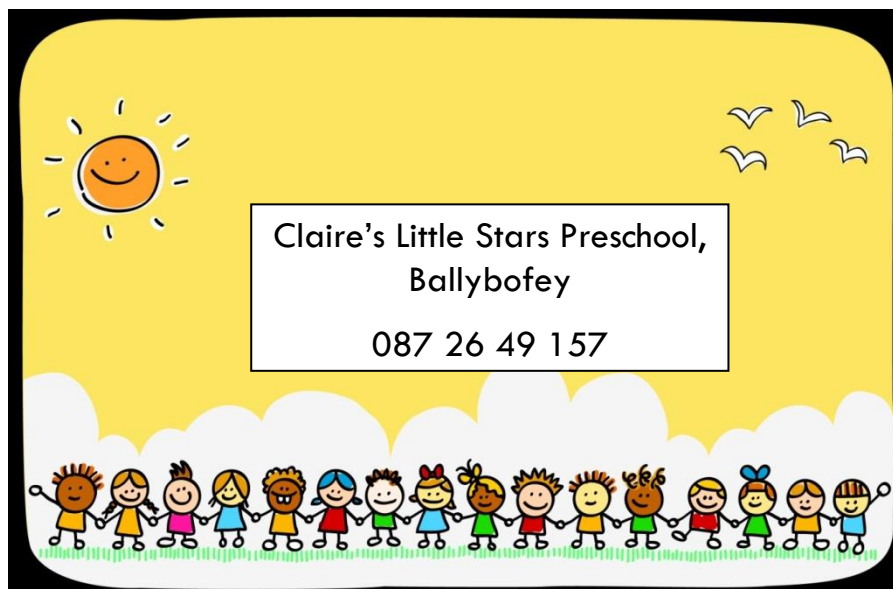


Claire's Little Stars Preschool Ltd
& ★★☆☆☆☆ Afterschool Service

Policies, Procedures and Statements



In compliance with: Regulation 10 of the Early Years Regulations 2016 are set out in Schedule 5.

Date: November2019

Policy, Procedure and Statement Content and Review Table

#	Policy	Complete with Forms	Created	Reviewed
Section 1	Governance		Nov 2019	
1.	Statement of Purpose and Function		Nov 2019	
2.	Comments and Complaints	Complaints Form for Parents and Staff	Nov 2019	
3.	Recruitment Policy		Nov 2019	
4.	Staff Absences		Nov 2019	
5.	Staff Training	Induction Checklist for new staff members	Nov 2019	
6.	Supervision Policy		Nov 2019	
Section 2	Health, Welfare and Development of the Child		Nov 2019	
7.	Settling In Policy		Nov 2019	
8.	Policy on Managing Behaviour		Nov 2019	
9.	Inclusion Policy		Nov 2019	
10.	Policy On Healthy Eating	Appendix: 'Healthy Eating Specifications'	Nov 2019	
11.	Policy On Outdoor Play		Nov 2019	
12.	Policy on the Use of Internet and Photographic and Recording Devices	<ul style="list-style-type: none"> - eSafety use Agreement - Staff Conduct Agreement 	Nov 2019	-
Section 3	Safety		Nov 2019	
13.	Policy on Administration of Medication	<ul style="list-style-type: none"> - Medication Consent - Medication Admin. Record 	Nov 2019	-
14.	Policy on Accidents and Incidents	Contents List for First Aid Box	Nov 2019	
15.	Policy on Infection Control	Links to HSE Guidelines Appendix: Cleaning Programme	Nov 2019	
16.	Nappy Changing and Toileting Policy		Nov 2019	
17.	Policy on Safe Sleep	Sleep Check Log	Nov 2019	
18.	Risk Management Policy		Nov 2019	
19.	Policy on Authorisation to Collect Children	Nominated Collection Person Form	Nov 2019	
20.	Fire Safety Policy	Sample Evacuation Procedure Fire Drill Log	Nov 2019	
21.	Outings Policy	<ul style="list-style-type: none"> - Parent Consent Form - Risk Assessment Template 	Nov 2019	

IMPORTANT: The following guidance and Communications Plan applies to ALL Policies, Procedures and Statements in this document and additional sections. When sample policies are requested during Tusla Inspection, this introduction section including the Statement of Purpose should be provided to accompany all individual policies.

