



Ballyhoura Development CLG

School Age Policies 2026

Date for Review: March 2027

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Statement of purpose and function:

KEY INFORMATION:

Opening Hours:	1.40 PM – 6:20 PM (no more than 5hrs a day)
No of Weeks per year opened:	45 weeks
Capacity:	Maximum of 36 in each service
Age Range:	5 - 13 years
Ratios:	1:12
Curriculum:	After-Schools is about recreational, social and educational development inclusive for all children.

Addresses:	<ul style="list-style-type: none"> • Caherconlish Afterschool Service, The Millennium Centre, Caherconlish, Co Limerick
	<ul style="list-style-type: none"> • Caherline Afterschool Service, Caherline, Co Limerick
	<ul style="list-style-type: none"> • Mitchelstown Afterschool, Bunscoil na Toirbhirte, Mitchelstown, Co Cork . P67 FE82
Phone number:	Caherconlish Afterschool Service: 086-2010330 Caherline Afterschool Service: 085-0335087 Mitchelstown Afterschool Service: 086-2036756
Email:	caherconlishafterschool@ballyhoura.org ddore@ballyhoura.org mitchelstownschooll@ballyhoura.org

Mission Statement:

The purpose of the Ballyhoura After-Schools Service is to provide a quality, affordable childcare service outside of school hours, focusing on enhancing children's recreational, social and educational development. It is classified as a part-time service **(3:31-5hours)** and must comply with the Child Care Act 1991 (Early Years Services) Regulations 2018. There are three community afterschool facilities located in Caherconlish, Caherline in Co. Limerick, and in Mitchelstown, Co. Cork. These are managed and operated by Ballyhoura development for children of a primary school age, supported by the Department of Children and Youth Affairs and POBAL.

Type of service:

It is a school age service in accordance with the Child and Family Agency (Tusla) and comply with the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

The purpose of this service is to provide an afterschool facility for children aged 5-12 years old. We are open daily from 1.40pm – 6:20 PM Monday to Friday for 45 weeks per year from September to July. We have capacity to cater for 36 children at any one time in each of our three after school's services and our ratios are 12:1. This service is community one and is operated by Ballyhoura Development CLG. There is a child friendly version of this policy in place for children using the service also.

The overall aim and ethos of the service:

Ballyhoura afterschool is an inclusive service which is committed to providing high quality and professional primary childhood care and education. We support each child to reach their full potential in a safe, secure and stimulating environment. We provide learning opportunities that nurtures children's learning and development in a holistic way. Our after-school staff create a positive and secure environment where children feel confident in exploring their surroundings.

Ballyhoura Services Programmes of Activities offer:

- Facilitated homework sessions
- Healthy eating in a fun environment
- Recreational activities (arts & crafts)
- Sporting activities

Our afterschool's curriculum is in place to facilitate the educational and developmental needs of the children in our care outside of school hours.

After School Rates & Childcare Subsidies:

Ballyhoura afterschool service also operate the new **National Childcare Scheme (NCS)**. This scheme provides subsidies for families also. Going forward the NCS **will be the only** scheme available to parents.

For new children entering into the afterschool service the NCS scheme is the only option available to apply for a subsidiary towards the cost of childcare

Parents can check their eligibility and hourly rate by using the NCS Calculator available online <https://ncs.gov.ie/en/childcare-subsidy-calculator-input/>

If a Parent is eligible they need to apply for the subsidy themselves online www.ncs.ie . In order to do this, they need to have a verified mygovID account. To sign up for a verified account they will need

- A basic mygov.ie account (<https://www.mygovid.ie/en-IE/HowDoISignUp>)
- Public Services Card
- PPS number
- Phone Capable of receiving text message

Once registered the parent will get a “**chick**” this will tell them how many hours' childcare they are entitled to and at what rate. The parent brings this “chick” to their chosen childcare provider and they will use it to register the child with that service.

Once the child is registered with the service the parent/guardian will receive an email to confirm the hours for that particular service. It is very important that these hours are confirmed through the NCS portal as the service cannot claim any funding from their side until this is completed.If parents do not confirm they are subject to full fees until they do so.

