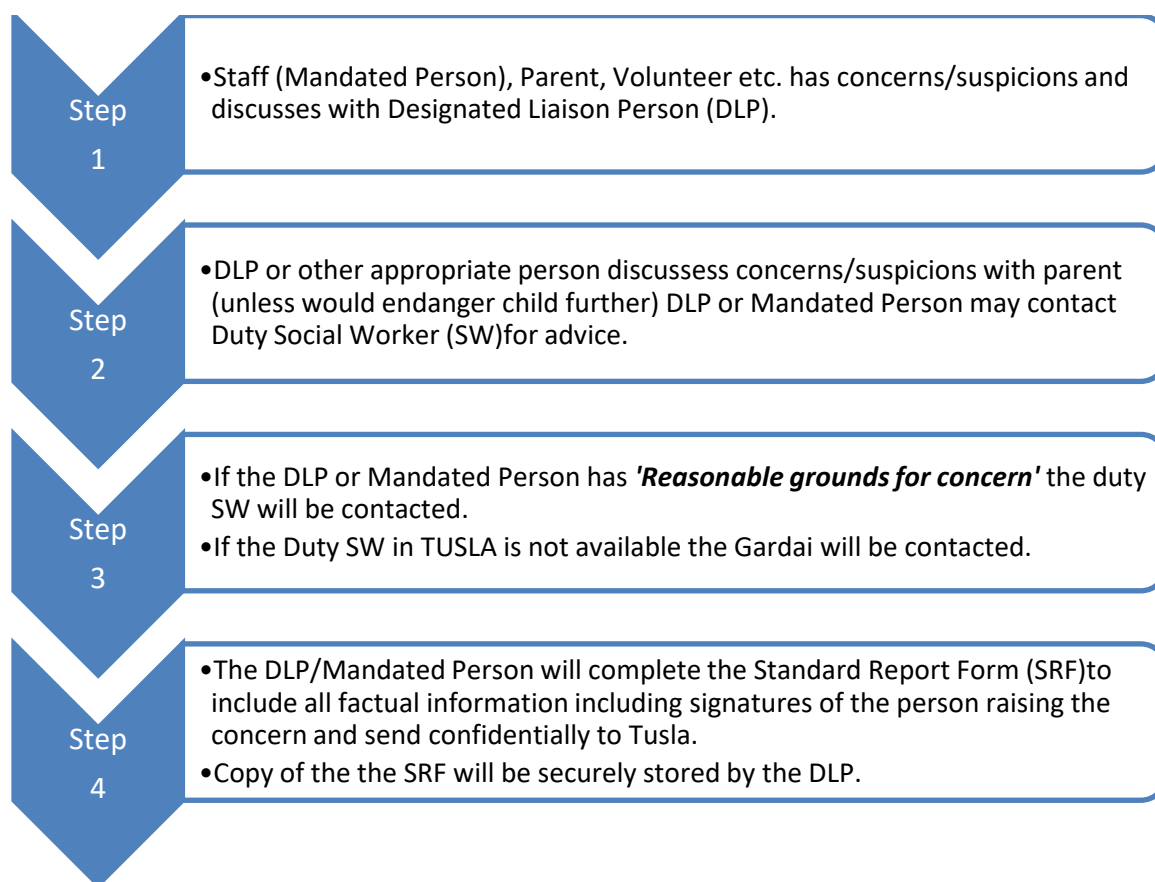
The guiding principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
2. Reports of concerns should be made without delay to Tusla.

**If it is thought that a child is in immediate danger and Tusla cannot be contacted, the Gardaí should be contacted without delay.**



## Child Protection Reporting procedures



**NOTE:** In the case where the Designated Liaison Person or Mandated Person reaches the conclusion that reasonable grounds do not exist that they will not report the concern of the employee, student or volunteer to the relevant TUSLA Social Work Department or An Garda Síochána, the individual employee, student or volunteer who raised the concern should be given a clear written statement of the reasons why the DLP is not taking action. The employee, student or volunteer should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the TUSLA Social Work Department or An Garda Síochána.

**As a Mandated Person, you should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with you and not with the Designated Liaison Person.**

Designated Liaison Persons	Duty Social Worker	Local Garda
Margaret Glancy 086 6063418 Carolyn Farrell 043 6672534.	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath, 044 9353997	Edgeworthstown, 043 6671002

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Child and Family Agency

### Child Care Act (Early Years Services) Regulations 2016

#### Part VIII, Article 31, Notification of Incident Form

Tusla ID No.:		Date of Notification	
Service Name and Address		Service Contact Number:	
<b>Type of Service</b>			
Full day care service	<input type="checkbox"/>	Pre-school service in a drop-in centre	<input type="checkbox"/>
Part-time day care service	<input type="checkbox"/>	Childminding service	<input type="checkbox"/>
Sessional pre-school service	<input type="checkbox"/>	Overnight service	<input type="checkbox"/>
Day of Event	Date of Event	Time of Event	Location of Event
Names of those present at time of incident:			

Type of Event Article 31			
Death of a Child in service	<input type="checkbox"/>	Irregular Closure of a centre	<input type="checkbox"/>
Death of a child in hospital /home following transfer from service	<input type="checkbox"/>	Serious Injury to a child	<input type="checkbox"/>
Diagnosed Infectious Disease Child	<input type="checkbox"/>	Child missing from service	<input type="checkbox"/>
Diagnosed Infectious Disease staff member	<input type="checkbox"/>	Child removed without consent from service	<input type="checkbox"/>

Sequence/chronology and description of the incident

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**Actions taken by the service to manage the incident**

Actions taken by the service to manage the incident

Are there outstanding safety / risk matters to be addressed at the time of notification?

