



Health & Safety Policy

Procedures to Prevent the Spread of Infection

For the protection of children and staff, any child/staff member presenting with the following illness/symptoms will not return to the service:

- Infectious diseases/illnesses
- Diarrhoea (after two consecutive bouts)
- Vomiting (after two consecutive bouts)
- Temperature of 101 degree F/38 degree C
- Lice

Or the following communicable disorders:

- Chickenpox
- Measles
- Meningitis
- Hepatitis
- Impetigo

The exclusion extends to the first 24 hours of anti-biotics. Children and/or staff suffering from vomiting and or diarrhoeal illness shall not attend the service while they are ill and shall not return to the service until they are 48 hours well.

Parents/carers may be asked to keep their child at home should they suffer any of the following:

- Diarrhoea
- Vomiting
- Temperature of 101 degree F/38 degree C
- Lice
- Earache
- Complaining of sore head or stiffness in the neck
- Persistent cough
- Whooping cough
- Sever congestion
- Contagious illness

If a child becomes ill during the morning the parent/carer will be contacted and arrangements must be made to collect the child as soon as possible. In the event of the child becoming seriously ill the doctor will be contacted immediately or an ambulance will be called and the child taken to hospital. A record of actions is signed by relevant parties and kept on the premises.

The following are the HSE Exclusions guidelines for infectious diseases which indicates the recommended period of exclusion from the setting.



Common Rashes and Skin Infections	Recommended period to be kept away from crèche	Comments
Chickenpox	Until scabs are dry, usually 5-7 days from onset of rash	<i>SEE: Vulnerable Children and Female Staff - Pregnancy</i>
German measles (rubella)	Seven days from onset of rash	Preventable by immunization (MMR x 2) <i>SEE: Female Staff - Pregnancy</i>
Hand, foot and mouth	None, once child is well	Contact your local DPH if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 24 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	Four days from onset of rash	Preventable by vaccination (MMR x 2) <i>SEE: Vulnerable Children and Female Staff - Pregnancy</i>
Ringworm	Exclusion not usually required	Treatment is required
Scabies	Children can return after first treatment	Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek/fifth disease. Parvovirus B19	None	<i>SEE: Female Staff - Pregnancy</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. <i>SEE: Vulnerable Children and Female Staff - Pregnancy</i>
Diarrhoea and Vomiting Illness	Recommended period to be kept away from crèche	Comments
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC	Further exclusion required - cases excluded until 2 negative stool specimens taken at least 48h apart	This guidance may also apply to some contacts who may require microbiological clearance Public Health will provide advice
Typhoid [and paratyphoid] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	This guidance may also apply to some contacts who may require microbiological clearance Public Health will provide advice
<i>Shigella</i> (dysentery)	Further exclusion may be required for certain types of <i>Shigella</i> infections	Please consult your local DPH for further advice
Cryptosporidiosis	Exclude for 48 hours from last episode of diarrhoea	Exclusion from swimming pools is advisable for two weeks after the diarrhoea has settled



Respiratory infections	Recommended period to be kept away from crèche	Comments
Flu (influenza)	Until recovered	<i>SEE: Vulnerable children</i>
Tuberculosis	Always consult your local DPH	Requires prolonged close contact for spread
Whooping cough (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.
Other infections	Recommended period to be kept away from crèche	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local DPH
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, your local DPH will advise on control measures
Hepatitis B, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills <i>SEE: Chapter 3 in main document</i>
Meningococcal meningitis/septicaemia	Until recovered	Meningococcal C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local DPH will advise on any action needed
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local DPH will advise on any action needed

Medication Administration:

Ballybrack Killiney Montessori & Afterschool is committed to supporting each child's well-being. We will work in consultation with parents to ensure the safe storage and administration of medication in the event that:

- A child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s)
- A child becomes unwell while attending the setting and, only with the prior written permission of their parent(s) or guardian(s), is given pain relief or temperature reducing medication.



Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Our childcare service is further committed to:

- Storing medication safely and appropriately.
- Implementing a procedure to ensure that the right child receives the right medication, dosage, route and timing by authorised staff.
- Documenting the administration of medication accurately.
- Medication will never be administered without written permission from parent (s) or guardian (s).
- Written permission will be obtained from parent (s) or guardian (s) on enrolment especially in relation to the administration of medication, in the event of a high temperature or an emergency in the future.

