

DRAFT  
POLICIES AND PROCEDURES

This document is a working document and will be changed and amended when the facility is built and staff are employed. This will ensure a sense of responsibility and ownership within the staff team

Relevant Legislation .....	3
Admission of Adults to centre Policy .....	3
Admission of Children Policy.....	4
Settling –in Policy.....	4
Partnership with Parents/Guardians Policy.....	4
Enrolment & Payment .....	5
Indoor and outdoor play.....	5
Outings.....	5
Child Protection .....	6
Positive Behaviour Management .....	6
Health & Safety .....	6
Medicine .....	7
Sick leave & Holidays .....	7
Accident policy.....	7
Communicable diseases.....	7
Sleeping Arrangement .....	8
Napkin Changing .....	8
Toileting.....	8
Gas leak & Electrical Fault.....	8
Fire prevention, safety and drill.....	9
STAFF ISSUES .....	10
Recruitment.....	10
Employee Handbook.....	10

## **Relevant Legislation**

**The following legislation will be available at all times within the facility**

- The Childcare Act 1991
- The Childcare Pre-school Services Regulations 1996
- Carers Act 2002
- The Safety, Health and Welfare at Work Act 1989
- The Local Government (planning & Development) Acts 1963-1999
- The Minimum Notice and Terms of Employment Act 1973-1991
- Unfair Dismissals Act 1977-1993
- Terms of Employment Act 1994
- Payment of Wages Act 1991
- The National Minimum wage Act 2000
- Organisation of Working Time Act 1997 Section III
- Maternity Leave Act 1994
- Adoptive Leave Act 1995
- Parental Leave Act 1998
- Employment Equality Act 1997/8
- Protection of Employees (Part-time work) Act 2001

## **Admission of Adults to centre Policy**

**It is policy not to allow any unknown persons entry or to pick up children from our centre.**

- When a child is registered with-----, the parent/guardian must fill in the Names and contact details of those who will authority to pick up their child.
- If a new person is picking up the child at home time the staff must be informed by the authorised person in the morning.
- Children will not be realised from the care of the centre to persons unknown to them.
- If a staff member is not happy to hand over the child they must inform their supervisor or the manager. Persons who are named on the registration form will be contacted to clarify the identity of the person or they must come to pick up the child themselves.
- Parents are required not to hold the door open for other parents, each entry must be permitted by a senior staff member.
- All visitor entries must be recorded in the visitor book which is kept just inside the door.
- All unexpected visitors will be asked to produce identification, before entering the centre.

## **Admission of Children Policy**

----- is an equal opportunities provider and strive to support their local community by providing access to the childcare facility for all.

- ----- will advertise their service to all persons in the community
- Providing clear information on the types of service that is provided within the facility.
- Admitting children from all backgrounds and of all abilities.
- Holding places for children who are referred by the Health Service Executived and other similar agencies.
- By providing a number of places in each room at the discounted rate.
- By ensuring that all children on the waiting list are treated equally.
- By ensuring the children only leave the service with authorised personnel.
- That strangers or those who should not have contact with the children are not permitted to enter the facility.

## **Settling –in Policy**

-----aim to ensure that children feel safe and secure in the absence of their parents/guardians. To ensure that each child has had adequate time to be come familiar to their new surroundings

- Prior to enrolment there will be an exchange of information between the centre and the parents/guardians.
- Parents/ Guardians are encourage and advised to visit the facility prior to the child starting with them, this is to familiarise both adult and child with the service that is provided.
- The parents/guardians are asked to bring the child over a period of a week separating from their child for brief periods at first , then gradually building up to longer absences.
- Parents/ Guardians are encouraged to provide information to the staff that might assist the child to settle in. ( favourite toy etc)
- Parents/Guardians are required to inform staff of any allergies that the child may have and how best to address the issue.
- Parents/Guardians are encouraged to get to know their Key-worker.

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

-----recognises and acknowledges the importance of working in partnership with parents/guardians to promote best interests of children and that parents play a key role in the education of their children.

- Acknowledging that parents/guardians are the childs main caregivers and their first educators and respect this relationship.
- Ensure parent/guardians are given regular information about their child's progress through informal and formal feedback both verbal and written.

- Welcome the contribution of parents/guardians and consult with them on a regular basis.
- Have regular meetings with the staff on the activities of the centre.
- Ensure that parents have a voice on the Committee with their own representative.