Notification Details				
Notified to	Yes	No	Date	Details

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Parents/Guardians	<input type="checkbox"/>	<input type="checkbox"/>		
Ambulance	<input type="checkbox"/>	<input type="checkbox"/>		
Fire Services	<input type="checkbox"/>	<input type="checkbox"/>		
An Garda Síochána	<input type="checkbox"/>	<input type="checkbox"/>		
EHO	<input type="checkbox"/>	<input type="checkbox"/>		
HSE Public Health	<input type="checkbox"/>	<input type="checkbox"/>		
Registered provider (if offsite)	<input type="checkbox"/>	<input type="checkbox"/>		

Service Incident Report	
Has the service completed a separate incident report?	Name and contact details of person who wrote incident report?

Declaration (To be Completed by Person in Charge)	
I confirm that the information contained in this notification is accurate and correct	
<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

## **APPENDIX 18: EXCLUSIONS**

**This is minimum exclusion periods as recommended by the HSE. The Service may impose longer periods if it has a concern**

<b>Chickenpox:</b>	Until scabs are dry; this is usually 5-7 days after the appearance of the rash.
<b>Conjunctivitis:</b>	Exclusion of affected children until they recover, or until they have had antibiotics for 48 hours.
<b>Corona virus (Covid - 19)</b>	<p>Most symptoms include</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Dry cough and tiredness</li> <li>• Shortness of breath</li> <li>• Lost or changed sense of smell or taste</li> </ul> <p>On average it takes 5-6 days from when someone is infected with the virus for symptoms to show. If showing symptoms you should self isolate for up to 10 days</p>
<b>Diarrhoea:</b>	48 hours from last episode.
<b>Diphtheria:</b>	Very specific exclusion criteria apply and will be advised on by the Department of Public Health.
<b>Food poisoning:</b>	Until authorised by GP.
<b>Glandular Fever:</b>	Exclusion is not necessary.
<b>Haemophilus Influenzae Type B: (Hib)</b>	Children with the disease will be too ill to attend the service. Contacts do not need to be excluded.
<b>Hand, Foot and Mouth Disease:</b>	While the child is unwell, he/she should be kept away from Service. If evidence exists of transmission within the day centre exclusion of children until the spots have gone from their hands may be necessary.
<b>Head Lice:</b>	Exclusion is not necessary [if treated]
<b>Hepatitis A:</b> (Yellow Jaundice, Infectious Hepatitis):	Recommended while the child feels unwell, or until 7 days after onset of jaundice, whichever is later.
<b>Hepatitis B:</b> (Serum Hepatitis)	Children will be too ill to attend the Service and families will be given specific advice about when their child is well enough to return.
<b>Impetigo:</b>	Until lesions are crusted and healed, or 24 hours after commencing antibiotics.

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<b>Influenza and Influenza-like Illness:</b> (Flu and ILI)	Remain at home for 7 days from when their symptoms began. Children should not re-attend the Service until they are feeling better and their temperature has returned to normal.
<b>Living with HIV/AIDS:</b>	Exclusion is not necessary.
<b>Measles:</b>	Exclude the child while infectious i.e. up to 4 days after the rash appears.
<b>Meningitis:</b>	Children with the disease will be too ill to attend the Service. Contacts do not need to be excluded.
<b>Meningococcal Disease:</b>	Children with the disease will be too ill to attend the Service. Contacts do not need to be excluded.
<b>Molluscum Contagiosum:</b>	Exclusion is not necessary.
<b>MRSA:</b> (Meticillin-Resistant Staphylococcus aureus)	Children/infants known to carry staphylococcus aureus (including MRSA) on the skin or in the nose do not need to be excluded. Children who have draining wounds or skin sores producing pus will only need to be excluded from the setting if the wounds cannot be covered or contained by a dressing and/or the dressing cannot be kept dry and intact.
<b>Mumps:</b>	The child should be excluded for 5 days after the onset of swelling.
<b>Pediculosis (lice):</b>	Until appropriate treatment has been given
<b>Pharyngitis/Tonsillitis:</b>	If the disease is known to be caused by a streptococcal (bacterial) infection the child or member of staff should be kept away from the Service until 24 hours after the start of treatment. Otherwise a child or member of staff should stay at home while they feel unwell.
<b>Polio:</b>	Very specific exclusion criteria apply and will be advised on by the Department of Public Health.
<b>Poliomyelitis:</b>	Until declared free from infection by GP
<b>Pneumococcus:</b>	Children with the disease will be too ill to attend the Service. Contacts do not need to be excluded.
<b>Respiratory Syncytial Virus:</b>	Children who have RSV should be excluded until they have no symptoms and their temperature has

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	returned to normal. Contacts do not need to be excluded.
<b>Ringworm:</b>	Children need not be excluded from Service once they commence treatment.
<b>Rubella:</b> (German Measles)	For 7 days after onset of the rash and whilst unwell.
<b>Scabies:</b>	Not necessarily once treatment has commenced.
<b>Scarlet fever:</b>	Once a patient has been on antibiotic treatment for 24 hours they can return to the Service, provided they feel well enough.
<b>Shingles:</b>	Until scabs are dry.
<b>Slapped Cheek Syndrome:</b>	An affected child need not be excluded because he/she is no longer infectious by the time the rash occurs.
<b>Temperature:</b>	Over 38 degrees, return after 48 hours to service
<b>Tetanus:</b> (Lockjaw)	Children with the disease will be too ill to attend the Service. Contacts do not need to be excluded.
<b>Tuberculosis (TB):</b>	Recommendations on exclusion depend on the particulars of each case, e.g. whether the case is "infectious" or not. The Department of Public Health will advise on each individual case.
<b>Typhoid and Paratyphoid:</b>	Very specific exclusion criteria apply; the local Department of Public Health will advise.
<b>Viral Meningitis:</b>	Children with the disease will usually be too ill to attend the Service. Contacts do not need to be exclude.
<b>Vomiting:</b>	48 hours from last episode of vomiting
<b>Whooping Cough:</b> (Pertussis)	The child is likely to be too ill to attend the Service and should stay at home until he/she has had 5 days of antibiotic treatment or for 21 days from onset of illness if no antibiotic treatment.
<b>Worms:</b>	Exclusion is not necessary.
<b>Verrucae:</b>	Exclusion is not necessary.