Where a child has a chronic condition which requires daily medication the written permission and a written care and administration plan will be obtained on enrolment and be reviewed regularly (monthly).

- Parents will also be requested to notify the service if their emergency contact details change.
- Staff will be trained in the administration of specific medication in the case of severe allergic reactions by a child in their care.
- Upon enrolment, the service will obtain written confirmation from the parent (s) or guardian (s) of all the child's allergies, including an allergy to any medications such as Calpol or Nurofen. A list of children with allergies will be displayed in the front of the class folder.

Procedure to be followed should medication be required:

- 'The 'Five Rights' of Medication Administration:
- The 'Five Rights' is a procedure which will be followed before the administration of medication.
- It is set out as follows; 'Right medication, right child, right dosage, right form, right time'.
- Parents/guardians will complete and sign a medication form for the days which the medication is needed.
- Only staff members authorised by the Manager are to manage and administer medication. The member of staff authorised to administer medicines should check:
 1. Recipient's name
 2. Prescribed dose
 3. Expiry date
 4. Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist.
- A second authorised staff member will check the medication and dosage and sign if it is correct prior to any medication being administered to a child on the administration of medication form.



- Staff can only administer medication that has been prescribed for a particular child.
- A health care professional such as a GP can write a standing order for a commonly used non-prescription medication (such as Calpol) that defines when the medication should be used for any child in the service. For example: 'With parent's/guardian's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 38°C, (101°F), according to the dose schedule and instructions provided by the manufacturer'.
- Medications are accepted for use only when they are within their expiration period. These must be labelled with the child's name and in their original container.
- Parents/carers will always be notified by telephone in every instance when medication is used. A record of the date, time of exact call to parents will be recorded.
- Non-prescription medications will be given according to the manufacturers' instructions unless a health care professional provides written instructions otherwise.
- Medication will not be added to the child's bottle or food.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action.
- Staff involved will keep records each time they administer medication on the child's form.
- Ointments for nappy rash are not applied unless for treatment purposes and where a health care professional has directed their use for the child on whom they are being used.

Procedure for the Storage of Medications:

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

- At the proper temperature (according to the label).
- Away from food.
- Out of the reach of children.
- Medications requiring refrigeration will be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge will be restricted to authorized staff only.
- Inhalers will be stored in a manner that allows them to be accessed quickly in case of emergency, they will be labelled with the child's name.

Analgesic (pain relief) and anti-febrile (temperature reducing) medication:

- We have a well-stocked medicine cabinet in class 1, which is locked, out of reach of children and accessible by authorised staff only. We have a supply of analgesic and anti-febrile medication (Calpol and Nurofen for Children) in liquid suspension form, in child-proof containers and with the appropriate measuring devices.



- The date the medication is opened will be clearly labelled on the container.
- Medications with illegible labels or medications which are over 6 months old will be discarded. Medication in tablet form will never be administered to children under 5 years of age.
- Parents will be contacted by telephone before these medications are administered, to ensure that the correct time frame is adhered to between doses.

Before a member of staff administers medication:

- The manager/deputy will ensure that all identified staff members receive appropriate training and they must not administer medicines until training has been received. A record of the training will be made. Staff members will receive guidance about the purpose, expected response and possible side effects of medications they are expected to administer. They will also receive training on the proper use of equipment such as inhalers, nebulizer and epi-pens etc. A G.P. or Public Health Nurse can demonstrate how to use these correctly.

Procedure to be followed for documenting the administration of medication:

- The authorised person giving the medication will ensure that they document the medication times and dosage precisely and have the process witnessed and signed by another authorised member of staff. Any administration of medication will be documented on the administration of medication form and be signed by the parents.
- A record will also be kept of the date and time the parent was contacted before the administration of medication in the case of anti-febrile or pain-relieving medicines.

The emergency contact details for each child are kept on the noticeboard behind the sheet with the emergency contact information for Gardai, HSE, etc.

The parents have also signed a sunscreen application statement on the registration form which states that they will ensure that sunscreen is applied to their child prior to coming to school on a sunny day. Parents will be reminded of this via the facebook page, newsletter, email or texts when the weather gets warm.