Beginning September 2024, the universal subsidiary is now paid at €2.14 per hour up to a maximum of 45 hours a week to all eligible children. Please note our services are open for a maximum of 24 hours during and outside school term.

The subsidy is paid directly to the childcare provider and the parent pays the balance in fees. For example, if a parent or guardian has been awarded 20 hours childcare

a week, they are then entitled to get a subsidy of €42.80 per week (€2.14 x 20 hours) off the cost of the weekly childcare fee which is €80.00 in both Caherconlish & Caherline Limerick services and €75.00 in the Mitchelstown Cork service. **This means that parents / guardians will pay for e.g. €80.00 - €42.80 = €37.20 weekly to the service instead of the full fee.**

Ballyhoura afterschool service still operate the Community Childcare Subvention Programme Plus (CCSP) which is another subsidiary to reduce childcare costs. The current rates are below based on family incomes and support payments:

After School Weekly CCSP Rate					
Service	Band A	Band AJ	Band B	Band D	No Subvention
13:40/14:40 -6.20PM	€0.00	€0.00	€30.00	€40.00	€75.00 or €80.00

Please note the existing CCSP scheme is still closed for new applications and those children on the current scheme are able continue on it until further notice from Pobal.

The policies within this document are applicable to all staff working on the project directly or indirectly, parents / guardians of the children, and the children who use the Ballyhoura Development After Schools Service. The policies within this document complement existing policies within Ballyhoura Development CLG, namely the Child Protection Policy, the Safety Statement and the Guide to Infection Prevention and Control for Childcare Facilities.

The list of policies, procedures and statements relevant to the Ballyhoura afterschool service being provided that inform practice within the service are stated below: A copy of these documents will be made available to all parents/guardians and children by the After-Schools Manager:

- Complaints policy
- Dropping off and collection of School Age Children policy
- Fire Safety policy
- Medication Management policy
- Behaviour Management policy
- Infection Control Policy
- Child Safeguarding Statement
- Safety Statement

All of the above are in a child friendly version

1. Complaints Policy

Statement of Intent:

We are committed to giving careful attention and a courteous, timely response to your suggestions, comments or complaints so that we can learn from them and continuously improve our afterschool service. This policy will be communicated to all children and parent/guardians using our afterschool service.

1.1 Comments and Complaints

The service welcomes children and parent/guardian views in the development of the service. It is the policy of this service to give careful attention and a prompt and courteous response to any suggestions, comments or complaints, thereby ensuring the development of a high quality child care service that meets the needs of children and parent/guardian/carers.

There is a separate child friendly complaints policy which outlines how children will be supported in making a complaint and how it will be dealt with.

Comments:

Parents/Guardians should:

- Be encouraged to communicate with the Manager if they have any comments/queries about the service.
- To communicate in a respectful way to all staff members.
- Only contact the Manager outside opening hours if the matter is of extreme urgency, i.e. in relation to a Child Protection or Health & Safety issue

Complaints Policy & Procedures

- All complaints must be made to the Manager of the After-School Service who will in turn pass it on to their line Manager in Ballyhoura Development CLG. We always welcome feedback (positive or otherwise). If this does not have a satisfactory outcome within a couple of weeks or if the problem reoccurs, the parent should put their concerns or complaint in writing. In the event that the complaint is in relation to the Manager of the setting, complaints can be written and addressed directly to

Maura Quane, The Corporate Manager, Ballyhoura Development CLG, Main Street, Kilfinane, Co Limerick or via email to mquane@ballyhoura.org