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### Appendix 19: Vaccination Schedule

Age to Vaccinate	Type of Vaccination
<a href="#">At 2 Months</a> (518KB) Free from your GP	<b>6 in 1 Vaccine</b> (Diphtheria Tetanus Whooping Cough (Pertussis) Hib (Haemophilus influenzae b) Polio (Inactivated poliomyelitis) Hepatitis B)  <b>PCV</b> (Pneumococcal Conjugate Vaccine)  <b>MenB Vaccine</b> (Meningococcal B Vaccine)  <b>Rotavirus oral vaccine</b>
<a href="#">At 4 Months</a> (546KB) Free from your GP	<b>6 in 1 Vaccine</b> (Diphtheria Tetanus Whooping Cough (Pertussis) Hib (Haemophilus influenzae typeb) Polio (Inactivated poliomyelitis) Hepatitis B)  <b>MenB Vaccine</b> (Meningococcal B Vaccine)  <b>Rotavirus oral vaccine</b>
<a href="#">At 6 Months</a> (524KB) Free from your GP	<b>6 in 1 Vaccine</b> (Diphtheria Tetanus Whooping Cough (Pertussis) Hib (Haemophilus influenzae b) Polio (Inactivated poliomyelitis) Hepatitis B)  <b>PCV</b> (Pneumococcal Conjugate Vaccine)  <b>MenC Vaccine</b> (Meningococcal C Vaccine)
<a href="#">At 12 Months</a> (476KB) Free from your GP	<b>MMR</b> (Measles Mumps Rubella)  <b>MenB Vaccine</b> (Meningococcal B Vaccine)
<a href="#">At 13 Months</a> (551KB) Free from your GP	<b>Hib/MenC</b> (Haemophilus influenzae b and Meningococcal C combined vaccine)  <b>PCV</b> (Pneumococcal Conjugate Vaccine)
<a href="#">At 4-5 Years</a> Free in school or from your GP	<b>4 in 1</b> <ul style="list-style-type: none"> <li>• Diphtheria</li> <li>• Tetanus</li> <li>• Whooping cough (Pertussis)</li> <li>• Polio (Inactivated poliomyelitis)</li> </ul> <b>MMR</b> (Measles, mumps, Rubella)
<a href="#">At 11-14 Years</a> Free in school	<b>Tdap</b> <ul style="list-style-type: none"> <li>• Diphtheria</li> <li>• Tetanus</li> <li>• Whooping cough (Pertussis)</li> </ul> <b>MenACYW</b> (meningococcal ACWY booster vaccination.)
<a href="#">At 12 Years</a> Free in school	<b>HPV</b> (Human Papillomavirus)



## **Saint Mary's Childcare Campus CLG Policies and Procedures**

### **Appendix 20**

#### **DISCLAIMER TO BE SIGNED BY A STAFF MEMBER WHO IS NOT VACCINATED**

**NAME OF STAFF MEMBER**

---

I have decided not to be vaccinated according to the HSE recommended schedule.

I understand that in a group childcare setting the consequences may include:

- Contracting the illness that the vaccine is designed to prevent
- Transmitting the disease to others
- I understand that if there is a disease breakout this may necessitate my staying at home. This will only be done with advice from a medical practitioner and in the best interest of all children and other staff members.

**Signed:**

---

**Name of Staff Member**

### **Appendix 21**

#### **SPECIFIC DISEASES**

##### **Head Lice**

Head lice can be a common problem in preschool children. Head lice crawl and require head to head contact for transmission. It is our policy to be proactive and manage the treatment. Parents/guardians have a responsibility to adhere to all our recommendations, working together to address this common health concern.

- Parents/guardians have the primary responsibility for the detection and treatment of head lice.
- Parents/guardians must check their child's head regularly, even if they don't suspect their child has head lice.
- All cases must be reported to the person in charge. Parents/guardians must state when appropriate treatment was commenced.
- Parents/guardians will be informed and advised on the correct procedures to take.
- Notification will be displayed on the parents' notice board and information given if required.
- Confidentiality will be adhered to in every case reported.
- We suggest children with long hair should have it tied back.
- There are a variety of effective preparations, shampoos and lotions available. It is vital that parents/guardians follow instructions accurately.

It is important to remember that anyone can get head lice, however infestation is more likely among small children due to nature of how they play. Head lice do not reflect standards of hygiene either in the home or preschool environment

##### **Meningitis and Meningococcal:**

Both these diseases are most common in children, there are over 150 cases reported per year in this age group in Ireland (Meningitis Trust). Although relatively

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rare, the speed at which children become ill and the dramatic and sometimes devastating course of events make it a terrifying disease. Having a good knowledge and understanding of meningitis and being able to recognise the signs and symptoms early as well as getting medical attention quickly, may save lives. Although cases can occur throughout the year, the majority of cases occur during the winter months. Meningitis is an inflammation of the membranes that surround and protect the brain and spinal cord. The most common germs that cause meningitis are viruses and bacteria:

**Viral Meningitis** is rarely life threatening, although it can make people very unwell. Most people make a full recovery, but sufferers can be left with after-effects such as headaches, tiredness and memory loss.

**Bacterial Meningitis** can be life threatening and needs urgent medical attention. Most people who suffer from bacterial meningitis recover but many can be left with a variety of after-effects and one in ten will die.

### ***Signs and Symptoms:***

Meningitis and septicaemia (blood poisoning) are not always easy to recognise and symptoms can appear in any order. Some may not appear at all. In the early stages, the signs and symptoms can be similar to many other more common illnesses, for example flu. Trust your instincts. If you suspect meningitis or septicaemia, get medical help immediately. Early symptoms can include fever, headache, nausea (feeling sick), vomiting (being sick), and muscle pain, with cold hands and feet. A rash that does not fade under pressure (see 'The Glass (tumbler)Test' below) is a sign of meningococcal septicaemia. This rash may begin as a few small spots anywhere on the body and can spread quickly to look like fresh bruises.