Immunisation:

When you enrol your child in Ballybrack/Killiney Montessori Preschool you must complete the immunisation section of the enrolment form supplied. This record is kept on file in the school.

Parents have a right to immunise their children or not. Some of the children attending the preschool may not be immunised. However, Ballybrack/Killiney Montessori Preschool encourages parents to immunise their children. In the event of an outbreak of any infectious disease, all parents will be verbally informed.

A dated notice informing all parents of any infectious disease outbreak will be emailed to parents. Non-immunised children must not attend the school during an infectious disease outbreak.



Procedure for reporting notifiable infectious diseases:

Where there is a diagnosis of a notifiable illness as defined in the Infectious Diseases Regulations 1981 (SI No 390 of 1981) of any child attending the service or any staff members this must be notified to the Tusla Early Years Inspectorate.

Children are excluded only if they are actually ill, present a danger or a risk to others (children or adults) or are unable to benefit from the service's normal activities.

There are some particular illnesses where exclusion is necessary. In general, parents/guardians are asked to keep their child away from the service, and staff members are required to stay away until they have seen their GP if any of the following are evident:

- Diarrhoea and vomiting.
- A temperature of 101°F / 38°C or above.
- Eye discharge.
- Rash or skin disorder.
- Strep throat.
- An earache or a bad cough.

Toileting:

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

All members of staff do a project with the children about the importance of self-care such as handwashing, flushing the toilet, etc. This is part of the Montessori Ethos and children are encouraged to practice self-care daily whilst at the preschool.

- Antibacterial soap and disposable paper towels are used for hand washing.
- A cleaning schedule is in place to keep the toilets in a clean and hygienic state.
- The staff should treat accidents sensitively.
- Praise and recognition of achievement are used when children are being toilet-trained and we liaise with parents and caregivers as much as possible and offer support.

Hand Hygiene:

Staff and children must wash their hands regularly throughout the day using antibacterial soap and disposable paper towels. Children are supervised when washing their hands to ensure good technique and must wash their hands when entering the setting, before eating, after outdoor play, after toileting and any other time deemed necessary by staff. The same applies to staff members.

Healthy eating and Nutrition:



At Ballybrack Killiney Montessori & Afterschool we encourage healthy eating and good nutrition.

In the morning time children are encouraged to take their lunchbox out from their bag, place it on the kitchen hatch shelf and a staff member will put it in the fridge.

Crisps, sweets, chocolate or fizzy drinks are not allowed in the lunchbox. We would like to save these treats for special occasions such as birthday parties or Christmas.

Reduce, reuse and recycle is very important at our pre-school. The children will become familiar with the paper bin and the waste bin. We will encourage parents not to wrap their children's food in plastic if possible and to reuse drink bottles. We will send home any uneaten lunch as this ensures that parents know what their child has eaten.

Mealtimes are a positive and relaxed time. We believe that eating together provides encouraging experiences and is a great way to teach good social behaviour. We have a snack table set up for the children with crackers and fruit. The children are encouraged to prepare a snack for themselves and their friends if they want.

Smoking Policy:

No smoking is permitted in Ballybrack Killiney Montessori & Afterschool and Grounds.

Hygiene:

We aim to keep the preschool as clean and hygienic as possible to limit the spread of bacteria and infections/illnesses. It is our policy to comply with current regulations including the Childcare Regulations 2006 and Food Hygiene Regulations.

All staff are informed of the hygiene procedures as part of their induction. Antibacterial wipes and Dettol are the main cleaning agents used in Ballybrack Killiney Montessori & Afterschool and a cleaning checklist is completed by staff.

We encourage children to wash their hands prior to snack time, after blowing their nose and after using the toilet. All staff must wash their hands prior to and after serving any food and after helping children to use the bathroom.