- Complaints will be dealt with in an open and impartial manner. The complaint will be documented and remain confidential.
- Every attempt will be made to resolve the matter as quickly and amicable as possible.
- The parent will be sent an acknowledgement that the complaint has been received and told how it will be dealt with, by whom and within a specified time frame specified by Ballyhoura Development CLG.
- Ballyhoura Development CLG will keep dated records summarizing what was said and by whom.
- In the case of a complaint made against a staff member, the staff member involved will be informed that a formal complaint has been made and given full details.
- Ballyhoura Development will arrange to meet with the staff member and discuss the lodged complaint. The management team will keep a record and document what was discussed.
- Ballyhoura Development will review the complaint and consider all the relevant information as discussed and a decision will be made and recommendations if necessary.
- If a resolution is not found within 28 days of the Manager's investigation and report, the complainant will be advised on the options to complain elsewhere or will be offered independent mediation.
- If a parent is not satisfied with the outcome, they may make a further written request to go to an independent mediator, one who is acceptable to both parties, to listen to both sides and offer advice.
- A mediator has no legal powers but can help to clarify the situation. Staff or volunteers within the service will be able to act as mediator if both parties wish.
- The mediator will help to define the problem, review the actions taken so far and suggest further ways in which to resolve the problem.
- The mediator will keep all discussions confidential. S/he will meet with the group if required and will keep an agreed written record of any meetings that are held and of any advice given.

- If a complaint involves a child protection concern, a separate reporting procedure will be followed in line with our Child Protection Policy.
- Therefore, separate agencies may become involved to which a complaint may be referred may include such organisations as Tusla, HSE, DCYA, HSA depending on the nature of the complaint.
- Ballyhoura Development will inform all parties involved of the outcome of the complaint made.
- All completed forms/ correspondence will be recorded in the child's file and a copy kept in a separate complaints file.
- Complaints will be kept on file for 2 years and are open to inspection.

A copy of the Company complaints procedure is available on:

<http://www.ballyhouradevelopment.com/complaints>

1.2 Management of Unsolicited Information to Tusla

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

- Unsolicited information which is deemed not to fall under the scope of the 2018 Regulations may be referred to another agency for action as appropriate by Tusla. We will cooperate fully if a complaint is referred to another agency and follow our policy in investigating the complaint ourselves.
- Unsolicited information which is deemed to fall under the remit of the Regulations is then risk rated by the inspectorate to determine if there is a risk to the health, safety, and welfare of child in the service. Again, we will fully cooperate with any review/risk assessment carried out by Tusla.
- If the risk to children is assessed as low by Tusla, it may not investigate but our service will be required to investigate the matter in line with this complaints policy.
- When investigating the complaint, we may need to refer to other policies and procedures or follow our employment/staffing policies and procedures.

- If there is an unsolicited complaint, we will act promptly to endeavour to resolve the issue as quickly as possible.
- Like all other complaints, we will log unsolicited information and retain for inspection for 2 years.
- We will keep all parties informed of the progress of a complaint.

2. Dropping Off and Collection Policy of School Aged Children

Statement of Intent:

This policy aims to outline the protocols in relation to the collection of children from the service. It is available and will be communicated to all parents/guardians and school age children.

2.1 Collection Service:

Children attending the After School service may only be collected by the authorised person(s) as notified on the Child Record Form. In case of an emergency parents/guardians must notify staff if an unnamed person is to collect a child by phone call and followed up by text or written message. **Children are supervised during collection times and when entering/leaving the service.**

There is a child friendly collection policy in place for children to understand the collection and picking up from the afterschool service.

2.2 Late Collection of Children:

A penalty fee is in operation for any parent/ guardian who is late in collecting children from the service (€5 for every 15-minute period or part thereof). This fee increases to €10 for the third offence.

We understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/guardians in this situation must contact the Manager to say that they will be late and arrange with staff what to do. Children are only released from the service to individuals named by the parent.

2.3 Attempted collection by a person who is not on the child's records at school pick up/afterschool pick up:

Children should be collected only by the adult/s named on the 'Collection Authorisation'. Should the person responsible be unable to collect the child, a letter of explanation must be presented signed and dated by the parent / guardian with a contact telephone number, the staff member will then telephone the parent prior to allowing the child leave the service. If the parent personally arranges this with the staff the telephone call may not be necessary, but signed consent will be required at all times.