The spots or rash are caused by blood leaking into the tissues under the skin. They are more difficult to see on darker skin, so look on paler areas of the skin and under the eyelids. The spots or rash may fade at first, so keep checking. **However, if someone is ill or is obviously getting worse, do not wait for spots or a rash to appear. They may appear late or may not appear at all.**

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Spots or a rash will still be seen when the side of a clear drinking glass is pressed firmly against the skin.

A fever, together with spots or a rash that do not fade under pressure, is a medical emergency.

Trust your instincts. If you suspect meningitis or septicaemia, get medical help immediately.

### ***Procedure for Managing a Suspected Case of Meningitis:***

- If a member of staff suspects that a child is displaying the signs and symptoms of meningitis the child's doctor or our doctor on call will be contacted immediately and the child's parents/guardians called.
- If a GP is not available, the child will be taken straight to the nearest A and E department. A member of staff will escort the child to hospital if the parent is unavailable.

Babies and Toddlers		Children and Adults	
Meningitis <input type="checkbox"/> and Septicaemia <input type="checkbox"/> often occur Together <input type="checkbox"/>		Meningitis <input type="checkbox"/> and Septicaemia <input type="checkbox"/> often occur Together <input type="checkbox"/>	
 Fever, cold hands & feet	 Floppy, listless, unresponsive	 Fever, cold hands & feet	 Stomach cramps & diarrhoea
 Refusing food	 Drowsy, difficult to wake	 Vomiting	 Spots/Rash see Glass Test
 Vomiting	 Spots/Rash see Glass Test	 Drowsy, difficult to wake	 Severe headache
 Pale, blotchy skin	 Rapid breathing or grunting	 Confusion & irritability	 Stiff neck
 Fretful, dislike being handled	 Unusual cry, moaning	 Severe muscle pain	 Dislike bright lights



***Procedure when a case of Meningococcal Disease (Meningitis and /or Septicaemia) Occurs within an Early Years' service:***

- The public health team will usually issue a letter to other parents/guardians to inform them of the situation. The aim of this letter is to give information about, reduce anxiety and prevent uninformed rumours.
- Meningitis literature (out-lining signs and symptoms) will be provided for parents/guardians by the public health team. The Meningitis Trust can provide further information and support free of charge.
- Antibiotics will be offered to persons considered to be 'close contacts'. These are usually immediate family members or 'household' contacts. Antibiotics are given to kill off the bacteria that may be carried in the back of the nose and throat: this reduces the risk of passing the bacteria on to others. In certain situations, a vaccine may also be offered. These actions are coordinated by the public health team.
- There is **no reason** to close the Child Care service.
- There is **no need** to disinfect or destroy any equipment or toys that the child has touched.

The likelihood of a second case of meningococcal disease is extremely small. However, if two or more suspected cases occur within four weeks in the same Child Care facility, then antibiotics may be offered to all children and staff, on the advice from the public health doctor. During this time staff and parents should remain

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vigilant. Parents/guardians are advised to contact their GP if they are concerned or worried that their child is unwell.

**For more information, [www.meningitis-trust.ie](http://www.meningitis-trust.ie) or 24-hour helpline 1800 523196**

### **Hand, Foot and Mouth:**

Hand, Foot and Mouth (HFMD) is a viral illness that causes fever, painful blisters in the throat and mouth, and sometimes on the hands, feet and bottom. HFMD is often confused with foot-and-mouth (also called hoof-and-mouth) disease, a disease of cattle, sheep, and swine; however, the two diseases are not related—they are caused by different viruses. Humans do not get the animal disease, and animals do not get the human disease.

The viruses that cause it are called Coxsackie viruses that live in the human digestive tract. Several types of this family of viruses can cause Hand, Foot and Mouth so unfortunately you can get it more than once. These viruses are usually passed from person to person through unwashed hands and via surfaces which have viruses on them. They can also be spread by coughing. It is more common to catch them from someone when they are in the early stages of their illness. Although anyone is at risk of becoming infected, children are generally more susceptible. HFMD is more common in summer and autumn and there is no immunisation.

### **Symptoms:**

- The disease usually begins with a fever, poor appetite, malaise (feeling vaguely unwell), and often with a sore throat.
- One or 2 days after fever onset, painful sores usually develop in the mouth. They begin as small red spots that blister and then often become ulcers. The sores are usually located on the tongue, gums, and inside of the cheeks.
- A non-itchy skin rash develops over 1–2 days. The rash has flat or raised red spots, sometimes with blisters. The rash is usually located on the palms of the hands and soles of the feet; it may also appear on the buttocks and/or genitalia.
- A person with HFMD may have only the rash or only the mouth sores.

### ***How Hand, Foot, and Mouth Disease Is Spread:***

- Infection is spread from person to person by direct contact with infectious virus. Infectious virus is found in the nose and throat secretions, saliva, blister fluid, and stool of infected persons. The virus is most often spread by persons with unwashed, virus-contaminated hands and by contact with virus-contaminated surfaces.
- Infected persons are most contagious during the first week of the illness.
- The viruses that cause HFMD can remain in the body for weeks after a patient's symptoms have gone away. This means that the infected person can still pass the infection to other people even though he/she appears well. Also, some persons who are infected and excreting the virus, including most adults, may have no symptoms.
- HFMD is not transmitted to or from pets or other animals.

### ***Treatment of HFMD:***

There is no specific treatment and antibiotics are not effective as it is a viral infection. Most children with HFMD recover completely after a few days resting at home. Plenty of fluids help. Any fever or discomfort can be helped with a children's pain relief such as Calpol.

### ***Prevention of HFMD:***

A specific preventive for HFMD is not available, but the risk of infection can be lowered by following good hygiene practices.

