



Little Treasures Policies and Procedures Manual

Revised August 2021



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STATEMENT OF PURPOSE AND FUNCTION

Little Treasures Crèche welcomes all children and is committed to providing excellent standards of care for the holistic development of each child. Through providing a warm, friendly, safe and caring environment we aspire to challenge and stimulate children to develop to their full potential through play, learning, interactions and experiences that are age and stage appropriate

At Little Treasures we endeavour to support your children's learning and development, by providing quality childcare for your children as they grow and develop in Accordance with **Aistear (The Early Childhood Curriculum Framework) and Siolta (The National Quality Framework for Early Education)**. We offer full time, part time, sessional, & after school child care.

Aims & Objectives

- To provide a safe & secure environment allowing children the freedom to explore.
- To meet each child's individual needs.
- To provide the children with opportunities to extend and enrich their learning and development through play.
- To provide a wide variety of experiences that will stimulate the holistic development of each child.
- To create an atmosphere where children feel at ease and look forward to coming to the crèche.
- To communicate openly with parents / children and other staff members to show transparency in all areas of the service.
- To encourage children to make decisions and choose activities which will promote independence.
- To carry out a on-going observations on all children to ascertain their level of development.
- To draw up individual learning plans derived from our observations and the children's individual interests.
- To work in consultation with other professionals for the benefit of the children.
- To have fully qualified staff with training constantly being updated & accessed to maintain high standards and keep abreast of changing regulations/ requirements & childcare practices.
- To ensure that each child is happy and has fun.

To work under the Siolta Framework- "Siolta is designed to define, assess and support the improvement of quality across all aspects of practice in early childhood care and education



(ECCE) settings where children aged birth to six years are present”.

ADMINISTRATION

ADMISSIONS POLICY

It is the policy of Little Treasures Childcare Service that our service is open to all families in our community. We are committed to operating open and fair Admissions Procedures.

Admissions procedures

- Each child must be at least 12 Months when starting at the service
- Parents seeking to secure a place for their child must pay a booking fee and complete the relevant enrolment forms.
- A completed enrolment form must be lodged with the service prior to the child attending the service
- Children will be admitted on a 'first come first served' basis, following submission of the enrolment form.
- If there are no remaining places a waiting list will be drawn up.
- Referrals from family support services will be accepted provided there is a place available.

FEES POLICY

Fees are set at the beginning of each year at a rate that takes account of affordability for parents and of the sustainability of the service.

- A booking deposit of €100 applies which is refunded at the end of 12 consecutive months.
- Fees must be paid weekly in advance on Monday or on the 1st day of attendance
- There is a discount for families where more than one child attends the service (**for full day care only**)
- Fees must be paid even when the child is absent due to illness and personal holidays, ‘except in special circumstances and with the agreement of the manager.
- Fee are payable over 52 weeks of the year including all bank holidays.
- Parents will sign a contract agreeing the terms of the fee payment policy.



Little Treasures Fees

We offer the National Childcare Scheme (NCS)

Parents must apply on www.ncs.gov.ie for this subsidy & when approved supply the creche with the CHICK number. This number will be added to the portal & the parent will be then required to confirm. This subsidy will be taken off the weekly fees.

Full Day Care €195

Afterschool €80 (2-6)

10% Discount on second child of Full Day Care only

Payable on a Monday by cash/cheque or direct debit

COLLECTING CHILDREN POLICY

- It is the policy of our childcare service that children may only be collected by the person(s) named on the registration form.
- Under new GDPR Regulations 2018 the people listed on the child's registration form under collection authorization and nominated emergency contacts must be informed by the child's Parents that their details have been shared with the service.
- The parent/carer **must** notify the staff if an alternative named person is to collect the child.
- Children must be always collected on time. If in the event of a late collection please notify the crèche by phone.

LATE COLLECTION OF CHILDREN POLICY

- At Little Treasures Crèche & Montessori we understand that Parents may become unavoidably delayed when picking up their child/ (ren).
- In this situation Parents must contact the crèche by phone as soon as possible.
- If a Parent knows that they will be late collecting their child, they are required to consult with the service to make alternative arrangements.
- It is the policy of our childcare service that children may only be collected by the person (s) named on the registration form.
- If a Parent is late and does not made contact with the service, Staff will attempt to contact the Parents or the Emergency contact persons 10 mins after closing time (6.10pm)



- A **late fee of €5 per child** will apply for the first 15 mins and per each subsequent 15 mins after 5.30pm to cover staff overtime.
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- Our opening hours are from 8.30-5.30 Monday to Friday, we stress the importance of **sticking to the children's pre booked times** as we operate on a strict child/adult ratio at all times, and children are not covered by insurance to be on the premises outside these times.



RECORD KEEPING

Records as required by the Child Care Act 1991 (Early Years Services) will be maintained and made available to parents and any relevant persons, to ensure the health, safety and development of all children attending the service.

Procedures

- All records in line with the Child Care Act 1991 (Early Years Services) Regulations 2016 are kept up to date and accurate at all times.
- All confidential records are stored securely when not in use.
- Parent, carers, or guardians will be asked to co-sign the medical administration form and accident report form, when necessary.
- All records written are impartial and factual.
- Records in relation to Child Protection concerns are stored in a separate locked filing cabinet and are shared only on a need-to-know basis in line with our Confidentiality Policy.
- Observational records are carried out frequently and are maintained to help in understanding the needs and abilities of each child and what programs to put in place to ensure that they develop to their full potential.



DATA PROTECTION POLICY

Young Meadows T/A Little Treasures (hereafter referred to the "Service") needs to gather and use certain information about individuals.

These can include parents/guardians, children, clients, suppliers, business contacts, employees, and other people the organisation has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled, and stored to meet the organisation's data protection standards — and to comply with the law.

The Data Protection Acts of 1988 and 2003 (the "Data Protection Acts") and the 2016 General Data Protection Regulation ("GDPR") describe how organisations including our Service must collect, handle, and store personal information.

These rules apply regardless of whether data is stored electronically, on paper, or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely, and not disclosed unlawfully.

The purpose of this document is to explain to staff and employees what can and cannot be done with this information and forms an essential part of **awareness training for all staff**.

This data protection policy ensures that the Service:

- Complies with data protection law and follow good practice,
- Protects the rights of staff, clients and partners,
- Is open about how it stores and processes individuals' data, and
- Protects itself from the risks of a data breach.
-

Safeguarding Against Data Protection and Security Risks

This policy helps to protect the Service from some very real data security risks, including:

- **Breaches of security and confidentiality.** For instance, information being given out inappropriately.
- **Reputational damage.** For instance, the Service could suffer if hackers successfully gained access to sensitive data.
- The risk of **large fines** or sanctions being imposed by the authorities.
- The **risks of being sued** for damages by individuals whose data has been mishandled.



CONFIDENTIALITY POLICY

It is our policy to keep confidential all personal information about the children, families, staff and volunteers involved in our service.

Personal information about families in relation to Child Protection concerns will be shared on a need to know basis in line with our Child Protection Policy.

Confidentiality procedures

- Parents will have access to records kept in the service, but only in relation to their own child
- All new staff and volunteers will be informed of our confidentiality policy and procedures as part of their induction program.
- Information held in the service in relation to Child Protection Concerns will be stored in a separate locked drawer and will be shared only on a need to know basis in line with our Child Protection Policy and with Data Protection Legislation.



RECRUITMENT

STAFF RECRUITMENT POLICY

The management committee of little Treasures is committed to ensuring that our recruitment procedures are fair, open and transparent and comply with relevant employment legislation. Personal information received is dealt with in the strictest confidence.

Staff Recruitment Procedures

Job Descriptions

A detailed job description is prepared before each post is advertised and is available to all applicants. Each job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Duties and responsibilities
- Conditions of employment
- Person specification.

The *person specification* outlines:

- Qualifications
- Skills
- Experience
- Other attributes required to carry out the job satisfactorily

Advertising

All posts are publicly advertised in local or national newspapers or on Indeed and state clearly that Little Treasures is an equal opportunities employer. All advertisements include the following:

- Name and role of organisation
- Job Title
- Brief description of the job
- Location of position
- Qualifications and experience which are essential and which are desirable.
- Whether the position is full time or part-time, temporary or permanent.
- How to apply
- How to get further information



- Closing date for application
- Equal opportunities statement
- Logos as required

Short listing

A short listing panel with a minimum of two people is set up to review, applications.

The selection criteria are based on the information in the advertisement and the job description. Assessment of applications is based only on information provided by the applicant.

All applicants who meet the selection criteria are invited to attend an interview. A letter of regret is sent to all applicants who do not meet the selection criteria.

Interviews

A list of interview questions based on the job description is prepared in advance of the interviews. The panel decides in advance who will cover each area. Each candidate is asked the same questions. At the end of each interview the candidate is invited to ask questions or to give any additional information.

A marking system and score sheet are also prepared.

When the interviews are completed a full report of the interview process is prepared by the interview panel. The report is signed by each member of the panel and is kept on file for at least one year, together with the short listing report and the interview score sheet.

Selection Process

The position is offered to the candidate with the highest mark on the score sheet, subject to references being satisfactory.

Under the Child Care Act 1991 (EARLY YEARS SERVICES) Regulations 2016 two references are required and are sought from the current or most recent employer and another reputable source in the case of a person who has no past employers. Both referees are contacted verbally by telephone, and this is followed up with a written reference.

Photo ID and original certificates of accredited training (minimum Level 5 Early Childhood Care and Education) are sought before the successful candidate signs a contract of employment.

Letters of regret are sent to all unsuccessful candidates within one week of the interviews.



Garda Vetting/ Police Clearance

The Childcare Act 1991 (Early Years Services) Regulations 2016 requires any person carrying on a pre-school service to ensure appropriate vetting of all staff, students and volunteers who have access to a child.

The [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#), which came into effect on 29 April 2016, make it mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau.

Garda Vetting/ Police Clearance (where applicable) is sought for all employees, volunteers, students and any adults who may come in contact with children in our service. Little Treasures obtains all garda vetting from ECI (Early Childhood Ireland) prior to commencement of employment.

Employees are required to complete a Garda Vetting Application Form in accordance with Guidelines for Completing Garda Vetting issued by the GCVU (Garda Central Vetting Unit).