All cuts and sores must be covered by a suitable dressing

Dealing with spills:

- Disposable gloves must be worn when dealing with spills of bodily fluids
- Disposable towels must be used when dealing with spills of bodily fluids
- A supply of clean clothing is available for accidents
- The area of the accident is then treated with a suitable disinfectant

Cleaning routine for premises and fixtures:

The premises of the preschool and all of the fixtures will be cleaned daily by Adrian. The cleaning products used are Dettol, bleach and lemon gel floor cleaner. Details of cleaning will be recorded on



the daily cleaning each day at the end of the morning. The floors and kitchen area will be cleaned and washed daily. The equipment and shelves will be cleaned and polished once a week and as required and the tables will be cleaned every day, at least twice a day, before lunch and after the children have gone home.

Soft furnishings and cloths are cleaned weekly if needed. Playdough is changed weekly to avoid spread of infection and to keep the preschool hygienic.

Outdoor Play Policy:

Ballybrack Killiney Montessori & Afterschool believes opportunities for indoor and outdoor play are crucial to the development of children. Fresh air and exercise are important factors for promoting good physical health. Outdoor play will be encouraged in all weathers with the appropriate care taken to protect children. Adults should be actively involved with children in their games and activities where appropriate, carry out written observations of children in deep meaningful play and should not be solely in a supervisory role. We endeavour to create an atmosphere where children can learn to take risks in a controlled environment. The children have access to manufactured equipment alongside open-ended resources in order to develop their imagination, solve problems and learn about the world around them. The safety of children accessing the outdoor area is crucial; a full risk assessment will be carried out and reviewed regularly. Although the principles of continuous outdoor play will be adopted, the safety and well being of children will always be prioritised and outside play may be temporally restricted if this compromises children's safety.

- Children and staff must be dressed appropriately for the weather (e.g.: wellies, raincoats, sunhats, etc). Parents are requested to apply sun cream before school in hot weather and to send in a hat with their child. Children are encouraged to drink plenty of water in warm weather.
- The gate to the play area must be securely fastened upon the children's entry to the garden and a staff member must stay at the gate for the duration of the playtime
- Children are supervised at all times in the garden and minimum the staff ratios are adhered to at all times.
- We will ensure that every child gets at least 20 minutes of outdoor play per day with our aim being 30 minutes to 1 hour.
- We will ensure that all of the toys and equipment in the garden are safe, suitable for use by children and the garden are assessed for potential risks and waste, etc. before use.
- Staff perform a head count upon returning to the door of the class and count the children in to ensure everyone's safety.

SUN CREAM POLICY:

Children at Ballybrack Killiney Montessori & Afterschool will have the opportunity to play in the fresh air throughout the year and ,therefore, in the summer months it is important that all children have an



application of sun cream before they go into the garden. It is the policy of Ballybrack Killiney Montessori & Afterschool that Parents apply sun cream at home prior to the child's arrival at the preschool. It is also the policy to gain parent/carer permission before applying sun cream to a child in the service by means of a consent form (signed on enrolment).

Ballybrack Killiney Montessori & Afterschool are aware that:

- Parents/Carers must be given a sun cream consent form
- If a Parent/Carer does not sign a form then the child must be kept inside until the Montessori can contact the parents to gain permission. If a Parent/Carer does not want a child to have sun cream applied, then the Parent/Carer must supply cool clothing that covers arms and legs.
- Parents/Carers will be encouraged to bring in a sun hat for their child. Parents can send their own sun cream into the service to be applied by the staff but any other sun cream will not be used in case of an allergic reaction.

The sun has damaging effects on the skin and even if it is not an extremely warm day there is still a risk of being burnt, even with cloud cover.

First Aid:

Staff at Ballybrack Killiney Montessori & Afterschool must hold a current Paediatric First Aid Certificate. At all times there will be at least one member of staff on the premises that can administer first aid. There will be a staff member with FAR training on the premises at all times also. There is a fully stocked first aid box in each classroom and in the kitchen that is checked on a monthly basis with relevant forms checked and signed. The First Aid boxes are kept in a designated area (e.g. in the locked cupboard in the classroom) and are clearly labelled.

A list of local doctors and important numbers are kept on the noticeboard with the parent's emergency contact details.

Medical Emergency:

It is our policy to keep a list of each child in the service and their own personal doctor's details and contact number. These are in the roll-book in each class. In the event of a child becoming ill the child's parents/guardians/carers will be called, if they cannot be reached their doctor will be contacted.

In the event of a child becoming seriously ill, the doctor will be contacted immediately or an ambulance will be called and the child taken to hospital.