- Hand washing is the mainstay of prevention of transmission and control of outbreaks. Children and carers should wash their hands before eating or preparing food, after using the toilet or especially after changing nappies, after contact with an ill child, after contact with animals and whenever hands are visibly soiled. (See Infection Control Policy)



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- Cleaning dirty surfaces and soiled items, including toys, first with soap and water and then disinfecting them by cleansing with a solution of chlorine bleach (made by adding 1 part of bleach to 4 parts water)
- Avoiding close contact (kissing, hugging, sharing eating utensils or cups, etc.) with persons with HFMD
- **Children should be kept away from the Service whilst unwell. If evidence exists of transmission within the Service, exclusion of children until the spots have gone from their hands may be necessary.**

**Note:** HFMD is communicable immediately before and during the acute stage of the illness, and perhaps longer as the virus may be present in the faeces for weeks.

The incubation period is 3 to 6 days and the condition may last from 7 to 10 days.



## Appendix 22

### SAFE SLEEP CHECKLIST (FOR DISPLAY)

- Infants are always placed on their backs to sleep with their feet to the foot of the cot.
- Sleeping infants/children are checked **every 10 minutes**, by assigned staff.
- When children under 2 years are sleeping on floor beds the supervising adult must remain in the room to ensure adequate supervision of sleeping children.
- The sleep information is recorded on a Sleep Chart on little vista including the sleeping position, colour/pallor, and breathing pattern.
- Check the infant/child's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly.
- Check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.
- Room temperature will be kept between 16<sup>0</sup> and 20<sup>0</sup> Celsius and a thermometer kept in the sleep room.
- Infant/child's heads will not be covered with blankets or bedding.
- No loose bedding, duvets, pillows, bumper pads, etc. will be used in cots.
- Tuck any blankets in at the foot of the cot and along the sides of the cot mattress.
- No toys and stuffed animals in the cot when the infant/child are sleeping.
- No bottles will be permitted in cots.
- Soothers will be allowed in cots while infant/child sleeps.
- Only one infant/child will be in a cot at a time, unless we are evacuating babies/children in an emergency.
- 
- No smoking is permitted on the premises or the surrounding areas adjacent to the premises.

## **APPENDIX 23**

### **COT DEATH PROCEDURE**

#### **What is Cot Death?**

“Cot death” is a term used to describe the death of a previously healthy infant, who has died for no apparent reason. It is sometimes referred to as Sudden “Unexpected Death in Infancy” (SUDI), which is defined as “the sudden death of an infant or young child which is unexpected by history and in which a thorough postmortem examination fails to demonstrate an adequate cause for death”. The term “Sudden Infant Death Syndrome” (SIDS) is sometimes used on death certificates although it is more commonly recorded as “Sudden Unexpected Death in Infancy” (SUDI).

#### **What happens?**

In a typical case an apparently healthy infant is put down to sleep without the slightest suspicion that anything is out of the ordinary, although there are sometimes signs of a slight cold or tummy upset. When next checked, the infant is found to have died. Sometimes the time interval is only minutes. Although the term “cot death” is used, babies can be found in car seats, prams, in an adult bed or on a sofa or chair. There is often no sound or sign of a struggle, or of any distress. Whilst most cot deaths occur during the night, they can also happen during the day.

#### **Which babies are at risk?**

All babies are potentially at risk of cot death, however, there are certain circumstances where the risks are increased:

- The risk of cot death is highest during the first 6 months of life and decreases quite dramatically after this. However, a small number of cot deaths still occur in babies over 6 months, and very occasionally over 1 year old.
- There is a clear gender difference in cot death with boys being almost twice as likely to suffer a cot death as girls. The reason for this is uncertain.
- Cot death is more common in the winter months with approximately 60% of deaths occurring during the winter/spring compared with 40% in summer/autumn
- Second and later born infants in a family are at greater risk than first born.

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- Research has shown that young mothers (under 20 years old) are more likely to lose an infant to cot death than older mothers. The average age of cot death mothers is two years younger than the general maternal population.
- Preterm (less than 37 weeks' gestation) or low birth weight babies (under 5½ lbs) are more likely to die from cot death than full term infants. Twins are also more vulnerable.
- There is a seven-fold increase in the risk of cot death if the mother smokes during pregnancy. This risk is further increased if the father also smokes • The infants of mothers who misuse substances are also more vulnerable to cot death and alcohol consumption by adults in the home seems to have an adverse effect.

(Source <http://www.scottishcotdeathtrust.org/skyblucms/resources/early-years-guide-31.08.15.pdf>)

### **Procedures for dealing with a Cot Death:**

- If you think that a child has stopped breathing or may be dead, a member of staff will immediately commence resuscitation, while another member of staff should:
  - (a) Phone 999, 911 or 112 or the local GP and request assistance.
  - (b) Give the ambulance /GP relevant and direct information:
    - Your name.
    - Address and telephone number of the premises.
    - The circumstances of the emergency.
    - The age and gender of the child.
    - Try to remain calm.

### **What happens next?**

- The Garda will probably arrive.
- Under the Coroner's Act, 1962, the Garda are required to notify the Coroner and as the Coroner's agents are required to inquire into the circumstances of any sudden deaths where the deceased has not been seen or treated by a doctor

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within one month prior to the date of death, or of any death for which medical certificate as to the cause of death is not procurable.

- Contact the child's family immediately. Advise them that their child is seriously ill and that you have called an ambulance/doctor. If the ambulance/doctor wishes to immediately take the child to hospital and this is before the parents arrive, a staff member will, if possible, accompany the child on the journey to the hospital. If possible, remember to take the child's personal file with you.
- If the above has occurred, when contacting the parents tell them what hospital, and contact the hospital to let them know of the parents intended arrival.

### **If the parents arrive at the Service:**

- When the parents arrive at the Service, immediately bring them to where the child is.
- Allow them some private time to be with and hold their child.
- Explain to the parents that because their child has died suddenly and unexpectedly, the Garda will call to visit them, and that you as the carer will be asked some questions.
- The GP or a member of the Garda, will have the task of officially informing the parents of the death of their child.
- Parents usually want to know the details there and then surround the death of their child.
- Let them know that you are willing to give them all the details and answer any questions they have.
- Be aware that parents may wish to visit you repeatedly to go over the events.
- The parents may apportion blame to you and the staff. Therefore, professional help will be sought for staff as this is a highly emotional and distressing time for everyone.