Dealing with Disclosures

When a disclosure is returned to the Garda Vetting processor Early Childhood Ireland (ECI) from the CGVU, ECI will then contact Little Treasures Designated Child Protection person to discuss the results.

When information is returned indicating a prosecution or possible match, it is recommended that a Garda vetting review meeting is 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 Gardaí may apply to the applicant and should be verified with the applicant immediately.
2. To provide an opportunity for the employer and the applicant to discuss the disclosure from the Garda vetting unit.

If the applicant disputes the information returned by the Garda Central Vetting Unit, it is up to the applicant to contact the Gardaí to resolve the matter.

Little Treasures organises a meeting with a support worker from ECI to discuss the disclosure in relation to the (prospective) employee and to decide what action is required.

The following points should be taken into consideration:

1. Has the employee already indicated any information in relation to the disclosure?
2. Does the employee's version of the disclosure match the disclosure by CGVU?
3. When the applicant has not indicated that a disclosure may be returned by the CGVU, Little Treasures should take all the relevant precautions e.g. risk assessments etc.
Risk will be assessed in relation to the individual in terms of 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 within the service. Points to consider are:

- Offences concerned with larceny, fraud and theft are crimes of deception and may be a behavioral indicator.
 - Child Protection or related offences.
 - Breaches in trust e.g. fraud.
 - Offences against the 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.
4. A meeting will be held with the applicant to discuss the results of the disclosure with management.
 5. Management should record any decisions made and inform the applicant of their decision.



Contract of Employment

A written contract of employment is prepared for each new employee of Little Treasures.

All contracts include:

- Commencement date of employment
- Duration of the contract
- Terms and conditions of employment
- Reporting procedures
- Salary
- Entitlement to travel and subsistence
- Working hours
- Annual Leave
- Details of sick pay
- Information on grievance and disciplinary procedures
- Information on codes of conduct
- Duration of probationary period

Induction

An induction period is provided for all new employees. Employees are provided with

- Information about the role of Little Treasures
- Further information about the employee's new role
- Information on the role of other employees
- Introduction to key personnel and agencies
- Contracts of employment
- Details of conditions of employment
- Details of salary scales
- Details of grievance and disciplinary procedures
- Details of codes of conduct
- Full details of the Policies and Procedures of Little Treasures Childcare Service.
- Details of Designated Liaison Person and Deputy Designated Liaison Person.
- Details of Little Treasures Child Protection Policy
- Employees are obliged to familiarise themselves with the Policies and procedures of the service and to sign up to codes of behaviour as set out by the service.



STAFF ABSENCE POLICY

- Please Inform the manager if you are unable to attend work as early as possible
- The manager will immediately call relief/part time staff to arrange suitable cover
- Relief staff are available to cover extra hours as required
- Please Notify manager of your expected return to work date.



STUDENT POLICY

It is our policy, to assist students in developing their skills in childcare. Students will work closely with staff, to develop a professional and child-centered approach to working with children.

Procedures for Students on Placement

- All students must be over the age of sixteen.
- As part of their induction, students are requested to read the policies and procedures of the service.
- Students are not included in the adult/child ratio and are never used in place of staff.
- Students are never left unsupervised with groups or individual children.
- Students are supported through regular supervision meetings. Support and information is also provided, if assistance is needed with projects or assignments.
- Manager decides on what information the students can have access to and what meetings they attend.
- Our service has ongoing contact with the relevant college.
- Proof of Garda Vetting for each student is sought from the college



STAFF TRAINING POLICY

It is our policy that all staff will have access to ongoing in-service training, to keep them up to date and to develop their childcare and education skills.

Procedures

- Induction training: All newly appointed staff/students are provided with the basic information they need to settle into the job, this includes health and safety, child protection procedures, conditions of employment, policies, and procedures.
- External training and attendance at conferences/workshops/seminars is supported.
- At staff meetings, staff are provided with opportunities to feedback information from the conferences/training/workshop/seminars that they may have attended, so that we are kept up to date with relevant legislation and regulations.
- A training needs analysis is carried out and reviewed on a regular basis, to establish what type of training is required, and if it is relevant to the work, individual and the service.

SUPERVISION POLICY

Supervision is a key part of the staff development process. At Little Treasures all staff members are offered regular, consistent, and uninterrupted supervision and support to help them to reflect on their performance and have any issues and concerns that they may have addressed in a planned and structured manner.

Little Treasures promotes staff development by providing staff with regular support and supervision meetings.

All staff members are provided with consistent and uninterrupted supervision to:

- Support them in their work,
- Ensure the quality of service to children and families,
- Ensure that they have a detailed job description and know what is expected of them,
- Ensure they are clear about their role and responsibilities,
- Ensure competent and accountable performance,
- Ensure that in their respective roles they meet the Early Years Services standards and objectives,
- Create a positive atmosphere for both staff and children.

Supervision is facilitated through regular staff meetings which provide opportunities for staff to actively contribute to the meetings and submit items for the agenda.



HEALTHY EATING POLICY

It is the policy of our childcare service to promote a healthy lifestyle through prevention of illness and establishing healthy eating patterns by providing a well-balanced and nutritious diet for all children attending the service. It is our Policy to comply with current regulations including the Child Care Act 1991(Early Years Services) Regulations 2016 and Food Hygiene Regulations.

Aims

- We have regard for “Food and Nutrition Guidelines for Pre-School Services” by the Department of Health and Children.
- We help and support children to develop healthy eating habits and encourage a positive approach towards food.
- We recognize that some children may have special dietary requirements and aim to ensure that all children’s individual and cultural needs are met.
- Staff attends regular training conferences in association with nutrition and healthy eating practices.

Procedures

- All food served in the crèche is appropriate to the ages, development and needs of the children.
- Parents are provided with nutrition guidance and sample snack/lunch ideas.
- **Parents are asked not to send sweets, crisps, chocolate, popcorn, biscuits or fizzy drinks to the Early Years Service.**
- Parents must advise the service if their child has any allergies. Written instructions regarding the food(s) to which the child is allergic and steps that need to be taken to avoid that food must be provided to the service. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications.
- Drinking water is always available.
- Food portion sizes are appropriate to the ages of the children.
- Staff sit with children during mealtimes and provide encouragement towards self-feeding and good eating habits.
- Parents are informed if their child hasn’t eaten well.
- Healthy eating themes will be discussed and implemented
- Treats are kept to a minimum for special events such as birthdays etc
- Healthy snacks e.g. fruit, crackers are provided to the children between meals if they



are hungry.

- A healthy breakfast is provided for the children as required, consisting of cereal such as Weetabix, whole-meal toast and milk.
- Children are provided with a freshly cooked nutritious dinner daily from a variety of the four main food groups
 - Carbohydrates (rice, cereal, bread, pasta)
 - Fruit & Veg
 - Dairy Products (Milk, yoghurt, cheese)

 - Meat/Fish/Vegetarian alternatives.
- We recognize that some children may have special dietary requirements and aim to ensure that all children's individual and cultural needs are met.
- Staff attends regular training conferences in association with nutrition and healthy eating practices.



Little Treasures 4 week Menu

Dinners (All of our Meat is Irish produced)

Week One

Monday: Pasta Bolognese with garlic bread

Allergens: wheat, celery, milk

Tuesday: Chicken casserole with mash potatoes and vegetables

Allergens: wheat, barley, celery, egg and milk

Wednesday: Beef casserole with mash potatoes and vegetables

Allergens: wheat, soya, barley, milk

Thursday: Shepherds pie with mash potatoes and vegetables

Allergens: barley, fish and milk

Friday: Frozen chicken nuggets with mash potatoes and beans

Allergens: milk, wheat

Week Two

Monday: Pasta Bolognese with garlic bread

Allergens: wheat, celery, milk

Tuesday: Roast chicken with mash potato, vegetables and gravy

Allergens: wheat, soya and milk

Wednesday: Beef chili with mashed potatoes and vegetables

Allergens: milk

Thursday: Chicken curry with mashed potatoes and vegetables

Allergens: wheat, milk, mustard and celery

Friday: frozen fish fingers with mashed potatoes and beans

Allergens: milk, wheat



Week Three

Monday: Pasta Bolognese with garlic bread

Allergens: wheat, celery, milk

Tuesday: Beef casserole with mash potatoes and vegetables

Allergens: wheat, soya, barley, milk

Wednesday: Shepherds pie with mash potatoes and vegetables

Allergens: barley, fish and milk

Thursday: Sausages with mashed potatoes and vegetables

Allergens: wheat, sulphities, milk, soya

Friday: Frozen chicken nuggets with mashed potatoes and beans

Allergens: milk, wheat

Week Four

Monday: Pasta Bolognese with garlic bread

Allergens: wheat, celery, milk

Tuesday: Chicken casserole with mash potatoes and vegetables

Allergens: wheat, barley, celery, egg and milk

Wednesday: Beef chili with mashed potatoes and vegetables

Allergens: milk

Thursday: Chicken curry with mashed potatoes and vegetables

Allergens: wheat, milk, mustard and celery

Friday: frozen fish fingers with mashed potatoes and beans

Allergens: milk, wheat



Illness and Exclusion Policy for Children & Staff

Illness Policy for Children

- Children who are unwell or have a temperature of 38° or above who may be a source of infection should not attend the service. Any child that attends the crèche with a temp of 38° or above will be asked to be collected from the crèche. The child will have to stay home until the temperature no longer has to be brought down by Calpol or Nurofen.
- In the event of a child becoming unwell and vomiting parents will be contacted immediately and asked to collect their child from the creche.
- In the event of diarrhea, parents will be contacted and asked to collect their child if a child experiences 3 episodes of diarrhea.
- Children who have been vomiting or have had diarrhea in the previous 48 hours will not be permitted entry to the crèche as per our exclusion policy.
- A child with a communicable illness should not attend the service

Illness Policy for Staff

- Staff with a communicable illness should not attend the service
- All parents are informed if a member of staff has a communicable illness **
- Arrangements are in place to provide relief cover while staff are on sick leave

**For further guidance on Infectious Disease Control please refer to the Child Care Act 1991 (Early Years Services) Regulations 2016 Explanatory Guide.