## **Enrolment & Payment**

**The following is required in relation enrolment of children and fee payment to ---**

-----

- The Centre will be open for 12 hours five days a week (7am -7pm Monday –Friday)
- The centre will be closed on the 9 Bank Holidays and for a week at Christmas.
- The centre will cater for children from 3 months to 14 years
- To ensure your child's place you must fill out the appropriate pre-registration form and pay the €---- deposit (this fee will be deducted when your child is leaving the centre)
- Payment of your child's fees must be paid for a week in advance, those who wish can pay by monthly standing order.
- If your child is absent due to illness or family holidays full fees will still be required to ensure your child's place.
- Full fees will be required for the weeks that there are Bank Holidays.
- There will be no fee required for the week the centre is closed at Christmas.
- If payment is late or cannot be made one week you must notify the manager as soon as possible.
- If payment is late and no reason is given you will receive a reminder letter, if after two weeks there is still no communication between parent and the centre, the child will be excluded from attending.
- In January every year there will be a ----% increase on charges.

## **Indoor and outdoor play**

**It is the belief of ----- that play is the medium through which children's learning is consolidated, and it stimulates development**

- ----- will provide an environment which stimulates and promotes the children's development.
- ----- will ensure that child/adult ratios will be correct in accordance with Pre-School Services Regulations 2006 at all times
- Parent/Guardian will be requested to provide clothing which is appropriate for all types of play and weather, so that children can freely participate in the activities of the centre.

## **Outings**

**----- encourages the children to become familiar with their surroundings and local community.**

- ----- will ensure that the centre's insurance covers them while taking trips outside the centre.

- Child Adult ratios will be correct for taking children outside the centre
- All children must have written permission from their parents/guardian prior to leaving the centre.

## **Child Protection**

**-----will ensure that the children in its care are protected and kept safe from harm while they are with staff and volunteers in the centre**

- Give parents/guardians, children and workers information about what we do and what is expected from us.
- Making sure that our staff and volunteers are carefully selected, trained and supervised.
- Letting parents/guardians and children know how to voice their concerns or complain if there is anything they are not happy about.

## **Positive Behaviour Management**

**-----believe in promoting positive behaviour. We aim to encourage self-discipline and consideration for each other, our surroundings and property.**

- ----- will be consistent in dealing with behaviour issues
- ----- will promote positive behaviour.
- Any issues that may arise will be worked out in partnership with the parents/guardians.
- Good behaviour will be promoted and encouraged at all times.

## **Health & Safety**

**----- will provide children with a Healthy, Safe and stimulation environment in which to work and play.**

- Parents will be advised of the groups safety precautions
- The layout of the rooms will be safe for the children to move freely form area to area.
- The centre will be bright and well ventilated in accordance with the Pre-School Services Regulations 2006.
- All equipment will be kept clean and in working order, any broken equipment will be removed immediately from the centre.
- Staff and children will wear suitable clothing and footwear when in the centre.
- Any spillages will be cleaned and wiped up immediately.
- All rooms will be at the appropriate temperature in accordance with the Pre-School Services Regulations 2006.
- Fire drills will be carried out monthly to ensure both staff and children are familiar with the routine.
- All staff are familiar with the fire assembly points.
- Power point will have safety caps on them while not in use.
- There will be an accessible first aid box containing all appropriate materials.
- All accidents will be recorded, signed by the staff member reporting it. The signing must be witnessed by supervisor or manager.

## **Medicine**

----- will only administer medicine with written permission from parent/guardian.

- All medicine will be administered by the supervisor in the room
- When a child is receiving medicine this must be witnessed by a senior staff member.
- Upon administering the medicine the staff member must fill out the record form and the witness must also sign it. Details must include dosage, time of dosage and staff members involved.
- No medicine will be administered without prior permission from parent/guardian.
- 

## **Sick leave & Holidays**

----- request payment for children who are absent due to illness or holidays

- If a child becomes ill in ----- parents/guardians will be notified straight away to come and collect their child.
- If the child's health or well being is in danger and need urgent medical attention the centre will call the emergency services.
- ----- will have a doctor on call for minor emergencies.
- Children who have contagious diseases (Mumps, Chicken Pox etc) will not be permitted back in to the centre without a doctor's certificate.
- If your child is absent due to holidays you are required to pay 50% of the absent time, ( two weeks holidays 1 weeks payment)

## **Accident policy**

- All accidents must be reported to the manager or senior staff member.
- All accidents must be filled into the accident report book
- Parents must be told of the accident and asked to sign the accident report.
- If the accident requires medical attention the manager or senior staff will call the emergency services and notify the parents.
- All rooms have their own record book and emergency numbers displayed beside the phones.