### **What to do back at the Service:**

- Try as best as possible to retain some form of normality for the sake of the other children as they will very quickly notice the vibes and the emotionally charged

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atmosphere making them feel insecure and afraid. It may be necessary to take the other children out of the Service to a pre-arranged meeting point for parents to collect them

- Ensure that the child's clothes and personal belongings are not thrown out.
- Do not launder any of the bed cloths that the child was using.
- Keep the area where the child was sleeping intact i.e. the cot, mattress, play pen etc., as this may be required by the Garda for research.

### **How to inform the other parents:**

- Telephone all parents and tell them what has happened, and request them if possible, to come and collect their child.
- When parents arrive at the Service to collect their child, privately explain to them their child's reaction to the infant/child's death and try to reassure them.

### **What to say to the children?**

- Try to continue the children's daily routine as normally as possible.
- Answer the children's questions honestly and simply reassure them that their familiar staff member will be staying with them until their parents arrive to collect to them.
- The older children may ask direct questions e.g. 'is he dead?', you must answer them truthfully, but be sure that you inform their parents of their question and your answer.
- Be aware that children's reactions to, and perceptions of death are dependent on their age, experience, personality, and family circumstances.

### **The next stage, the days after:**

- Contact First Light for support and advice.
- Organise counselling for the children, staff, and parents by contacting the Public Health Nurse, the Hospital or First Light.
- Discuss and seek permission from parents if they wish their child to avail of professional counselling.

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- Call a parent/staff meeting and invite along a health professional to talk to, reassure the parents, and answer any questions that they may have.
- Representation of staff and parents to attend the infant/child's funeral can be discussed at the meeting, and the infant/child's parents contacted to seek their approval.
- Decide whether the Service will close for a period.

### **Supporting the parents:**

- Demonstrate support to the infant/child's family but remember they may not want to have any communication with you as they find it too painful or they may be angry and blame you for what has happened, so be prepared for this reaction.
- If communication with the family is maintained, always refer to the infant/child by name.
- Make the child's personal belongings they had in the Service available to the parents if they wish.
- Provide ongoing support by remembering the child's birthday and their anniversary, by keeping the child's memory alive.
- A tree could be planted, or a garden created in memory of the infant/child, which may add to the grieving process.

### **These guidelines are recommended by:**

First Light

4 North Brunswick Street

Dublin 7

Tele: 01) 8732711

Helpline Call Save: 1850 391391

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 24

## Planning for the sleep needs of children in St. Mary's Childcare Campus CLG

### Section A: Child's details

Child's Name:

DOB:

Parent/Guardian's Name:

Age in months at time of sleep plan completion:

Parent/Guardian's contact details:

Name & signature of person completing sleep plan:

Role of person completing sleep plan:

Date:

### Section B: To be completed with parent/guardian

What is your child's routine for day-time naps at home?

Where does your child nap?

What time(s) does your child nap?

How long does your child nap for?

What type of blanket/cover does your child nap with? If your child uses a comforter at nap time (e.g. teddy, soother) please describe:

If you have any comments about the plan to move your child from a standard cot to a floor bed, insert here:

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### **Section C: To be completed by EYT Room Leader**

**1. Is developmentally ready to move from a cot to a floor bed? Yes No**

**Please outline the supporting evidence (refer to guidance):**

**2. If he/she currently sleeps in a cot for daytime naps at home or in the service, please describe the plan to support his/her transition from a cot to a floor bed:**

**3. Please describe the sleep equipment that will be provided (refer to the guidance)**

**4. Is there a daily risk assessment of the sleeping environment carried out by the service?**

**Yes No**



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### **Section D: Agreed individualised sleep plan**

<b>Agreed individualised sleep plan for :</b>	
<b>Date agreed:</b>	<b>Review (and update parents) date:</b>
<b>Sleep routine:</b>	
<b>Preferred sleep environment and sleep equipment (e.g. cot, floor bed):</b>	

#### **Parent/guardian agreement**

**I agree that I have been consulted about moving my child from a cot to a floor bed and I agree with the decision to so. I have read and agree with the sleep plan.**

**Signature of parent/guardian:**

**Phone number:**

**Date:**

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 26

### Regular Outing Permission Form

St. Mary's Childcare Campus CLG go on regular outings in the local area. Details of regular outings are outlined below. Please refer to our outings policy for further details.

**Child's Name:**-----

#### Location of regular outings

Location of outing	Method of transport	Adult:Child ratio
Sensory garden	Walking, including pushchairs and wheelchairs where required.	Determined by risk assessment
Edgeworthstown Graveyard		
Edgeworthstown Community Centre		

I consent to my child \_\_\_\_\_ (Child's name in block capitals) going on the above regular outings.

Parent's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Saint Mary's Childcare Campus CLG Policies and Procedures

### Appendix 27

### Outing Parental Consent Form

Child's name: \_\_\_\_\_ Date of outing: \_\_\_\_\_

Location and address of outing: \_\_\_\_\_

Purpose of outing: \_\_\_\_\_

Plan of activities on the outing: \_\_\_\_\_

Time of departure: \_\_\_\_\_ Time of return: \_\_\_\_\_

Method of transport: \_\_\_\_\_

Staff member in charge of outing: \_\_\_\_\_

Proposed number of children on the outing: \_\_\_\_\_

Adult: Child ratio for the outing (determined by risk assessment): \_\_\_\_\_

Proposed number of additional adults other than staff on the outing: \_\_\_\_\_

Cost: \_\_\_\_\_

Requirements for the outing: Packed lunch, rain jacket, sun cream, sunhat, wellies, change of clothes.

I consent to my child \_\_\_\_\_ (Child's name in block capitals) going on the above outing.

Parent's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent comments

There is a risk assessment available in the service for this outing, Parents/Guardians are welcome to view the risk assessment prior to the outing. A first aid kit will be brought on this outing.