Immunisation Policy

When you enroll your child in our Childcare Service, please complete the immunisation section, in the registration form supplied. A copy of the child's immunization schedule must be provided on enrolment.

Parents have the right to choose to Immunise their child or not.

Not all children attending this service may be immunised.

In the event of an outbreak of any infectious disease, all parents will be verbally informed, and a note will be sent home.

A dated notice informing all parents of any infectious disease outbreak will be displayed on our notice board.



Little Treasures Illness & Exclusion Policy

Little Treasures Exclusion Policy

Illness/ Infection	Exclusion Period
Antibiotics	The first 48 hours of an antibiotic
Conjunctivitis	Exclude until discharge from eyes has stopped unless a doctor has diagnosed non-infectious conjunctivitis (Letter from doctor will be required)
Chickenpox	Until all spots have crusted over minimum of 5-7 days from onset of rash and the child is well enough to attend crèche
Cryptosporidiosis	Minimum of 48 hours from the last episode of diarrhoea
Croup	None once child is well
Diarrhoea & Vomiting	48 hours from the last episode of diarrhoea or vomiting
E.coli 0157 VTEC	Staff or pupils who have had VTEC should be excluded for a minimum of 48 hours and until 2 clear stools
Fever temperature of 101°/38° or in the previous 24 hours	Exclude until child is well enough to return and no temperature is longer present
Flu	Until recovered and well enough to return, to minimise the spread of infection.
Glandular Fever	Exclusion is not necessary however child should be well enough to return.
German Measles (Rubella)	Minimum of seven days from the onset of the rash until fully recovered
Hand, foot and mouth	Exclude until all blisters have dried up and child is well enough to attend
Head lice	None, once the lice are being treated
Hepatitis A	Minimum of seven days, until a medical certificate of recovery is received from doctor
Hepatitis B,C	None
Impetigo	Exclude until all lesions are crusted and healed or 24 hours after commencing antibiotics, sores must be covered with watertight dressing



Measles	Minimum of 4 days from the onset of the rash and until child is well enough to return
Meningococcal meningitis/ septicaemia	Exclude until fully recovered
Meningitis due to other bacteria	Exclude until fully recovered
Meningitis Viral	None once the child is well
MSRA	None once the child is well
Mumps	Minimum of 9 days or until swelling goes down
Scabies, Ringworm	Exclude until the day after appropriate treatment has commenced
Scarlet fever	Exclude until 24 hours after commencing antibiotic treatment
Slapped cheek	Exclude until the child is well enough to return
Shingles	Exclude if rash is weeping and until child is well enough to return
Threadworms	Exclude until there has not been a loose bowel motion for 24 hours
Tonsilitis	Exclude for 24 hours after antibiotic commencement until child is well enough to return
Whooping cough	5 days from commencement of antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment



ACCIDENT AND INCIDENTS POLICY

It is the policy of our service to always ensure the safeguarding and wellbeing of the children in our service. However, from time-to-time children may become involved in minor accidents and incidents within the crèche. In such instances minor accidents are treated in the childcare service, and parents/guardians/carers are advised of the nature of the injury and any action taken, when the child is collected.

Procedures

- All reasonable measures are undertaken to prevent accidents and incidents in the service (rubber mats under slides, stones swept frequently etc).
- All accidents and incidents are recorded in the Accident Record Book and parents/guardians/carers will be required to sign the accident book upon being informed of the accident/incident.
- First Aid treatment will be administered to any preschool child who receives an injury while attending the service.
- The Parents/ Guardians of the child will be contacted as necessary following an Accident/ Incident. In the case of a serious injury and the child requires immediate medical treatment the child will be removed to their doctor if well enough to do so and if not an ambulance will be called. A member of staff will go with the child in the ambulance to the hospital while the parents are being informed of the emergency.
- Risk assessments are taken following the accident/incident and any necessary action(s) will be taken to minimize future accidents/incidents.



FIRST AID POLICY

Little Treasures is committed to providing a safe and healthy environment for the children in our care to encourage them to explore their surroundings. We recognise our responsibility to provide adequate first aid facilities for the immediate treatment of injuries. We have a duty to care to the children, Parents, staff and visitors to provide appropriate first aid treatment when necessary.

Procedures

- There are fully equipped First Aid Boxes, easily identifiable, the location of which is known to all adults. The contents of the First Aid box are checked once a month.
- All staff have up- to -date First Aid Certificates either Pediatric First Aid or Occupational First Aid.
- Minor accidents are treated in the child-care service, and parent/guardian/carers are advised of the nature of the injury and the action taken when the child is collected.
- All accidents and incidents are recorded in an Accident/ Incident Record Book and Parents are required to sign to acknowledge that they have been made aware of the accident/ incident.
- Any serious injury to a child while attending the crèche is reportable to TUSLA.



ADMINISTRATION OF MEDICATION POLICY

The Child Care Act 1991 (Early Years Services) Regulations 2016, Regulation 10 requires that a registered provider shall ensure that a preschool service has written policies available in the service. These policies include a policy on the administration of medication.

Some children may require medication while attending the crèche, especially as younger children can acquire childhood illnesses, infections and other conditions that require the administration of medication.

A medication is a substance or combination of substances used to treat or prevent disease. Medications include: prescribed medications, over the counter medications, alternative therapies, vitamins and mineral supplements.

Procedures

- Upon registration at Little Treasures you will be asked to sign a medication administration form for anti-febrile medications. Anti febrile medication is medication used to reduce a raised body temperature. Anti febrile medications used are Paracetamol (Paralink, Calpol) and Ibruprofen (Nurofen). Parents must provide all details of any medical conditions and/or allergies including allergies to any medications.
- Parents/Guardians are notified by telephone prior to the administration of medication.
- All medicines must be clearly labeled stating the name of the medicine, child's name, dose, storage instructions, time to be given and route (method of administration), and expiry date.
- Staff will only administer medications after a minimum of 4 hours from the time the child attends the service, to ensure the safeguarding of the child i.e. (if the first dose of medicine has been administered at home).
- Emergency medications with Prior Parental consent must be obtained for Inhalers, Epi-pens and any necessary training for administering such must be undertaken by staff and Parents emergency contact details must be provided.
- Staff can only administer medications that have been prescribed for a particular child.
- The designated persons for the administration of medication at Little Treasures is Hilary Evans.
- A second staff member witnesses the medicine being administered and co- signs the medicine record book.
- Parents will be asked to sign the medicine book to acknowledge the time and dosage that their child received the medicine.



- Children who have been prescribed a new antibiotic **may not** attend the crèche for the **48 hours** due to the risk of allergic reaction to the antibiotic.
- Student/volunteers on placements may not administer medicine to children.

Storage of Medication

- All medicines are stored out of reach of children according to the manufacturer's instructions in the medicine cupboard.
- All medicines brought to the crèche should have child proof caps.
- Medicines should be stored in their original containers with leaflets included, clearly labeled.

EMERGENCY MEDICAL TREATMENT POLICY AND PROCEDURES

It is our policy that in the event of a medical emergency where a child is in need of medical attention, staff will administer First Aid Treatment until full medical treatment is available, either by summoning the Emergency Services, or if the child is well enough, removing the child to their Doctors surgery or Mayo General Hospital.

In this instance we will make every effort to contact parents/guardians to inform them of the emergency. Should the child need to be removed to the hospital by ambulance a member of staff will go with the child in the ambulance to the hospital and wait until the Parents arrive.

Parents are required to sign the Emergency Medical Care pre-authorization consent form as part of the registration form upon registration of their child at Little Treasures.

A list of emergency numbers is located beside the phone.



SUN CREAM POLICY

It is the policy of our service to ensure that children are protected and kept safe from the sun at all times.

We do this by:

- Upon registration of your child at Little Treasures you will be required to sign the consent form attached to the children's registration form so that staff can apply sun cream to the child (ren) as required under the sun safe guidelines.

- Requesting that all parents supply sun cream for their child/ren in a named bottle (a minimum of factor 30). Studies have shown that wearing sun screen does not inhibit vitamin D absorption and protecting against the sun's harmful rays is important for young children.

- Asking parents to provide a hat, and children should wear a top that covers their upper arms and shoulders

- Children are providing unlimited access to water.

- On very hot days children will have reduced exposure to sunlight

- Children can seek shade when outside in the sun



HEALTH & SAFETY CHILD PROTECTION POLICY

It is the policy of our service to ensure that children are protected and kept safe from harm while they are being looked after by staff and volunteers in our service. We recognise the right of children to be protected from harm, treated with respect, listened to and have their views taken into consideration in matters that affect them. We have developed our Child Protection Policy in accordance with Children First: National Guidance for the Protection & Welfare of Children (DYCA 2011), Our Duty to Care (2002). Management, Staff, volunteers and students in this service recognise that the welfare of children is paramount, and our service will endeavour to safeguard all the children in our care.

We do this by:

- Giving Parents, children and workers information about our service, what we do and what they can expect from us.
- Providing information and advice on Child Protection and Welfare concerns and issues to the staff of the service
- Ensuring that all staff are knowledgeable about Child Protection and Welfare and that they undertake any training considered necessary to keep updated on new developments
- Making sure that all staff and volunteers are carefully selected, trained and supervised in accordance with our Recruitment Policies and Procedures
- Applying for Garda Vetting for all staff, volunteers, students and any adults that may come in contact with children in our service
- Letting parents know how to voice their concerns or complain if there is anything they are not happy about
- Having reporting procedures and a named designated person in place to deal with Child Protection Concern
- Ensuring that all staff are informed and familiar with the correct Reporting Procedures, ensuring that the Child Protection and Welfare Policies of the service are followed
- Developing Codes of Behaviour amongst staff, amongst children and between staff and children
- Having procedures on actions to take if an allegation is made against a member of staff or volunteer



Child Protection Reporting Procedure

- The Designated Person to deal with Child Protection concerns in this organisation is Rebecca Whelan (Manager) or Beverley Flynn (Owner).
- Should this person be absent, for whatever reason the deputy Designated Person is .
- Should a child make a disclosure to a staff member we have clear guidelines as to how that staff member would respond. (See appendix 2 Dealing with a Disclosure).
- Any member of staff or volunteer who has a Child Protection concern will discuss their concerns with the Designated Person
- The Mandated Person is responsible for the recording of any such concerns
- The Mandated Person may consult with **TUSLA Child & Family Agency** regarding a possible referral as well as making a referral.
- The Standard Reporting Form for such referrals is attached.
- The relevant contact numbers are contained in this form
- In the case of emergency or an out-of-hours situation the Gardai should be contacted and those numbers are easily available to all staff and volunteers.
- It is our policy to inform parents/carers about any Child Protection concerns, unless doing so would put the child at further risk
- The appropriate verbal/written communication regarding Child Protection concerns will be made to **TUSLA Child & Family Agency** without delay.