Responsibilities under Law and Regulations

At Claire's Little Stars, we understand our service is operating in an increasingly professionalised sector. We understand that there are many responsibilities, legal requirements and challenges to plan and be prepared for. We are aware of the policies, procedures and statements required for our early childhood service under Regulation 10 of the Early Years Regulations 2016 are set out in Schedule 5 of the Regulations. There are 21 of these and the first is the statement of purpose and function.

Other legislative and regulatory requirements

As well as knowing and complying with the Early Years Regulations 2016, we are aware that there are other important requirements in law and other regulations that we must apply. These include:

- » Child safeguarding;
- » Employment and human resources;
- » Health and safety;
- » Food hygiene;
- » Data protection;
- » Building; Planning and environment;
- » Finance;
- » Management and governance; and
- » Equality.

We are aware that commencing on 18th February 2019, The Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 allows for the registration of School Aged Childcare Services with Tusla. We understand we need to be registered by 18 August 2019. Our registration has been approved.

As a service provider, we understand that it is our responsibility to keep up to date with all relevant legislation, regulation and quality and practice frameworks and guidelines. We undertake to reflect these accurately in your policies, procedures and statements as much as possible.

Our responsibilities to operate a quality service

As an early childhood education and care provider, we offer an essential service to children, to their families and to society. Our service is provided in partnership with parents who we understand to be their children's first and most important guardians, carers and educators. We see our role to work alongside parents and guardians to meet the care, education and development needs of children.

In developing our policies and procedures, we have considered the broader context in which we operate and have consulted a range of national support resources such as:

- Síolta: The National Quality Framework for Early Childhood Education;
- Aistear: The Early Childhood Curriculum Framework;
- The Aistear Síolta Practice Guide
- Mo Scéal: Pre-School to Primary Transitions
- The DES Quality Framework for Early Years Education
- Better Start, National Early Years Quality Development Service

We also understand that reflection on our practice is an important part of quality practice, policy development and policy implementation.

Our responsibility to develop child-centred policies, procedures and statements

Regulation 19 of the Early Years Regulations 2016 requires that we take responsibility for the health, welfare and development of the child. Our policies, procedures and statements provide a guide to quality practice for everybody involved in providing our service. This is not just for meeting regulatory requirements, but for ensuring consistent and good quality provision.

Our early childhood service is child-centred in our Ethos; Policies; Practices; Care; Curriculum; Premises; and environment. This includes the attitudes, values and vision of our entire management and staff team.

We achieve this by putting in place an appropriate programme and care practices that support the learning, development and wellbeing of each child taking each child's individual interests and needs into consideration. We believe that providing a good quality service for young children is hugely important; not only while they attend our service, but for the rest of their lives.

The following guidance applies to all Policies, Procedures and Statements:

1. Communication Plan for Staff and Families

Access to our Policies, Procedures and Statements

A copy of all Policies, Procedures and Statements and their Appendices for Claire's Little Stars - will be available during all hours of operation to all staff team members/students/volunteers and parents in the Policy Folder located in a folder in the parent's entrance lobby.

- Parents/guardians may receive a copy of the policy at any time upon request.
- Parents/guardians and staff members/students/volunteers will receive written notification of any updates.
- Reviews to Policies, Procedures and Statements will be carried out in light of changing regulations or legislation, experience, or changing circumstances of the service. See Review Table at front of this document.

2. Who must observe Policies and Procedures?

The Management Committee, Manager and Room Leaders/Supervisor are responsible for the implementation of policies and procedures where applicable to their role. Management, staff, students, volunteers and parents should observe all policy and procedural practices.

3. Actions to be followed if Policies and Procedures are not followed

Purposeful non-observation of Policies and Procedures of the service will be addressed by Management. In the case of staff, this may be in the context of the Disciplinary Policy of the service.