We do not administer medication on school without consent and parents are required to sign a form prior to their child attending preschool. If a child needs to bring medication with him/her to school, the parent must sign a consent form. Staff are then required to keep a record of every time they administer medication to the child.

Children requiring epipens have a special procedure that is updated annually in accordance with most recent recommendations.



There is a standard letter regarding head lice, worms or other infestations, which is sent out to all members of the class when, and if, the need arises. All parents are asked to check their children for these infestations prior to entering the school.

Accident Reporting System:

Ballybrack Killiney Montessori & Afterschool has Accident report forms located in each classroom. These are in a dedicated accident book. Parents/Carers are shown the form which they will be requested to sign along with the Manager and they will receive a copy to take home.

Our aim is to reassure parents that the children's safety and welfare is our greatest priority. There is a special incident form for anything that is out of the ordinary and these are kept in a folder with all the files. These are reported to Tusla as soon as is practicable.

It is the responsibility of staff members to immediately report any accident, incident or potential hazards to the management who will inform parents/carers of children.

Any such accident, incident or potential hazard will be recorded on the Accident/Injury forms. If a staff member has been allocated a specific job such as phoning the fire brigade, this must be clearly defined and a second chain of command in case of absence.

Fire Safety:

A monthly fire drill takes place and is recorded.

Fire exits are clearly marked and have fire extinguishers beside them.

There is a wired smoke alarm system running throughout the whole building and fire safety equipment are inspected annually by Cara Fire.

At least one staff member per room is trained in Fire Safety.

The procedure for the fire evacuation is as follows:

- The Fire Marshall sounds the fire alarm.
 - Fire Marshalls are Eve, Lauren and Steph in that order.
- One teacher from each class goes to the nearest fire exit, having first asked the children to follow them leaving all belongings behind.
 - Class 1 (Zone 1) exits through the porch.
 - Class 2 (Zone 2) exits through the emergency exit in this classroom.
 - Class 3 (Zone 3) exits through the Emergency exit in this classroom.
 - Kitchen staff (Zone 4) exits through the Front door of the building.
- The second teacher in the class checks the classroom and picks up the roll-book and joins the end of the line.



- The children leave the building in an orderly fashion and follow the teacher to the Fire Point which is beside the garden area at the pole. The teacher counts the children.
- The Fire Marshall on duty quickly and thoroughly checks the classrooms, the kitchen, the meeting room, the large hall, the corridor and toilets and then she takes the mobile phone and the list of children beside it to the fire point.
- The Fire Marshall uses the mobile to call 999/112 for the fire brigade.
- The teachers call the roll outside and count the children and staff.

No-one must re-enter the building until the fire department deems it safe to do so

The procedure is on the wall in every room, including the kitchen.

Security:

As the Parish Centre is a Multi-user facility we are dedicated to ensuring the safety of the children whilst in the preschool. We are the only users during our opening hours. There is a glass door for a clear view of people entering.

There is a door entry system at the front entrance and only authorised users will be admitted. Eve is on door duty every morning and at collection time to ensure everyone's safety.

The doors are double locked after all the children's arrival and remain so during sessions.

We make clear provision for the safe arrival and departure of children.

Children do not have access to any areas that may be a safety risk.

Children are supervised at all times and are never left on their own outside the preschool rooms.

The door leading from the preschool rooms to the lobby are locked every time they are opened (eg: if the children are going to the bathroom).

There is a fence outside in the garden and during playtime the teachers police the area to ensure everyone's safety.



Lost or Missing children policy:

All practitioners Ballybrack Killiney Montessori & Afterschool have the highest regard for the safety of the children in our care. The preschool team will always be extremely aware of the potential for children to go missing during sessions and will ensure that exits and entrances are kept secure and that locks are in working order.

Even when all precautions are properly observed, emergencies can still arise. Therefore, practitioners will undertake periodic head counts, especially at the transition points in the session (in addition to the registration procedures set out in the Arrival and Departures policy).