Staff Allegations Policy & Procedures

If an allegation is made against a member of staff, we will implement two separate procedures in line with those outlined in the document

Our Duty to Care:

1. Our reporting procedure in respect of the child
2. A separate procedure with a separate designated person in respect of the staff member



CHILD AND ADULT PROTECTION POLICY

Statement of Intent:

The welfare of the child is paramount to us. Therefore, we want to make sure that the children in the service are protected and kept safe from harm while they are in our care. We do this by:

- Making sure that our staff and students are carefully selected, trained and supervised.
- Having procedures to recognise, respond to and report concerns about children's protection and welfare.
- Making sure all staff are Garda vetted prior to engagement.
- Having clear codes of behaviour for management, staff and students.
- 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 anything they are not happy about. Having a procedure to respond to these complaints.
- Having a clear reporting procedure to be followed should a staff member have a concern about a child with regard to *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 by the Management.

Policy:

- *Children First: National Guidance for the Protection and Welfare of Children* published by the Department of Child and Youth Affairs in 2017 and *Our Duty to Care* form the basis of our services Child Protection Policy and Procedures.
- <https://www.dcy.gov.ie/documents/publications/20171002ChildrenFirst2017.pdf>
- https://www.dcy.gov.ie/documents/publications/ODTC_Full_Eng.pdf
- See also the Child protection and Welfare Practice Handbook available at 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 policy and procedures and the 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 Designated Liaison Person or Manager.

- **Our Statutory Obligations**

- One of the main objectives of the Children First Act 2015 is to ensure that our service keeps children safe from harm while availing our service. We will prevent, as far as practicable, 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 policies and procedures to manage and reduce risk to the greatest possible extent.
- The Act 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 receiving our services.
 - Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified. See *APPENDIX 8*
 - Appoint a **relevant person** to be the first point of contact in respect of the our Child Safeguarding Statement. See *APPENDIX 7*

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.
- Provide induction training on the Child and Adult Protection Policy to all staff and students 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 9*
- Ensure that all staff attend child protection training as appropriate.
- Provide supervision and support for staff and students 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.
- Work and co-operate with the relevant statutory agencies as required.



- **The Designated Liaison Person:**
- We will at all times have an appointed Designated Liaison Person and a Deputy Liaison Person in the event of the Designated Liaison Person being unavailable. We will endeavour to send the Designated Liaison Person(s) on any necessary or new training courses available.

We have appointed a Designated Liaison Officer and a Deputy Designated Liaison Officer. Their details and contact details are displayed on the parents/guardians' board



APPENDIX 7: Child Protection Reporting Procedure Steps 1 – 4

STEP 1: Staff (Mandated Person), Parent, Volunteer etc. has concerns/suspicious and discusses with Designated Liaison Person (DLP)

STEP 2: DLP or other appropriate person discuss concerns/suspicious with parent (unless would endanger child further) DLP or Mandated Person may contact Duty Social Worker (SW) for advice.

STEP 3: If the DLP or Mandated Person has '*Reasonable grounds for concern*' the duty SW will be contacted.

If the Duty SW in TUSLA is not available the Gardai will be contacted

STEP 4: The DLP/Mandated Person will complete the Standard Report Form (SRF) to include all factual information including signatures of the person raising the concern and send confidentially to Tusla.

Copy of the the SRF will be securely stored by the DLP.

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
Beverley Flynn, Rebecca Whelan 094 9038351		Castlebar Garda 094 9038200



APPENDIX 9: LIST OF MANDATED PERSONS IN OUR SERVICE

NAME	POSITION
Beverley Flynn	Owner
Rebecca Whelan	Manager
Agata Woika	Early Years Practitioner
Helen Cusack	Early Years Practitioner
Emma McGowan	Early Years Practitioner
Ciara Murphy	Early Years Practitioner
Lisa Timlin	Early Years Practitioner
Lana Stanikic	Early Years Practitioner
Cristina Nieto	Early Years Practitioner
Emma Sweeney	Early Years Practitioner
Katie Harte	Early Years Practitioner



CHILD SAFEGUARDING STATEMENT

Document Title:	Child Safeguarding Statement
Unique Reference Number:	
Revision Number:	
Document Author:	Little Treasures Crèche, CB
Document Approved:	Beverley Flynn
Date the Document is Effective From:	16/8/2021
Scheduled Review Date:	August 2022
Number of Pages:	8

1. Type of Service: Little Treasures Crèche is a full daycare and after-school service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016. The purpose of this service is to provide full-time and after-school care for children aged 6 months – 12 years. This service is a privately owned by Beverley Flynn and managed by Beverley Flynn

Opening Hours:	8:30 AM – 5.30 PM
No of Weeks per year:	51
Capacity:	50
Age Range:	12 months – 12 years
Ratios:	As per regulations
Curriculum:	Play-based



Address:	45 Meadow Park, Westport Road, Castlebar, Co Mayo
Phone Number:	094 9038351

Curriculum:	Play-based
Address:	45 Meadow Park, Westport Road, Castlebar, Co Mayo
Phone Number:	094 9038351
Deputy Designated Liaison Officer:	Rebecca Whelan
Data Controller:	Beverley Flynn

TUSLA Early Years Inspection Team:	Early Years Inspector, 2nd Floor, St Mary's Headquarters, Castlebar, Co Mayo, 094 9042515
TUSLA Social Work Department:	Child and Family Agency, St. Mary's Headquarters, Castlebar, Co. Mayo, 094 9042283
Garda:	Castlebar Garda 094 9038200
Doctor:	Tobin Healthcare 0949021119
Pharmacist:	Link Pharmacy 0949021908
Hospital:	Mayo General Hospital 094 9021733
Fire Brigade:	999 / 112
Fire Maintenance:	Swift Fire Protection 0949025858
Pest Control:	Done on-site
Garda Vetting:	Early Childhood Ireland / 01 4057100 Barnardos / 021 4547060



Water Leaks:	1850 27 87 78
Electricity Emergency:	1850 372 999 (24-hours)
Gas Emergency:	1850 205 050 (24-hours)

Principles

Protecting children and young people is everyone's responsibility. The welfare of the child is paramount to us. Therefore, we want to make sure that the children in the service are protected and kept safe from harm while they are with the staff and the students in this organisation by:

- Making sure that our staff and students are carefully selected, trained and supervised.
- Having procedures to recognise, respond to and report concerns about children's protection and welfare.
- Making sure all staff are Garda vetted prior to engagement.
- Having clear codes of behaviour for management, staff and students.
- Having a procedure to respond to accidents and incidents.
- Giving parents/guardians, children and workers 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 anything they are not happy about. Having a procedure to respond to these complaints.
- We have a clear reporting procedure to be followed should a staff member have a concern about a child with regard to *Children First (2017) and The Children First Act 2015*
- Having a procedure to respond to allegations of abuse and neglect against staff members.
- The Child and Adult Protection policy will be reviewed annually by the Management.

3. Risk Assessment

- We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.



RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
Child Abused within setting	<p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel. Staff aware of mandated requirement to report abuse.</p> <p>Staff trained in child protection</p> <p>DLPs appointed</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 when children are not present as they are un-vetted.</p>
Inappropriate curriculum and activities	Curriculum Policy developed to be age and stage appropriate and is monitored by the Manager on on-going basis.
Infection/illness	Infection Control Policy in place and followed, Illness Exclusion Policy in place and followed, Hand washing signs installed.
Inappropriate curriculum and activities	Curriculum Policy developed to be age and stage appropriate and is monitored by the Manager on on-going basis.
Infection/illness	Infection Control Policy in place and followed, Illness Exclusion Policy in place and followed, Hand washing signs installed.
Lost child	Missing Child Policy in place and followed, Risk Assessments carried out, Critical Incident Plan in place. Outdoor area secured by high walls. Parents are physically admitted to the service by staff.
Child not collected/ Unauthorised collection and Access Rights	Collections Policy in place and followed, Emergency Collectors available, Parental Agreements & Permissions in place, Child Registration Form



	completed with emergency contacts and authorisations. Children are not released to unauthorised persons. Where there is a dispute between parents we will seek legal clarification regarding access and may require copies of a court order. If we have never met a parent and a parent is not listed on the registration form we may seek clarification of identity before engaging with the parent.
Dignity of the child violated. Sexual abuse	Toileting Policy in place and followed, Nappy Changing policy in place and followed, Sanitary Area suitable where children's privacy is maintained. Child and Adult Protection Policy.
Illness or infection due to poor nutrition	Healthy Eating Policy in place and followed, Food Hygiene Policy is in place and followed.
Unsuitable staff	Recruitment and Selection Policy, Garda Vetting Policy, Relevant validated References, Child and Adult Protection Policy, Risk Assessment of Disclosures on Garda Vetting forms completed if required
Poor behaviour strategies where the dignity of the child is undermined	Managing Behaviour Policy in place and followed Positive strategies only used No Corporal punishment No isolation Professional assistance sought for very challenging behaviour
Un-vetted students/volunteers	Managing Behaviour Policy in place and followed Positive strategies only used No Corporal punishment No isolation Professional assistance sought for very challenging behaviour
	Garda Vetting Policy, Students and Volunteers Policy
Access to inappropriate online resources. Unauthorised sharing of images and information about a child	Internet and Photographic and Recording Devices Policy, Parental Consent Forms completed. No images of children published externally or on social media, No staff mobile phones allowed in classrooms. Children do not have access to internet or computers.
Injury during sleep	Safe Sleep Policy in operation
Fire	Fire Safety policy in place



	Monthly fire drills Staff trained in fire prevention and response Fire Equipment maintained
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4. 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:

Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service *See Child and Adult Protection Policy*.