Little Stars

CONTENTS: Policies, Procedures and Statements

The Policies and Procedures adopted by Clare's Little Stars have been developed to meet the core requirements for the policies, procedures and statements under the Child Care Act 1991 (Early Years Services) Regulations 2016. These are set out in Tusla's Quality and Regulatory Framework (QRF) and are grouped under 3 main sections and themes within this document:

1. **Governance**
2. **Health, Welfare and Development of the Child**
3. **Safety**

Section 1: Governance

1. Statement of Purpose and Function
2. Complaints Policy
3. Recruitment Policy
4. Staff Absences Policy with Guidance
5. Staff Training Policy
6. Supervision Policy

Section 2: Health, Welfare and Development of the Child

7. Settling In Policy
8. Policy on Managing Behaviour
9. Inclusion Policy with Guidance
10. Policy On Healthy Eating with Guidance
11. Policy On Outdoor Play
12. Policy on the Use of Internet and Photographic and Recording Devices with Guidance

Section 3: Safety

13. Policy on Administration of Medication
14. Policy on Accidents and Incidents
15. Policy on Infection Control
16. Nappy Changing and Toileting Policy
17. Policy on Safe Sleep
18. Risk Management Policy with Guidance
19. Policy on Authorisation to Collect Children
20. Fire Safety Policy with Guidance
21. Outings Policy

Section 4: OTHER Policies used in our Service

As included.

Governance Policy #1: Statement of Purpose and Function

Claire's Little Stars offer childcare services as outlined in the table below.

A full list of the Policies, Procedures and Statements relevant to our service and that inform our everyday practice, are listed in the introduction section of this document.

The service we offer and our operational hours are as follows:

Type of Service	Operational Hours	Age Range	Maximum number of children	Maximum number that can attend	Total number of children reg.	Cost of each service
Sessional Pre-School	9-12 noon 12.30-15.30	2.6-5.6	66	66	55	Nil – ECCE 5.50 euro – non ECCE
Part-time Care	X	x	X	x	X	x
Full Day Care	X	x	X	x	X	x
School Age Childcare	14.00- 18.30	4-12	24	24	0	5.50ph
Breakfast Club	X	x	X	x	X	X
Other	X	x	X	x	X	X

1. Mission and Ethos

At Claire's Little Stars, central to our ethos and beliefs is that all children have rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Our mission is to value the ability, individuality and cultural background of all children by providing each child with the opportunities they need to reach their full potential as active learners within an inclusive ethos/culture. We promote an inclusive culture, recognising that every child is an individual and has their own learning style. We believe that all children are unique, but share many similarities, thus promoting equality and diversity throughout the early childhood service. We will promote and nurture the identity of each child attending the service and ensure that their emotional and physical well-being is of paramount importance at all times.

We aim to ensure that each individual child is supported and enabled through an appropriate programme and care practices that support the learning, development and wellbeing of each child, taking their unique interests and needs into consideration. Our objective is to provide a broad based, flexible curriculum programme in line with the underpinning principles of Aistear:

The Early Childhood Curriculum Framework and Síolta: The National Quality Framework for Early Childhood Education.

We adhere to the nine grounds of the Equal Status Acts 2000–2012 regarding children, families, staff and stakeholders i.e. Gender, Civil status, Family status, Sexual orientation, Religion, Age, Race, Traveller community and Disability.

In addition to the **Early Years Regulations 2016**, we are aware that there are other important requirements in law and other regulations that we must apply. These include:

- » Child safeguarding;
- » Employment and human resources;
- » Health and safety;
- » Food hygiene;
- » Data protection;
- » Building; Planning and environment;
- » Finance;
- » Management and governance; and
- » Equality.

Key Contact Details:

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Key Contact Person: Clare Cassidy

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All staff members are aware of our Statement of Purpose and Function. The Statement of Purpose and Function is freely available and accessible to anyone who wishes to access information about our service.

2. Signatures:

		Name and position	Signature
Approved by		Clare Cassidy Owner/Manager	<i>Clare Cassidy</i>
Approved by			