If the parent has not been personally contacted to authorise the collection of their child, the child **will not** be permitted to leave the premises until an authorised collector, as recorded in the child's records is available.

2.4 Collection Service

To facilitate working parents, where possible the After School will provide a collection service for transporting children from school to the After School, which may incur an additional charge depending on proximity to the school. A member of staff will supervise the children during transportation. However, all three of the afterschool settings are able to transfer children from the school to the school age premises by foot **as the schools are located within a 10-minute walking distance or less from the afterschool services.**

We will advise if the school immediately by phone of any delay in arrival at the school.

We recommend that all parents using the service complete a school schedule form for submission to the After School on a weekly, monthly or term basis.

Parents are responsible for advising the school of the collection arrangements put in place and instructing that children should be held on school premises until handed over to an After School staff member.

All children attending the service will be adequately insured during transportation to the service and from where Ballyhoura After Schools is the agent of collection.

2.5 Attendance:

It is essential to the efficient running of our service that parents/guardians/carers inform us if their child is unable to attend the service and follow up with a telephone call to inform management when the child will be returning. A register of the times and days that children attend is kept.

If a child is not in school that day and will be absent from the After-School Service, it is the responsibility of parents to ring the Childcare Manager that morning **before 10am** to inform the staff that the child will not need collection.

As our staff numbers are restricted the After-School Service will operate on a ratio of 1:12 and may not be able to continue the after school pick up. In this case all parents will be given written notice.

If there is a child welfare concern upon collection of a child, the child will not be released from the service at the discretion of the manager.

2.6 Collection Procedure:

Parents/guardians must collect their child by the agreed collection time. Parents/guardians will be asked to give the names of at **least two other people** who are authorised to collect the child. If the parent is late arriving to collect the child, the Manager/person in charge will endeavour to contact the parent. In the event of being unable to contact the parent, the Manager/person in charge will contact the other named persons to collect the child.

Children will not be released into the care of a person under the age of 18 years or to a person who appears to be incapable of caring for the child. Should this situation arise the staff will contact an authorised collector. If no one is available to collect the

child, then the Manager/person in charge should contact the TUSLA social work child protection team.

We ask that parents/guardians do not collect their child while under the influence of alcohol. This can lead to embarrassment and worry within the team. If parents/guardians feel that this situation may arise they should arrange for an authorised collector to collect their child.

In the event of a parent collecting another child a prior arrangement must be made.

2.7 Arriving for collection:

- Parents/guardians gain access to the service by ringing the doorbell (if there is one) or knocking on external door.
- A member of staff will register each child on arrival and departure.
- Parents/guardians are asked to ensure that all external doors are securely closed for the safety of all the children when they leave.
- If a child will not be attending, we request that parents/guardians advise us.

Early Collection of Children:

We ask that parents/guardians let us know if they will be picking up their child early so that we can have the child ready and minimise disrupting the rest of the afterschool group. However, we do not recommend early pick up as we would like each child to fully benefit from full daily programme the service.

2.8 Collection by Separated and Divorced Parents:

- Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.
- We cannot refuse either parent to collect their child unless a court order is in place. However, we reserve the right to seek clarification of identity when one parent has not had any contact with the service or the contract has been with one parent only and a second parent makes unexpected contact. This is usually in circumstances where a separation is happening.
- We ask that parents give us information on any person that does not have legal access to the child.
- Where custody of a child is granted to one parent, we would ask parents to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there are any legal documents i.e. custody order, barring order we would ask parents to provide us with a copy to keep on file.

2.9 Attempted collection by a parent who has been denied access in a court order:

- A parent who has been denied access to a child through a court order will not be permitted on to the premises
- If the parent who has been denied access becomes threatening or violent and insists on removing the child from the service, this will be viewed as trespassing. The service will in this event contact the Local Garda.

This policy will be available in our afterschool policies/procedures handbook and a copy to be given to parents to be read and signed that they understand the policy.