- Procedure for the safe recruitment and selection of workers and volunteers to work with children *See Recruitment and Selection Policy, Garda Vetting Policy, Student and Volunteer Policy*.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm. *See Staff Training Policy, Child and Adult Protection Policy*.
- Procedure for the reporting of child protection or welfare concerns to Tusla *Child and Adult Protection Policy*.
- Procedure for maintaining a list of the relevant persons (if any) in the service who are Mandated Persons.

See Child and Adult Protection Policy APPENDIX 9

- Procedure for appointing a relevant person *See Child and Adult Protection Policy 'Designated Liaison Person'*
- Full and comprehensive Policies and Procedures, Safety Statement and Risk Assessments are periodically reviewed and updated as appropriate.

All procedures listed are available upon request.

5. Implementation

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child



Safeguarding Statement will be reviewed every *twenty four months* or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: Little Treasures

(Provider) Date: 16/08/2021

Name... *Beverley Flynn*

Tel: 087 2560229

Relevant Person under the Children First Act 2015

SAFE SLEEP POLICY & PROCEDURES

SAFE SLEEP POLICY AND PROCEDURES

Little Treasures Creche has developed their safe sleep policy in line with the Early Years Inspectorate Guidance on Safe Sleep (2023) along with Article 20 of the Child Care Act 1991 (Early Years Services) Regulations 2016. We adhere to the principles that:

- A registered Provider shall ensure that there are “adequate and suitable facilities for a pre-school child to rest during the day and in the case of an overnight pre-school service during the day and night”.
- “All children who attend ELC services are entitled to appropriate and responsive practises to meet their individual needs”.

A “safe sleep” policy is in place at this service, which facilitates each child’s individual need for sleep/rest. Children are supported to sleep and rest when they are tired and not just at designated times.

Safe sleep practice and procedures

- We have consulted our local fire officer regarding the placement of sleep facilities on our premises. A separate sleep room of adequate size has been provided for all children have been provided for all children under 2 years of age.
- Our sleep routines are child led and based on consultation with parental feedback on how their child sleeps at home. Times of sleep will naturally change with the child’s development, growth as well as their daily needs. For example, a 12 month old baby will be offered their two naps a day at similar times to how they nap at home. Where as a two year old will be offered one substantial nap based on the same principles.
- **Temperature-** the sleep area is maintained between 16°C and 20°C. A wall mounted thermometer monitors the temperature in the room. Temperature is recorded daily.



- **Lighting**- blinds control the incoming light through the windows. Lampshades are inverted/ lights are fitted with shatterproof diffusers.
 - **Safety**- no cot is directly adjacent to a heater, curtains or anything that might help the baby to climb out, or near blinds whose cords could cause strangulation. **Please note that we do not permit the use of amber beads teething necklaces as they pose as a choking risk to children.**
 - **Space**- we adhere to Tusla's guidelines of appropriate space between cots/beds.
-
- All children under two years of age have access to a standard cot, which is of good design, solid and stable, has a recognised safety standard and is in good condition. We use well fitting, firm mattresses, which are covered with waterproof material, easy to clean and disinfect, well aired and dried.
 - Children are supported to sleep in a manner which is comfortable, safe and secure. In order to do this we ensure that:
 - Bedclothes tucked in securely (below shoulders)
 - Babies' clothes are loose and light.
 - 1 child per cot.
 - Any bibs, bottles and toys are removed.
 - We use cellular blankets.
 - Babies' heads are never covered.
 - Labelled linen available for each child. Linen is laundered weekly or more frequently if needed.
 - A member of staff stays with the children to help with soothing/comfort and supervision as the children go to sleep. A sleep log is maintained and stored within the sleep area. The sleep log records when physical checks are made of sleeping babies every 10 minutes. It records the time, baby's position, colour, breathing pattern and the person who made the sleep checks.
 - Electronic monitor used as well as physical checks.
 - No smoking permitted on the premises at all times.
 - At all times the relevant child/adult ratio outlined in the Regulations is adhered to.
 - **We do not use, travel cots/ portable cribs, cushions, bean bags or water beds, sofas, rocking cradles, car seats/ buggies/ bouncinettes**



All staff and emergency assistants receive induction on sleep policy. This includes:

- precautions to be taken against SIDS (Sudden Infant Death Syndrome)
- a step-by-step guide to resuscitation of a child who is not breathing
- Guidelines on what to do in the event of a cot death.



INFECTION CONTROL POLICY

Little Treasures is committed to providing a healthy safe environment and a high standard of personal hygiene for children and adults in our service. We aim to promote and maintain healthy standards for the protection of children and staff attending the service through the control and prevention of infectious diseases. We endeavor to do this by minimizing the spread and transmission of infection for staff and children by implementing controls to reduce the spread of germs. All new staff and volunteers are informed of the hygiene procedures as part of their induction program.

Notifiable Infectious Diseases

Parents are asked to notify this Childcare Service, if their child has been exposed to a Notifiable Infectious Disease as soon as possible.

On being notified of a Notifiable Infectious Disease we will immediately take the necessary precautions and requirements needed.

Non-Immunized Children

In the case of children who have not being immunized, the parents will be asked to seek advice, information and support from Community Services.

Procedures

- Staff will report any infectious disease to the manager/owner.
- Staff will immediately implement procedures to be followed following the outbreak of the infectious disease.
- The manager/owner will immediately report the outbreak to the relevant authorities (Environmental Health Officer, Public Health Department)
- Records will be made by the manager/owner of details of all illness reported to them either by staff or Parents of a child attending the service.(Name, symptoms, dates and duration of illness)
- As per our exclusion policy children that have been sick during the night must not attend the crèche.
- Children will be excluded from the service based on the time frames outlines in the services exclusion policy.
- The service may require a doctors certificate for certain conditions to ensure that the children are no longer contagious before they return to the service.
- Parents are requested not to send their child to the service for a minimum of 48 hours from the last episode of diarrhoea or vomiting.



Hand Washing

- Hand washing facilities are provided in the service and include liquid anti-bacterial soap, hot and cold water and disposable paper towels.
- Staff encourages and reminds the children to wash their hands after using the toilet, after sneezing, before eating and after playing outside.
- Hand washing steps pictures are provided in the bathrooms to encourage and remind staff and children to wash their hands.
- Staff is required to wash their hands before the preparation and serving of food, before feeding children, after using the toilet, after assisting children using the toilet, after nappy changing, after wiping body fluids, after caring for sick children, after using cleaning products.

Toilets and Potties

- Toilet areas must be cleaned frequently during the day in accordance with the cleaning schedule, and immediately if soiled.
- Particular attention should be paid to toilet handles, door handles, toilet seats and wash hand basins, especially taps.
- Potties must be immediately emptied into the toilet, cleaned with hot water and detergent, disinfected, and dried thoroughly.
- Potties should be individual to each child, or thoroughly cleaned and disinfected after each use.
- Where a training seat is used it should be thoroughly cleaned and disinfected after each use.

Nappy Changing

- Nappy changing is only carried out in the designated nappy changing area.
- The changing mat and area will be cleaned (with hot water and disinfectant) and dried thoroughly after use.
- Disposable gloves are worn by staff when changing a nappy.
- Antibacterial soap is provided for hand washing after nappy changing.
- Disposable paper towels are used for hand drying purposes
- Soiled nappies are bagged and disposed of hygienically i.e. sanitising unit or placed in a lidded bin and emptied after each use.
- The nappy changing area is cleaned in accordance with the cleaning schedule.

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Bodily Fluid Spillages

- Spills of blood, vomit, urine and excreta will be cleaned up as quickly as possible. The area will be cordoned off until all fluids have been cleaned up and the area disinfected.
- Disposable plastic gloves are recommended to be worn when dealing with such spillage.
- Paper towels are used to soak up excess liquid, and then placed along with any soiled matter, into a plastic bag which is then sealed and disposed of hygienically.
- Ordinary household bleach, mixed according to manufactures instructions, will be used for cleaning and disinfection purposes. (As detailed in cleaning schedule)
- When the clean-up is complete, hands must be thoroughly washed with hot soapy water and dried with paper towels.

Cleaning

- All rooms are cleaned daily in accordance with the services cleaning programme which details procedures to be followed in respect of floors, tables, playroom and outdoor equipment, toys and frequently mouthed objects.
- Dress up clothes/imaginative play materials are washed regularly.
- Colour coded cleaning cloths are used for different areas (red-toilets, yellow-surfaces, green-kitchen)
- All cleaning materials are appropriately stored away from children.
- Toys are cleaned regularly in accordance with the toy cleaning schedule.
- Sand tables are covered when not in use.
- All leftover food is disposed of properly.



Pest Control

The cleaning programme and cleaning schedules for Little Treasures have been set out in detail in accordance with the Child Care (Pre-School Services) Regulations 2016.

There are 5 Pest Activity Zones that must be monitored at all times.

Entry Points:

1. Doors and Windows

Doors and windows must have proper seals and be maintained in good condition.

If the kitchen window and door are open the fly screen must be in place.

Fly screens must be cleaned daily.

2. Water sources

All drains both internal and external must be monitored on a daily

basis and kept clean so that they can operate effectively. Water must be removed from the sand/water pit daily and lids replaced.

3. Food sources

All areas where food is being cooked and served must be kept clean at all times.

Work surfaces must be kept clean and tidy. Cleaning programmes and schedules must be followed. All waste should be removed from the kitchen as soon as possible.

4. Waste disposal areas

These areas must be kept clean and clear at all times. The bin must be kept clean and power washed as necessary.

5. Customer and Employee Area

These areas must be kept clean at all times. We operate a “Clean as we go” policy at Little Treasures.

If any pests are identified it must be brought to the attention of the Manager/Owner immediately so that appropriate action can be taken.



Procedures

- Regular inspections will be performed by the Manager or a pest management
- Staff should report to the Manager immediately if they have any concerns regarding pests of any kind.
- Staff should be alert to the possibility of infestation on discovery of any of the following:
 - Direct sightings of vermin/pests
 - Droppings near food source
 - Evidence of nesting
 - Evidence of gnawing
- Spillages should be promptly cleaned up.

- Proper sanitation will be maintained and correct disposal of rubbish and food waste will be maintained to prevent conditions for pests.