## **APPENDIX 28**

### **DEALING WITH THE MEDIA**

Some events draw a great deal of media attention and this can add complexity and stress to what is already a difficult situation. The media can be used to dispel rumour and give a clear factual message.

On the other hand, the media can sensationalise the story. The primary concern at any time of crisis is to protect the privacy of those affected by the incident and to ensure any media attention is handled sensitively.

It is most important that all those involved understand how the media will be handled at times of crisis

#### **Press Statement:**

- Prepare a press statement that is factual and accurate.
- It should be brief and carefully considered.
- Avoid sweeping statements or generalisations.
- Consider privacy of families concerned.

#### **Interviews**

- Decide if the Service wished to partake.
- Use designated times and in a specific press room (this keeps you in control).
- Preparation is key.
- Parents/guardians should be advised not to let children be interviewed.
- Delegate a spokesperson.
- Management should inform everyone concerned that only the nominated spokesperson will deal with the media.

### Media Do's and Don'ts:

Do's	√	Don'ts	X
Do write a press release and rehearse		Don't go into personal details of those involved	
Do consider getting professional help or help from your membership organisation		Don't read the statement to the camera	
Do use careful and sensitive language		Don't engage in rambling discussions afterwards Don't use "no comment"	
Do keep it short		Don't respond to quotes from others	
Do regard anything you write down as quotable		Don't answer questions that you don't know the answer to	
Do ask can you have sight of any press coverage		Don't make "off the record" comments	
Do ask for outline of questions in advance		Let anyone, other than spokesperson speak with the media	
Do avoid being drawn into speculation		Don't make sweeping statements	

## **APPENDIX 29**

### **Early Childhood Education Framework Principles**

The Service recognises the value and contribution of early childhood education to lifelong learning.

The following set of principles provides a framework for staff as they make decisions about their curriculum activities.

#### **1. Children are capable and competent and have been learning since birth**

Recognising children as competent learner's means recognising what they know and can do, and using that as a starting point for new learning. Children learn in different ways – from feeling, touching, music etc. Therefore, the curriculum planning sheets will be used in all rooms.

#### **2. Children build deep understandings when they learn through all senses and are offered choice in their learning experiences**

Children develop holistically when they take in information in through all senses including touch, hearing, seeing, body movement and smell. Children engage more enthusiastically in learning when they are able to participate in decision making about learning experiences.

#### **3. Children learn best through interactions, actively exploring, experimenting and using a variety of materials**

Staff support children by encouraging them by facilitating their learning in a range of ways such as movement, painting, drawing, speaking, writing, construction, tabletop activities and role play.

### **4. Children's positive attitudes to learning, and to themselves as learners, are essential for success in school and beyond**

Staff have an important role in encouraging children to develop attitudes such as perseverance and a willingness to engage in new learning. Children develop attitudes when they receive feedback as they question, explore, create, invent and interact with others. Positive attitudes towards learning are also fostered by providing learning experiences that are relevant to children's lives and interests.

### **5. Children learn best in environments where there are supportive relationships among all partners in the learning community**

Staff develop supportive partnerships with children, families, communities and professional colleagues by:

- Building a sense of child centeredness by planning with children.
- Involving families in supporting children's learning through sharing information and allowing families to contribute their own knowledge and perspectives.
- Working with external professionals (Speech therapist, Early Years' inspection team etc.) to provide quality learning programs.

### **6. Early childhood programs are most effective when they recognise, value and build upon the cultural and social experiences of children**

Children have diverse experiences in homes, communities, early care and educational settings. Staff should ensure that learning environments reflect this diversity of cultural and social experiences as well as shared ideas, values, beliefs, and identities. Learning programs therefore acknowledge or build on children's diverse ways of thinking, knowing and behaving.

**7. Building continuity of learning as children move to and through school provides foundations for their future success**

Children successfully manage transitions into school and through school when teachers establish continuities between children's prior, current and future learning.

**8. Assessment of young children**

Assessment involves the purposeful and ongoing monitoring of children's learning. The information gathered is used for future planning and to make judgments about a child's learning and development. Children's everyday learning experiences offer rich opportunities for gathering this evidence of learning.



## Saint Mary's Childcare Campus CLG Policies and Procedures

## Appendix 30

## Data Disposal Schedule

[illegible]

## Saint Mary's Childcare Campus CLG



# Risk Benefit Assessment

Appendix 25 Area:

Date:

Activity	Benefits	Possible Hazards	Precautions or further action required

Signed: Room leader-----

Manager-----

## **Saint Mary's Childcare Campus CLG Policies and Procedures**

## Saint Mary's Childcare Campus Policies and Procedures September 2021

### APPENDIX S: REVIEW OF POLICIES BY THE SERVICE:

These policies are a working document and will be reviewed regularly and in line with changes in Legislation, Regulations, National Standards and Good Practice.

The following comments are for use at the next review:

POLICY NO.	POLICY NAME:	PROCEDURES AND FORMS:	DATE WRITTEN	REVIEW DATE
1	Statement of Purpose and Function		December 2020	07/06/2023
2	Fees Policy	Parent agreement form	July 2023	
3.	Children's Charter		December 2020	
4.	Admissions Policy	Jewellery Disclaimer Vaccination Disclaimer	13/07/2023	
5.	Admissions for children with additional needs	Access and Inclusion Model	13/07/2023	
6.	Complaints	Complaints form	December 2020	07/07/2023
7.	Recruitment (Including Garda Vetting)	Induction week checklist	December 2020	07/07/2023
8.	Staff absences		December 2020	
9.	Staff Training	Induction week checklist Acknowledgement of employee receipt of policies and procedures	December 2020	20/07/2023