If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The Manager or person in charge and the rest of the nursery team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The manager or person in charge will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the preschool grounds.
- If after 10 minutes of thorough searching the child is still missing, the manager or person in charge will inform the police and then the child's parent/carer.
- While waiting for the Gardai and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The manager or person in charge will be responsible for meeting the Gardai and the missing child's parent/carer. The manager or person in charge will co-ordinate any actions instructed by the Gardai and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the manager or person in charge and the preschool team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the settings Risk Assessment policies).



- All incidents of children going missing from the setting will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Tusla and preschool inspector will also be informed, as soon as is practicable.

Uncollected Children:

If a nominated collector has not arrived fifteen minutes after the end of a given session and no collection advice has been telephoned to the setting, the manager or person in charge will begin to telephone all nominated collectors or emergency contacts for that child until a suitable person is found and arrangements are made for collection. This may be away from the setting. The parents/carers will be offered extra time in the form of lunch club should they be unable to get to the setting within a reasonable time.

If it is impossible to contact anyone regarding the safe collection of the child, the emergency services and the Children's Social care team will be contacted. The manager or person in charge will remain with the child until such a time as they are settled into the care of the local authority.

Child Protection:

The welfare of the child is the primary concern in our service and to this end the parents are requested to fill in a very detailed application form before the child starts school. Eve is the designated Welfare Officer for Ballybrack/Killiney Montessori Preschool and in her absence, Jill Kenefick is the designated Welfare Officer. All of our staff are Garda vetted.

Child Protection Policy Statement:

Ballybrack Killiney Montessori & Afterschool undertakes to promote the general welfare, health and full development of children and protect them from harm of all kinds, in line with articles 19 and 34 of the United Nations Convention on the Rights of the Child. We undertake to protect the personal integrity, safety and well-being of each child in the service in line with the provisions of the National Child Protection Guidelines – Children First. Our service shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of any child.

This service has and will develop policies for:

- Recruitment, selection and employment of staff
- Child Protection Procedures

This service is committed to ensuring that staff are trained in the recognition of signs of abuse and on how to report these signs.



All staff is to be informed of current and updated childcare protection procedures. It will be essential for the staff to attend, the Health Service Executive's 'Children First' sessions and any other relevant and current training, to ensure their absolute understanding and awareness of the current child protection guidelines. It will be the aim of our school for all members of staff to attend further levels of 'Children First' Training, where possible and to be familiar with 'Children First' and any new guidelines produced.

Guidelines on identifying and reporting child abuse

What is child abuse?

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

- Neglect: Where a child's needs for food, warmth, shelter, nurturance and safety are not provided to the extent that the child suffers significant harm.
- Emotional Abuse: Where a child's needs for affection, approval and security are not being met and have not been met for some time by their parent or carer.
- Physical Abuse: Where a child is assaulted or injured in some way that is deliberate.
- Sexual Abuse: Where a child is used for the sexual gratification of an adult.

Staff should adhere to the following advice if they suspect that a child is being abused:

It can be difficult to know if your suspicions about child abuse are real. Before you act on them you need to consider whether any alternative explanation might exist and ask yourself these questions:

- Is there any other reason why the child or parent might be behaving in a particular way?
- Is there a pattern to this type of occurrence?
- Did you or anyone else see what was happening?
- Has the child said anything to indicate that he/she is being harmed?
- Could injuries or signs have been caused another way?

Procedure for reporting child abuse:

The Designated Person, Eve Berea, is responsible for dealing with suspected or actual child abuse. Any concerns about a child within the school should be brought to the Designated Person.

- Any concerns or suspicions will be reported to the local Health Service Executive.
- If it is an emergency and outside health board's hours, the concern will be reported directly to An Garda Síochána.

The Deputy Designated Person is Jill Kenefick. The role of the Deputy is to fill in for the Designated Person during annual or sick leave, and in cases of allegations against staff, to follow the reporting procedure in relation to the child.

Reporting Procedure in the event of an allegation being made against a member of staff:

The Designated Person, Eve Berea, will follow the reporting procedure. In the event of an allegation the Deputy Designated Person, Jill Kenefick, shall follow the reporting procedure.

-Any concerns or suspicions will be reported to the local Health Service Executive.



-If it is an emergency and outside health boards hours, the concern will be reported directly to An Garda Siochana.

This policy is made available to all parents/guardians on commencement with our service. A child-friendly format is also available for all children.