- Repairs will be performed as needed to prevent pest access to buildings or to hiding spaces in walls and equipment.



HEAD LICE POLICY

Unfortunately, it's always possible to catch head lice, no matter how careful we are. Children can pick up head lice just by coming into close contact with someone who is infected. It is important to know how to recognize the problem early on and to know how to cope with it.

Procedures

- We request that all children with long hair attending the service attend with their hair tied up to prevent contamination.
- Staff will inform other parents verbally or in writing in the event of an outbreak of Head Lice. Staff should be tactful and maintain confidentiality at all times. (Leaflets on Head Lice from the Health Promotion Unit are to be handed out to all Parents.)
- Staff will inform parents to check their child's hair carefully and regularly and to treat their child's hair as directed by the pharmacist, doctor or local health clinic.
- Parents will be reminded of the importance of not sharing other people's combs, brushes, hair accessories, hats etc.
- If more advice is needed the service will contact the public health nurse.



NAPPY CHANGING POLICY

It is the policy of our service and in the interest of the children's health and safety, that staff follow the nappy changing procedures correctly and that a high standard of hygiene is evident at all times.

Procedures

- Children's nappies and other items are stored in individual compartments and labeled accordingly.
- Parents provide the children's nappies and nappy creams. There is no need to provide wipes as they are provided by the service.
- Disposable paper towels are used for hand-drying purposes
- Disposable gloves are provided and worn during nappy changing; however this does not negate the need for hand washing.
- Soiled nappies are bagged and disposed of hygienically i.e. sanitizing unit or binned and removed from the nappy changing area
- The nappy changing mat is disinfected after every use.
- Anti-bacterial soap is provided for hand washing.
- Children are never left unattended when having their nappy changed.
- If required another staff member is always available to provide assistance.
- A cleaning schedule is in place to ensure that the nappy changing area is clean and hygienic at all times.
- To ensure that nappy changing time is a pleasant experience for the child, staff members use this opportunity to interact with the child and provide one to one attention.



TOILETING POLICY

It is the policy of our service and in the interest of the children's health and safety, that a high standard of hygiene is promoted at all times, when children are learning to use the toilet.

Procedures

- To create an awareness and understanding of good hygiene practice, staff members do a project with the children about the importance of self-care for example: flushing the toilet, washing hands etc.
- Anti-bacterial soap and disposable paper towels are used for washing and drying hands.
- A cleaning schedule is in place to ensure that children's toilets are kept in a clean and hygienic condition at all times.
- The staff should treat accidents sensitively.
- Praise and recognition is used when children are being toilet-trained to encourage self-esteem and a sense of achievement.
- Potties are disinfected after each use.
- If required, another staff member is always available to provide assistance.
- The child's privacy is always respected.



ACCIDENT AND SAFETY POLICY

It is the policy of our childcare service to promote the health, well-being and personal safety of all children and adults involved in our service, through developing and regularly reviewing accident prevention procedures and fire safety procedures.

Accident Prevention

- A Safety Statement has been prepared and is reviewed on a regular basis
- All new staff and volunteers must be familiar with the Safety Statement
- There are at least two adults on the premises at all times
- Children are supervised by adults at all times.
- Care is taken to ensure that no child can leave the premises undetected
- When the main entrance is locked the key must remain in the position which is known and accessible to all adults
- Staff must know which children are present at any one time
- Furniture and equipment are laid out to minimize safety risks.
- Only suitable and age appropriate objects are available to children.



Accident Procedures

- The first Aid Box is always fully equipped, easily identifiable and in location which is known to all adults.
- At least one member of staff who holds an up to date First Aid Certificate is on the premises at all times.
- Records are accessible to all relevant staff in case of an emergency.
- Minor accidents will be treated in the childcare premises and parents/carers will be advised of the injury and the action taken, when the child is collected.
- All accidents even minor ones, are recorded in the Accident Book.
- The service has an arrangement with the local surgery in case of an accident or sudden illness.
- In the case of serious accident the senior staff member will phone the doctor and the child's parent/carer.
- If the child has to go to hospital before the parent/carer arrives, an adult known to the child must accompany him/her to hospital and stay until the parent/carer arrives.
- The child's record card must be brought for reference.
- All accidents must be reported to the insurance company.



FIRE SAFETY POLICY

It is our policy to ensure that adequate measures are put in place to ensure that the children, parents, staff and all others persons attending our service are safe, in the event of a fire.

Procedures

- The service has all the relevant fire safety equipment recommended in the Dept. of the Environment's Fire Safety in Pre-Schools booklet including fire extinguishers, smoke alarms and fire blankets.
- Staff, parents and children are to be aware of the evacuation procedures in the event of a fire.
- Staff and volunteers and newly appointed staff are to be informed about what procedures to follow in the event of a fire.
- Attendance records of all the children and adults present on the premises are kept up to date, to ensure that everyone is accounted for in the event of a fire or other emergency.
- The fire safety equipment is checked annually.
- Fire drill instructions are posted in each room.
- The assembly point is clearly marked.
- A fire drill is carried out with the staff and children every month.
- A record is kept of all fire drills carried out.
- All Fire exits and doors are kept free of obstruction at all times.

CURRICULUM POLICY

At Little Treasures we strive to ensure that each child's holistic development and learning is



fully encouraged and supported through the implementation of a quality programme/curriculum guided by Síolta – The National Framework for Quality in Early Childhood Education and Aistear the Early Childhood Curriculum Framework.

We have based our curriculum and planning on the following principles:

- Play is essential to the well-being, development and learning of all children.
- Children learn through active learning.
- Learning is holistic and cannot be compartmentalised: trust, motivation, interest, enjoyment and physical and social skills are as important as purely cognitive/academic gains.
- The child's needs, rights, individuality and strengths are central.
- All children are entitled to be provided with opportunities to enjoy and to learn within a stimulating and safe environment.
- The age and developmental stage of each individual and group.
- Social, emotional, cognitive and physical skills.
- Equality and diversity.
- Frequent observations and assessments are undertaken
- We encourage child-led activities and we aim for an equal balance between child-led and adult-led activities.
- When planning our curriculum we pay particular attention and consideration to the children's interests, abilities and needs, including those with additional needs.

Our Curriculum includes a variety of activities that promotes each area of a child's development. These activities include:

○ Imaginative play/pretend play	○ Arts & Crafts
○ Reading and Musical activities	○ Play Dough
○ Creative play	○ Jigsaws
○ Sand and water play	○ Constructive and manipulative activities and energetic play
○ Outdoor Play	

OUTDOOR PLAY POLICY

Outdoor play is an active form of learning that unites the mind, body and spirit; children learn well when the whole self is stimulated. At Little Treasures we are committed to ensure that outdoor play is an integral part of the curriculum for children of all age groups.

Little Treasures believes active learning experiences outdoors, along with fresh air and



exercise, are essential for young children.

- To provide a stimulating, enjoyable and safe environment for children to play, investigate, explore, problem solve and use their imagination and creativity in an outdoor environment.
- To ensure that the children have plenty of opportunities to develop their large motor skills
- To provide active learning experiences for children so that they have plenty of opportunities to practice their developing skills, making them feel good about themselves and enriching their understanding of the world around them.
- To encourage the children to have respect for the outdoor environment and to care for living things
- To provide the children with the opportunity to relax and to release built up energy throughout the day
- To provide the children with opportunities to co-operate with others and to build on their social skills
- To stimulate their senses by offering different sights, sounds, smells and touching/feeling opportunities.
- To provide children with space to take part in energetic, noisy, large scale activities as well as opportunity for quieter play
- To plan a balance between child initiated activities and adult directed activities.
- To observe, assess and record how the children learn through play in the outdoor environment and to support their learning by adapting the outdoor curriculum to meet their individual needs
- To ensure that all staff understand the value of outdoor play and are enthusiastic and active in their approach to learning outside

Daily play Procedures

Children spend a minimum of 45 minutes per day (weather permitting) in the outdoor playground from February to October.

This is often broken up into two sessions, one in the morning and one in the afternoon.

Please send appropriate clothing and footwear for outdoors as we cannot guarantee that children will keep their clothing and footwear clean and dry while exploring and playing outside.



If your child is too unwell to play outside please keep them at home until they are fully recovered.

This is a good opportunity for children of all ages to have the opportunity to play with each other. This helps to develop their social skills. It is also a great opportunity for children who have siblings in other classes to meet up with one another.

EQUIPMENT POLICY

It is the policy of our service, that the equipment available is suitable, safe and age appropriate, while providing new challenges and experiences for the developmental needs of each child.

Procedures

- All equipment must be kept clean and hygienic at all times.
- Staff members are responsible for the equipment in their playrooms, by ensuring that all equipment is clean, safe and well maintained at all times.
- Equipment is checked regularly for broken parts.



- All equipment purchased is based on the children's developmental needs and interests.
- All staff must have a thorough understanding of the developmental benefits children gain from the equipment.
- All equipment must be age appropriate and suitable to the different stages of a child's development.
- The layout of each playroom must ensure that the equipment is accessible to the children, to promote choice and a sense of independence.



EQUAL OPPORTUNITIES POLICY

It is our policy to respect the individuality of all children and adults involved in our service and to promote positive attitudes to differences of culture, race, gender, language and financial circumstances; to children with special needs; and to minority groups and members of the Traveller community.

Equal Opportunities Procedures

- Recruitment and employment of staff will comply with all relevant equality legislation (see recruitment guidelines)
- The service is open to all families in the community (see admissions policy)
- A range of activities is chosen to reflect various differences in cultures, gender and ability.
- We regularly check our books, posters and other materials to ensure that they challenge stereotyping and that they positively and accurately reflect cultural and racial diversity and differences in ability.
- Special dietary needs of children and adults are catered for where possible.
- We will challenge any statements or behavior by anyone in the service, which are racist, or sexist or which reinforce stereotypes or which are in any other way derogatory to an individual.



INCLUSION POLICY

At Little Treasures we actively promote inclusive practice in order to best meet the needs of the children, families and staff of our crèche. All children are welcome to attend Little Treasures regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In order to achieve this, we actively engage with children, parents and other organizations as appropriate.