3. Fire safety policy

Statement of Intent:

We will follow all relevant legislation in particular articles 18 and 19 of the Fire Service Act. We will also ensure we follow the 'Guide to Fire Safety in the Premises used for Afterschool Services' from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents/guardians/carers who use and attend the service.

3.1 Fire Safety

The Fire Services Act 1981 imposes a duty on those in control on premises to take "all reasonable measures to guard against the outbreak of fire on such premises and to ensure as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire".

3.2 Fire Drill Policy:

The service has a notice of the procedures to be followed in the event of a fire drill or evacuation posted on the wall in all areas. All staff members should be familiar with their responsibilities with regards to fire drills and the procedures in case of the fire alarm going off. The fire alarm procedure must be shown to all students, substitutes and relief employees commencing work in the service.

We have a lesson with the children about fire and why fire drills must be practiced. We do mock fire drills with the children. There is a child friendly policy in place to facilitate children's understanding of what a fire drill is all about and in the event of a real fire what procedures to follow.

All children and staff members must be signed in and out accordingly onto the attendance record. This record will be used for fire drills.

- Regular fire drills should be carried out in order for staff and children to become familiar with the procedures. Initially they should be very frequent (once a week), until children get used to the system and then at least once a month.

Records of all fire drills should be kept on file. They should be displayed on the wall also.

- A record of the monthly fire drill should be kept on file in the office - how long it took, equipment needed, how you dealt with it, how the children dealt with it etc. This should be recorded specifically in our **Fire Safety book** supplied by our local childcare committee.

The main thing to remember is to stay calm and not to panic. The children should be filed out and brought to the fire assembly point where roll call will take place.

3.3 Fire Prevention:

- Fire detection and alarm systems should be fitted
- Fire precautions must be taken. Fire extinguishers and fire blankets must be readily available and regularly serviced, properly inspected and maintained. A record of inspection and maintenance of equipment should be kept.
- Staff should be trained in the use of fire safety equipment
- Escape routes and exit doors should be maintained free from obstruction so that they can be safely and effectively used at all times.
- Staff and children should be familiar with emergency and evacuation procedures. These should be written up and posted in each room and practised regularly.
- Furnishings and fittings should be non-flammable and conform to the relevant safety standards and have low levels of toxicity when on fire. All flammable materials should be securely stored away from the children.
- Daily attendance records should be kept.

Electricity and Gas:

- Ensure that all electrical and gas appliances are properly fitted and maintained and checked regularly for faults.
- In the event of a gas leak, contact the gas company.

3.4 Emergency Procedures:

- Once a fire has been detected either by an alarm going off or by attention drawn by a staff member who discovers it and shouts FIRE!
- each staff member will ensure all children leave everything immediately and move quickly in an orderly line and leave through the appropriate exit. (Two door exits exist on the premises. The location of the fire will depend on which exit is to be used.)
- Led by one member of staff they leave the building by the shortest route.
- Do not stop to take books, bags or belongings will be brought out of the building.
- The After School Leader will check that the toilets and all rooms are empty and will close all doors and windows.
- The After School Leader will take the roll book when exiting the building and once she has ensured that all staff and children have left the building she will telephone the fire brigade if it is safe to do so.
- A designated member of staff will take the visitor book with them.
- A member of staff should be on hand when the Fire Brigade arrives, to provide any information they may require.
- The After School Leader will carry out a roll call at the assembly point to ensure that all adults and children are accounted for.
- Once outside stay outside.
- Parents will be contacted when evacuation is complete and children are at the point of safety.

3.5 Fire Drill Procedures:

- On sounding or hearing the alarm, stop whatever you are doing and leave the building with the children by your designated fire exit route. Using the following routine.
- When the fire bell sounds, the children are asked in a calm manner to form a line without delay.
 - **Nobody** to collect personal belongings or to put on coats.
 - If possible, close doors and windows en-route.

- Meet at the assembly point which will be different for each of our three services
- Do not re-enter the building until management of the fire brigade – fire safety officer informs you it is safe to do so.
- Roll call will be carried out by management at the assembly point to ensure all persons are accounted for.