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10.	Staff Supervision		December 2020	20/07/2023
11.	Settling-In		December 2020	20/07/2023
12.	Behaviour Management	Steps in resolving conflict ABC observation form	December 2020	20/10/2023
13.	Inclusion, Equality and Diversity	Principles of an inclusive culture in ECCE Access and Inclusion Model	December 2020	27/07/2023
14.	Healthy Eating	Allergens	December 2020	27/07/2023
15.	Outdoor Play		December 2020	27/10/2023
16.	Use of the Internet, Photographic and Recording Devices		December 2020	27/10/2023
17.	Child and Adult Safeguarding Policy	List of our mandated persons Child safeguarding reporting procedure Child protection and welfare report form Child protection welfare guidelines	December 2020	27/10/2023
18.	Child Safeguarding Statement		December 2020	14/03/2024
19.	Medication Management	Medical consent form	December 2020	04/08/2023
20.	Accidents and Incidents	Tusla Childcare act regulations	December 2020	04/08/2023
21.	Infection Control	Exclusions Vaccination Schedule Staff vaccination disclaimer Specific diseases	December 2020	15/09/2023

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22.	Exclusion of Sick Children		December 2021	04/09/2023
23.	Nappy Changing		December 2020	06/10/2023
24.	Toileting		December 2020	15/11/2023
25.	Safe Sleep	Safe sleep checklist Cot death procedure Planning for the sleep needs of children	December 2020	15/02/2024
26.	Risk Management		December 2020	30/11/2023
27.	Checking in and out and Record of Attendance		December 2020	20/12/2023
28.	Dropping off and Collecting Children	Temporary authorisation to collect form	December 2020	22/12/2023
29.	Fire Safety		December 2020	22/12/2023
30.	Outings	Risk Benefit Assessment Regular outing permission form Outing parental consent form	January 2024	
31.	Supervision of Children		December 2020	18/01/2024
32.	Missing Child		December 2020	18/01/2024

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33.	Sun Safety		December 2020	18/01/024
34.	Animals		December 2020	18/01/2024
35.	Critical incident and evacuation plan	Dealing with the media	December 2020	18/01/2024
36.	Partnership with parents		December 2020	25/01/2024
37.	Curriculum	Early Childhood Education Framework Principles	December 2020	31/01/2024
38.	Bottle making and Breastfeeding Policy		December 2020	31/01/2024
39.	Data Retention Policy	Data disposal schedule	December 2021	31/01/2024
40.	Policy for Unexpected Closures		December 2020	16/02/2024
41.	Policy for Little Vista		December 2023	

# **INFORMATION**



**SÍOLTA, the National Quality Framework for Early Childhood Education:**

**STANDARDS:**

**Standard 1: Rights of the Child**

Ensuring that each child's rights are met requires that she/he is enabled to exercise choice and to use initiative as an active participant and partner in her/his own development and learning.

**Standard 2: Environments**

Enriching environments, both indoor and outdoor (including materials and equipment) are well maintained, safe, available, accessible, adaptable, developmentally appropriate, and offer a variety of challenging and stimulating experiences.

**Standard 3: Parents/guardians and Families**

Valuing and involving parents/guardians and families requires a proactive partnership approach evidenced by a range of clearly stated, accessible and implemented processes, policies and procedures.

**Standard 4: Consultation**

Ensuring inclusive decision-making requires consultation that promotes participation and seeks out, listens to and acts upon the views and opinions of children, parents/guardians and staff, and other stakeholders, as appropriate.

**Standard 5: Interactions**

Fostering constructive interactions (child/child, child/adult and adult/adult) requires explicit policies, procedures and practice that emphasise the value of process and are based on mutual respect, equal partnership and sensitivity.

**Standard 6: Play**

Promoting play requires that each child has ample time to engage in freely available and accessible, developmentally appropriate and well-resourced opportunities for exploration, creativity and 'meaning making' in the company of other children, with participating and supportive staff and alone, where appropriate.

### **Standard 7: Curriculum**

Encouraging each child's holistic development and learning requires the implementation of a verifiable, broad-based, documented and flexible curriculum or programme.

### **Standard 8: Planning and Evaluation**

Enriching and informing all aspects of practice within the setting requires cycles of observation, planning, action and evaluation, undertaken on a regular basis.

### **Standard 9: Health and Welfare**

Promoting the health and welfare of the child requires protection from harm, provision of nutritious food, appropriate opportunities for rest, and secure relationships characterised by trust and respect.

### **Standard 10: Organisation**

Organising and managing resources effectively require an agreed written philosophy, supported by clearly communicated policies and procedures to guide and determine practice.

### **Standard 11: Professional Practice**

Practising in a professional manner requires that individuals have skills, knowledge, values and attitudes appropriate to their role and responsibility within the setting. In addition, it requires regular reflection upon practice and engagement in supported, ongoing professional development.

### **Standard 12: Communication**

Communicating effectively in the best interests of the child requires policies, procedures and actions that promote the proactive sharing of knowledge and information among appropriate stakeholders, with respect and confidentiality.

### **Standard 13: Transitions**

Ensuring continuity of experiences for children requires policies, procedures and practice that promote sensitive management of transitions, consistency in key relationships, liaison within and between settings, the keeping and transfer of relevant information (with parental consent), and the close involvement of parents/guardians and, where appropriate, relevant professionals.

**Standard 14: Identity and Belonging**

Promoting positive identities and a strong sense of belonging requires clearly defined policies, procedures and practice that empower every child and adult to develop a confident self- and group identity, and to have a positive understanding and regard for the identity and rights of others.

**Standard 15: Legislation and Regulation**

Being compliant requires that all relevant regulations and legislative requirements are met or exceeded.

**Standard 16: Community Involvement**

Promoting community involvement requires the establishment of networks and connections evidenced by policies, procedures and actions which extend and support all adult's and children's engagement with the wider community.

For further information, see [www.siolta.ie](http://www.siolta.ie)

## Saint Mary's Childcare Campus Policies and Procedures December 2021

## REVIEW OF POLICIES:

These policies are a working document and will be reviewed regularly and in line with changes in Legislation, Regulations, National Standards and Good Practice.

The following comments are for use at the next review:

[illegible]