Procedures

- All children are treated with respect and valued equally in the group regardless of race, religion, gender, disability, social status or family make-up.
- We strive to support the children's self-identities and sense of belonging within the group
- All families are respected and valued.
- The children are encouraged to learn and show respect for themselves, each other, staff and adults and their environments.
- Children are encouraged to interact with others comfortably
- All children's home languages and traditions are acknowledged and respected
- The children's abilities and interests are positively affirmed
- Children learn (through the anti-bias approach) that acting in a bias or offensive way towards others is unfair and hurtful.
- We encourage Parental involvement and information on family backgrounds and culture (e.g. family wall, celebrations)
- Staff will be aware of their own culture, attitudes and values and how they impact on practices.
- Staff will critically think about diversity, bias and discrimination.
- Staff liaise plan inclusive activities suitable for all children's participation
- We acknowledge and supports all children's needs and abilities through setting up inclusive environments
- Staff will be confident when engaging in dialogue around issues of diversity, bias and discrimination.



BEHAVIOUR MANAGEMENT POLICY

The Management and Staff of Little Treasure Childcare Service believe that children should be encouraged to grow and develop to their full potential in a suitably planned environment, where they know what is expected of them, and where clear limits are set, appropriate to their age and stage of development and any special needs they may have. We encourage the children make choices and accept responsibility for their actions and to have respect for themselves, each other, adults, and respect for property. We acknowledge that children have the right to expect positive approaches to behavior through encouraging and praising positive behavior.

Behavior issues will always be managed in a positive way that supports children's confidence and self esteem. Corporal punishment of any kind or practices that are deemed disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are prohibited to be carried out in respect of any child attending our service.

Promoting positive behavior strategies:

- Children's efforts, achievements and feelings will always be acknowledged so as to promote the growth of self-esteem and self-discipline.
- The service will strive to manage behavior consistently in order that children have the security of knowing what to expect and can build up good patterns of self-discipline.
- Adults working in the service must be good role models by following codes of behavior and showing respect for each other and the children and by being aware of their tone of voice.
- The children are familiar with the daily routine.
- Books and activities will be available to help the children explore and name their feelings, where appropriate, in conjunction with an adult.
- Rules that apply to children and adults in the group will be discussed and agreed. These rules will be made known to all adults, staff, parents and children. Rules will be kept to a minimum.
- It is recognized that the key to behavior management is good observation skills in the adults. Regular observations on each child will be used when planning activities to match the children's interests and capabilities.
- The service will strive to manage behaviour consistently in order that children have the security of knowing what to expect and can build up good patterns of self-discipline.
- Staff encourage positive behavior through play and learning activities such as role play, circle time, books, music and movement etc.
- Regular communication between staff and the child's parents is vital to support the child's needs and behaviors', and this ensures consistency between the service and the



home environment.

- Staff share relevant information to ensure consistency regarding behavior strategies.
- Children are appropriately supervised in accordance with strict child/adult ratios and current Child Care Regulations.
- Ongoing discussion, training and practice will be availed of to train staff in the skills of behavior management.

Anticipating Inappropriate Behaviour

Little Treasures operates a key worker system who is responsible for getting to know each child and their families.

This is vital when gathering information and knowledge about the child.

The key worker carries out observations and interacts with the children getting to know each child's likes and dislikes.

The key worker becomes familiar with the children's behaviours and can anticipate a child's reaction and behaviour knowing what is likely to upset the child's mood or behaviour.

Managing minor behaviour problems

When children demonstrate developmentally appropriate but unwelcome behaviour occasionally, this can have a negative impact on themselves and others around them.

Examples of this behaviour include:

- Crying or sulking when they don't get their own way,
- Temper tantrums,
- Shouting, running around the rooms,
- Punching/kicking/ throwing items
- Biting

Strategies for dealing with unwanted behaviour:

- Try to refocus the child's attention by introducing another activity.
- Firmly explain why the behaviour is unacceptable and will not be tolerated, speak calmly but firmly to gain control of the situation.
- If the behaviour persists give another warning of the consequences.
- Follow through with the consequences and be consistent.
- Summons another staff member to comfort the upset child while the situation is being dealt with.
- When necessary shadow the child to anticipate potential situations and then redirect the child before the incident can occur.



Managing Moderate behaviour problems

When frequent negative behaviours occur with significant impact on the child itself,

- Staff will observe the child to identify any significant triggers to their negative behaviour.
- Staff will listen and offer support to the child to establish if they have any problems or worries that may be triggering unsuitable behaviours.
- Staff will collaborate with parents to try to establish if there may be something upsetting the child in the home environment and work together to try to resolve the issues.
- A reasonable time scale will be drawn up to implement strategies.
- Staff may consult with relevant support services (AIM support services, public health nurse) to assist in the planning or management of strategies.
- When an appropriate response has not been reached within a specific timeframe, or where the negative behaviours are escalating or causing increasing concern procedures for managing severe and challenging behaviours should be drawn up and observed.

Managing Severe and Challenging behaviour problems

Frequent negative behaviors' that severely impact the child's ability to communicate or engage with others in a positive way, and/or to be able to effectively engage with a developmentally appropriate programmed of activities, or where recurring and persistent behavior problems fail to resolve within a specific timeframe.

- The issue is discussed with staff and the room leader and observations are reviewed and shared with the parents to provide a consistent approach to the issue.
- A realistic time scale is set to review behavior strategies taking into consideration the impact of the child's behavior on others around them. If there are still ongoing concerns, staff may discuss the need for referrals to relevant professionals.
- Where there are behavioral issues that arise from children with additional needs, staff may discuss the benefits of an application for a special needs assistant. A personalized behavior management strategy will be drawn up to help and support the child to learn to control their behavior. Where appropriate an Individual Education Plan (IEP) with agreed targets for behavior may be drawn up in co-operation with parents.
- It is essential that a team approach is adopted involving parents, staff and any other relevant personnel and information shared remains confidential unless child protection concerns arise.



Recording Practice

- Observations are carried out frequently when incidents of challenging behaviour occur, so that that service has detailed records if requested by professionals.
- All incidents of a serious nature especially involving another child is recorded in the incident book.
- Staff will try to avoid using the names of the individual child when sharing information about incidents with parents.
- All incidents of behaviour are recorded in a behaviour log which the parents are asked to read and sign.

COMMUNICATIONS POLICY

PARENTAL INVOLVEMENT

It is the policy of Little Treasures Childcare Service to promote the active participation of parents in the planning and development of the service, valuing parents as the first educators of their children.

Procedures to encourage parental involvement

- Regular meetings are held with parents.
- Observations and photos are shared with the parents.
- Photos are displayed on the walls with links to Aistear and Siolta to give Parents a greater insight and understanding into the curriculum.
- Parents are provided with a handbook giving details of the service before the child starts at the service.
- Parents are encouraged to be involved in decisions about policies and procedures operated by the service, and any other aspect of the service that affects their child.
- Parents are welcome to visit the service at any time.
- Staff members are available to discuss any concerns a parent may have regarding their child and the service

Staff Meetings



At the beginning of each term all staff meet to discuss and plan a program for each group. A weekly informal meeting of staff takes place at a suitable time to discuss any issues that arose during week.

Meetings with Parents

Informal meetings take place with parents on a daily basis to enquire/ inform the parents about the child's day (eating patterns, sleep etc)

If a parent requests a formal meeting time is made available without delay.

Each group has a key worker who is available to share information with parents on request.

Parents also have access to the manager and the owner if required.

Dissemination of Information to Parents

Notice board in the foyer.

Note sent home in child's bag.

Daily schedule on the door of each room.

Photographs of events/activities displayed on walls.

Verbal communication on a daily basis.

Newsletter sent home each term in child's bag.

Observations carried out on a regular basis and kept in individual rooms. Each group leader has their own journal to make notes on a daily basis and detail the activities of the day. Points of importance are brought to the parents' attention.

Feedback from parents is incorporated into the child's program of development.

Observations are very much a two way process between parents and staff.

Parental Involvement

Annual Open Day for Parents and children.

Christmas Party. Santa visits children and all parents are invited

The ECCE group hosts a Showcase Morning for parents at the end of term. The parents are invited to come in and view the work and progress of the children throughout the year.



SETTLING IN POLICY

It is the policy of this service that every effort is made to ensure that the settling in period is as easy and pleasant as possible for the children and their parents/carers.

Settling in procedures

- Each parent is provided with an information pack about the service before the child starts at the service.
- Each parent is encouraged to drop in to the service with their child before the child starts at the service, so that the child can become familiar with the other children, staff and the day to day running of the service.
- On the first day the parent is encouraged to stay with the child until he or she feels comfortable in their new surroundings.
- Each parent is encouraged to spend as much time as necessary with the child during the settling period. There is no set time limit on the settling in period.
- No child will be pressurized to take part in any activity during the settling in period.
- To help staff build a relationship with the child, staff will discuss the child's interests with parents, as well as their likes, dislikes and key words the child uses at home
- Each parent will be given a daily account of the child's progress during the settling in period.



COMPLAINTS POLICY

It is the policy of Little Treasures Childcare Service to welcome any suggestions, recommendations, comments or complaints made by children or their parents in relation to our childcare service.

Any complaints made about the service will be dealt with in an open and impartial manner. The following procedures will be followed:

Complaints procedure

- Complaints should be made to the person in charge.
- Every attempt is made to resolve the matter as amicably as possible and to the parent's satisfaction.
- If agreement cannot be reached the parent may make a formal complaint in writing to the person designated to receive complaints.
- The complaint is recorded.
- If the complaint is made against a member of staff, the staff member must be informed that a formal complaint has been made and be given full details.
- If a complaint against a staff involves a child protection concern a second separate reporting procedure will be followed in line with our child protection procedures.
- The parent is sent an acknowledgement that the complaint has been received and told how it will be dealt with, by whom, and within what time limit. The person investigating the formal complaint will keep dated records summarizing what has been said and done by those involved.
- The Manager, having considered all the relevant material and talked with all those concerned, will reach a decision and if necessary, make recommendations.
- The complainant and other people involved will be informed of the outcome.