3.6 Policy and Procedures:

We will ensure that:

- Fire drills will be carried out regularly monthly. A written record will be kept on file and will be available for inspection.
- Fire extinguishers and blankets will be stored appropriately, ready for use and in good working order.
- A record of the number, type and maintenance record of all firefighting equipment and smoke alarms will be kept and they will be serviced annually with a record maintained of the service dates. This should be recorded in our **Fire Safety book** supplied by our local childcare committee.
- All employees will be trained on:
 - Where firefighting equipment is located.
 - How to use firefighting equipment.
 - The location and operation of fire doors and fire exits.
 - Carrying out and recording fire drills.
 - Fire safety risk assessment.

A record of this training will be recorded and kept on file for inspection.

- Smoke detectors will be placed at strategic points in the building and ‘hard wired’.
- The smoke detectors will be checked regularly to ensure they are working. A record will be maintained of the dates on which the detectors are checked. This should be recorded in our **Fire Safety book** supplied by our local childcare committee.
- Materials contained in bedding and internal furnishings within the service will be of EU standard (i.e. kite symbol or CE compliant) in relation to fire retardant properties and will be nontoxic.

- Heat emitting surfaces will be protected by a fixed guard and/or thermostatically controlled to ensure safe temperatures.
 - A system for giving warnings in the event of fire must be provided.
 - Escape route and exit doors should be maintained free from obstruction so that they can be safely and effectively used at all times.
 - All flammable materials (oils, polish etc) are safely stored outside of the children's areas. Waste is promptly disposed of and, in general, precautions are taken to ensure the prevention of occurrences likely to constitute a fire hazard.
 - Daily attendance records are kept.

Fire Control:

You should only attack the fire if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and firefighting equipment are provided for this purpose.

3.7 General Fire Safety:

Staff should follow procedures for operating the fire alarm as outlined in the Health and Safety Statement.




All employees should be aware of:

- All escape routes from the premises.
- Method of operation of fire doors.
- The importance of keeping fire doors closed.
- How to isolate power supplies where appropriate
- The importance of general fire precautions and good housekeeping.
- The staff are made aware of the potential of fire hazards as a result their activities and smoking on site is forbidden on site or adjacent to the building.
- All staff will take reasonable care in their work activities to ensure that they not generate any potential fire hazards. Any flammable liquids used on site will be stored away from heat sources in suitable containers which will be kept sealed to avoid build-up of flammable vapours.
- All firefighting equipment located on the premises will be in accordance with the requirements of the area that it is being located, and will meet the required

classification for that area based on the classifications as per I.S. 290: 1986 standard.

- All firefighting equipment is tested and serviced annually by certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S 291.1998* for fire equipment, 30% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.
- The chart outlines the correct use of the most commonly available fire extinguishers. Please note that CO₂ extinguishers should not be used on paper or light material as they may spread burning fuel causing the fire to further spread.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO ₂)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

3.8 When Dealing with a Fire:

Staff should be aware of the location of the firefighting equipment on the premises and the method of operation of this equipment prior to use in an emergency.

If a person's clothing is on fire, wrap the fire blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved, switch off the power before dealing with the fire.

Shut the doors and, if possible, the windows of the room in which the fire is discovered ensuring the main routes of escape are maintained at all times.

Call the Fire Brigade – The designated person(s) should call 999 and give precise instructions as to the address, including the name of the nearest main road and/or other landmarks

Evacuation – Commence an orderly evacuation of the building. The Manager will check that all the rooms are unoccupied including sleep rooms and bathrooms. Close the doors and windows as each check is completed. The Manager will take the daily attendance sheets and a list of parent's/guardians telephone numbers to the Assembly Point.

Assembly – Assemble children and staff at a safe pre-arranged point. A roll call or head count should be carried out, based on the daily attendance sheets held by the Manager. The group should then proceed to a nearby safe house, from which the parents/guardians can be contacted.

Staff Report – A member of staff should be on hand when the Fire Brigade arrives to provide any information they require.