## **Communicable diseases**

**For the protection of all staff and children in -----, children or staff who become ill must not attend the centre while they disease is contagious.**

- All persons who become ill must notify the manager.
- Parents must be contacted straight away
- Children who become ill must be made comfortable in a separate room from all other children to ensure the disease is contained.
- The local Health Service Executive must be notified
- All parents must be informed of the disease and made away of the signs and symptoms
- A public notice must go up in the centre to inform all visitors.
- All visitors from previous 24 hours must be contacted.

## **Sleeping Arrangement**

**----- will provide a comfortable and safe resting place for children who are in their care.**

- In the infant room children will be allowed sleep according to their daily routine.
- All sleep routines will be agreed with parents when the child is starting and review on a regular basis.
- Infants under 12 months will have their own cot to sleep in.
- Older children will have their own mattress or child sized bed.
- The sleep room temperature will be monitored by a thermostat, this will be checked regularly during the day.
- All sleeping children will be supervised.

## **Napkin Changing**

**-----will ensure in the interest of health and safety that each child will have a clean unsoiled nappy at all times.**

- Only staff employed by the centre are permitted to change napkins ( No CE staff or students)
- Disposable gloves must be worn when changing napkins
- All staff member must wash their hands before and after each change.
- Staff must administer creams talc etc according to parents wishes.
- The changing mat must be wiped down with disinfectant after each change.
- Any irregularities must be reported to the supervisor in the room or the manager.
- Soiled napkins must be placed in the sanex bin provided and emptied at the end of each day.

## **Toileting**

**-----will work in partnership with parents/guardians when assisting children to become toilet trained. ----- respect each child as an individual and will support children to use the toilet and only assist when necessary.**

- Only staff employed by the centre are permitted to assist children (No CE staff or students)
- Staff must wash their hands before and after assisting a child, staff members will ensure that children also wash their hands before and after using the toilet.
- Children who are toilet training and who have accidents will be treated respectfully without humiliation.
- The children will be encouraged to use the facilities on their own and only assisted when they request it or get into difficulty.

## **Gas leak & Electrical Fault**

**----- strive to provide a facility that will be safe and secure at all times.**

If a staff member suspects a gas leak or an electrical fault they must

- Notify a senior staff member.
- If it is a suspected a gas leak, open all windows and remove the children from the building.



- If it is a suspected electrical fault close all doors and remove children from the building.
- Contact the relevant emergency service.

### **Fire prevention, safety and drill**

(This will be in accordance with the advice of the fire officer and the fire certificate)

But will include some of the following.

- Measures you have taken to prevent fire.
- Steps to take on discovering a fire.
- Marking emergency fire exits
- Fire Training

# STAFF ISSUES

## Recruitment

----- is an equal opportunities employer.

**During the recruitment process ----- will follow the following steps.**

- Advertise the position to the widest possible audience.
- Send out application forms and job description to all who request them.
- Devise a marking system to shortlist from the Application forms received.
- Interview all appropriate candidates.
- Use a marking system to select the best candidate.
- Ensure there is gender balance on the interview panel.

## Employee Handbook

**Upon appointment ----- will present each employee a staff handbook which will contain details of the following**

- Contract of employment
- Probationary period
- Hours of work / breaks
- Annual leave
- Compassionate leave
- Sick leave/ absences from work
- Payment of wages
- Termination of employment
- Confidentiality
- Timekeeping
- Compassionate leave
- Telephones
- Smoking, drink & other narcotic substances
- Discipline
  - The rights of the employee and the employer
  - What action is going to be taken
  - The process for the action
  - The stages of the action.
- Grievance
  - What the stages of the procedure are.
  - Who do you need to contact
  - The process for the action
  - The stages of the action
- Health & Safety
  - Safety Statement
  - Working procedures
  - Accident reporting requirements
  - Hygiene