Code of Behavior between Staff & Children

Our code of behavior is based on an ethos of:

- Listening to children
- Valuing and respecting children as individuals
- Involving children in decision making, as appropriate
- Encouraging and praising children

Code of Behavior

- While physical contact is a valid way of comforting and reassuring a child, it should only be in response to the need of the child, not the adult
- Staff should never physically punish or verbally abuse a child
- Staff should never tell jokes of a sexual nature in front of a child.
- Staff should not develop favoritism or become over involved with any one child.
- All staff must respect the personal space, safety and privacy of each child.
- It is not recommended that staff give lifts in their cars to an individual child, especially for long journeys.



USE OF THE INTERNET, PHOTOGRAPHIC AND RECORDING DEVICES POLICY

Little Treasures is committed to ensuring the appropriate use of internet within the service and to setting out clear guidelines regarding the photographing and recording of children.

Principle

This Policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Freedom of Information Act and Data Protection (Amendment) Act 2003).

Procedure

The aim of this policy is to set out guidelines for what is considered to be the appropriate use of the internet, photographic and recording devices in our service. This Policy ensures that any child in our service is not permitted access to the internet, to be photographed or be recorded without prior signed permission.

E-mail & Internet Usage

- The internet will only be accessed by children under the supervision of staff for the purpose of homework and educational research.
- E-mail and internet must only be used by staff for educational and research purposes.
- Communication on matters relating to job requirements or for administration purposes.
- Communication of information relating to the service.

Unacceptable Use of Email and Internet

Little Treasures deems the following to be unacceptable use of email and internet:

- Providing children with opportunities to unsupervised internet access or access to inappropriate internet content, that could affect a child's health, welfare and development.
- To access, download or store inappropriate, defamatory or offensive material.
- For personal financial gain or profit.
- To disclose or publish confidential information about children, families or staff.
- For posting messages to any internet bulletin or discussion board, newsgroup or other publicly accessible discussion forum except for authorised business purposes.
- Offensive language and language that would breach any other service policy.



Social Networking Sites and Social Media Tools

The requirements outlined above in relation to the use of service email and internet systems apply to Social networking sites and other social media tools such as Facebook, LinkedIn, and Twitter etc.

Procedures:

- No digital imagery/photos/videos of children, families or other staff members are permitted to be published on social media sites/networking sites under any circumstances.
- No derogatory comments should be made about the service, its team members, contractors, or children/families attending the service on social networking sites.
- When commenting on blogs or in public forums, staff must be mindful of your association to Little Treasures and obligations undertaken to be responsible and positive in your portrayal of the service.
- Photographs, videos and/or information about other staff members are not to be posted without obtaining permission from the staff member(s).
- Staff may not divulge or discuss any confidential or personal information obtained while in employment at Little Treasures or after employed has ceased.

Communicating Information via Email

All guidelines and policies relating to signing and authorisation for written communications must be observed when sending electronic mail. Staff must keep in mind that anything created on a service computer network or the internet may be reviewed by others. Copies of any business-related electronic communications and attachments (sent or received) should be kept in accordance with proper record-keeping practices.

Maintaining Confidentiality and Security

Hardware and Personal Memory Devices may be used at work and may be plugged into the service IT resources. An automatic virus check may run when any documents are opened. However, knowingly introducing a virus or causing a virus to be introduced into Little Treasures IT resources is a breach of this policy. Personal Computers must be shut down at the end of each day. Usernames and passwords must only be used by the person to whom they are allocated. The use of Little Treasures internet is not a private activity. Little Treasures internet must not be used to access, carry out, send or use any private material or information that a person would not want the service to see.

Photographic and Recording Devices

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the Little Treasures Crèche.



It is our policy to use photographs taken in the crèche to support the children's learning and also to record children's individual progress. Photographs taken in crèche during the day are taken using a digital camera and are only taken by members of the staff.

- Consent forms must be signed by parents by parents/guardians.
- Images cannot be used for purposes other than those agreed.
- All images are to be stored and disposed of in line with Data Protection Act 2003. Where group photos of children are taken, parents/guardians must provide written permission as they have a right to refuse.
- The purpose of taking images must be clearly explained to parents/guardians.
- Parents/guardians have the right to withdraw permission to have their child (ren) photographed or recorded at any time.



RISK MANAGEMENT POLICY

At Little Treasures, we are committed to safeguarding children, staff, parents and all visitors to our centre. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitor at all times. This policy ensures that we have considered the potential hazards that may occur during children's play activities. Continuous risk assessments are paramount to ensure a safer environment for children, staff and parents. This policy outlines procedures for assessing potential risks to the safety of the children, adults and staff attending Little Treasures.

Risk Management Procedure

Risk management requires frequent risk assessments and analysis to identify potential risks to children, staff, families and visitors.

At Little Treasures Risk assessments are carried out weekly and the findings recorded. The risk is assessed and any necessary actions taken to reduce/remove the risk. The Risk Management Policy is reviewed at least annually or as the need arises. Staff and Management are responsible to bring to the attention of management any newly arising risks that they become aware of and following any risks identified the risk management procedure is carried out.

Process for assessing and managing risk

- Policy Statement
- Identify Risks
- Assess Risk
- Decide Response
- Record the findings
- Review and Update

Controlling Risk



There are a number of options for responding to and controlling risk.

These include:

- Avoidance: Avoid the risk – this means we may decide not to go ahead with the activity for which the risk has been identified. This may mean stopping the activity completely or not starting it because the risks associated with it are too great to warrant continuing.
- Prevention: This involves taking action to reduce the likelihood of the risk. Having effective internal policies and procedures will prevent many potential risks.
- Minimise risk: this involves Prevent the Risk – This involves taking action to reduce the likelihood of the risk. Having effective internal policies and procedures will prevent many potential risks.
- Acceptance and Transferral: this involves taking steps to reduce the consequences of a risk should it occur.
- Accept the risk – We may be prepared to accept some risk.

Monitoring Risk

- Monitoring your risk management policy helps you determine if the controls you have in place are effective and if any changes need to be made.
- It provides opportunities to record and evaluate any new risks and to identify any failures of control system.

DAILY RISK CHECKLIST- INDOOR



Employees must report to the Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
All equipment, furniture, lighting is safe and sockets covered						
Room is clean and tidy						
Drinking water available						
Floors clean and dry with no tripping and falling hazards						
Temperature of room controlled to 18 – 22 degrees						
No dangerous substances within reach of children						
No trailing cables or wires						
Furniture safe with no sharp edges						
No means for child to escape						
Windows up high or restrictors in place						
Hot water available (43 degrees)						
Registers accurate						
Fire exits clear						
All daily records available						

Signed: _____ Date: _____

SLEEP ROOM DAILY RISK CHECKLIST



Employees must report to the Health and Safety Officer/Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Staff on duty know position baby to be placed in and how to monitor						
Equipment like bouncers, buggies not used for sleeping infants						
Ensure temperature is controlled at 16 to 20 degrees C						
Bedding clean						
Floors clean and dry with no tripping and falling hazards or trailing wires.						
Cot sides are in upward position and secure						
No duvets, toys or pillows in cot to avoid footholds, suffocation over heating						
Monitors checked and are working						
Cots positioned away from blinds, heat and no hanging cords						
Sockets covered						
No bibs or dribblers to be worn						
No bottles in cot						
Sleep record available						
Room uncluttered						

Signed: _____ Date: _____

SLEEP ROOM DAILY RISK CHECKLIST



Employees must report to the Health and Safety Officer/Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Staff on duty know position baby to be placed in and how to monitor						
Equipment like bouncers, buggies not used for sleeping infants						
Ensure temperature is controlled at 16 to 20 degrees C						
Bedding clean						
Floors clean and dry with no tripping and falling hazards or trailing wires.						
Cot sides are in upward position and secure						
No duvets, toys or pillows in cot to avoid footholds, suffocation over heating						
Monitors checked and are working						
Cots positioned away from blinds, heat and no hanging cords						
Sockets covered						
No bibs or dribblers to be worn						
No bottles in cot						
Sleep record available						
Room uncluttered						

Signed: _____ Date: _____

DAILY RISK CHECKLIST - OUTDOOR



Employees must report to the Health and Safety Officer/Manager without reasonable delay any hazard identified in garden area

Week Beginning	M	T	W	T	F	Yes/No/Comment
Drain and manhole covers secured						
Area secure with no means of escape						
Waste bins inaccessible						
Garden and general maintenance equipment stored and out of reach of children						
Area free of animal waste						
Water/Sandpits covered when not in use						
Outside play equipment clean and in good repair						
Equipment securely anchored in accordance with manufactures guidelines or as necessary						
Leaves cleaned up						
Area free of tripping and falling hazards evident						
Area free of vermin						
Area free of small stones and gravel (age dependent) or risk managed						
Bikes/scooters, tractors in working order						
Scrubs and plants child friendly and area free of weeds						
Room Register brought outside						
First Aid box available outside						
Emergency Contact Numbers Available Outside						
Ratios Correct						

Signed: _____ Date: _____

SANITARY AREA DAILY RISK CHECKLIST

Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Sinks clean and taps working						
Toilets cleaned and flushed						
Floors clean and dry with no tripping and falling hazards						
Toilet area is fully equipped with hand-washing facility, hand-drying facility, toilet paper and anti-bacterial soap						
No Dangerous substances within reach of children						
Ventilation working						
Nappy bins with covers and not overflowing						
Mirrors/ tiles safe with no sharp edges						
Hot water available (43 degrees)						
Disposable gloves and aprons available						
Handwashing signs in place						
Toileting and Nappy Changing Policies displayed						
Creams and wipes labelled						
Sanitary Area not used for storage of spare clothes or resources						

Signed: _____ Date: _____



Garda Vetting Disclosure Risk Assessment



Garda Vetting Disclosure Risk Assessment

Name of Employee/Potential Employee: _____

Person/Persons carrying out assessment: _____

Description of Disclosure:

Date of Conviction: _____

Date of application (disclosure): _____

Risk Criteria	Low/Medium/High	Comment and Reason for rating
The seriousness of the offence and its relevance to the safety of the children		
The length of time since the offence was occurred		
The age of the applicant at the time and the age now		
Whether the offence was a 'one off' or part of a history of		

Garda Vetting Disclosure Risk Assessment



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		
References from other employers		
Overall Rating	Reasons for Decision to employ/not employ	

Garda Vetting Disclosure Risk Assessment



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If employing the candidate what controls (precautions) have you put in place (if applicable)

Signed: _____

Date: _____

Note