Attack Fire – You can try to extinguish the fire but only if it is safe to do so, using proper equipment. Otherwise, wait until trained personnel arrive.

The above procedure should be practiced as a Fire Drill at regular intervals to familiarize the children with the procedure without frightening them.

We have a Designated Fire Safety Officer.

Each manager of the each of the three services is the designated officer

4. Medication Management Policy

Statement of Intent:

To facilitate promotion of health and wellbeing and to promote an inclusive after school setting this we will work in consultation with parents to ensure the safe administration of medication.

This policy is available and will be communicated to all parent's/guardians/school age children. There is a child friendly medicine policy in place for children to understand the safe administration of medicine.

4.1 Procedure:

We do not routinely administer non-prescription/prescription medications. We only administer medicines with the correct signed permission.

Only named authorised persons will administer medicines

Medicines must only be brought into the service for administration by the afterschool staff when it is essential. This means where it would be detrimental to the child's health if it were not to be administered.

- Designated personnel only are permitted to administer medicine.
- The Manager/person in charge must be informed if your child is taking antibiotics or any other prescription or non-prescription medication.
- A full medical and medicine history must be provided for each child.
- A record of the child's medical history will be required on the Registration Form.
- Essential medicines will only be administered where a parent/guardian has signed a consent form and at the discretion of the Manager/person in charge.
- We will only follow the dosage as instructed by the doctor who prescribed the medication.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

- **No child may self-administer.** Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Key worker what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- If a child refuses to take their medication staff will not force them to do so. But will seek advice from the parent.
- Parents/guardians must keep the service up to date on their child's medical needs.
- Parents/guardians must fill in a specific medicine consent form of the service, authorising the administration of medicine (prescription or non-prescription) to their child. Staff cannot give medicine unless this written permission is given.
- Parents/guardians must hand staff the medicine, which then stored in the fridge or the medicine cabinet. Any form of medication must never be left in a child's bag, including inhalers.
- Medicines must be in their original packaging clearly labelled with the child's name, the current date, expiry date, storage instructions and dosage plus the name of the health care provider that recommended the medication. We will only administer medicine which is licensed for the age group of the child. For example, an anti-febrile medication supplied by a parent for a 6 year-old that is licensed for an over 12-year-old **will not** be administered.
- We will always have the documentation available related to the medicine to include directions for use, possible adverse reaction

4.2 Storage of Medicines:

- All medication is stored out of reach of the children.
- The Manager/person in charge is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept at the service. The Manager/person in charge will check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and return any out-of-date medication to the parent to be disposed of.
- Unused medicines should be returned to the parent.

4.3 Procedures for staff administering essential medicines (Prescription and non-prescription)/record keeping:

1. Wash hands thoroughly.

2. Staff administering medicines must check:

- The child's name.
 - Prescribed dose.
 - Expiry date of medicine.
 - Written instructions provided by the prescriber on the label or original container.
 - Time last dose was given.
 - That the directions and instructions are in English.
 - Staff must check that the medicine contains the directions as prescribed by the doctor and dispensed by the pharmacy.
- Check parents/guardians have completed and signed 'Administration of Medicines' Consent form and Anti Febrile Medication form if relevant.
 - Staff are aware of how the medication reacts with food, fluids or other medications. e.g. some medications cannot be given with milk, or when taking another medication.
 - Staff will maintain a record of the outcome of the administration of the medication. e.g. was there a reduction in temperature after administration of anti-febrile agent; has the child developed a rash following administration of medication.

4.4 Anti-Febrile Medication: Emergency Medication

Anti-febrile medication is medication used to reduce a raised body temperature. The most common anti-febrile medications used are: Paracetamol and Ibuprofen (Anti-febrile medication is important treatment for high temperatures to prevent febrile convulsions. Parents/guardians are required to complete a form authorising the administration of such medication if the child develops a temperature over 37.5 degrees C. This medication should not be used unless indicated for high temperature or pain as overdose can cause significant medical problems.

Parents/guardians will always be notified by telephone prior to the administration of an un-prescribed anti-febrile medication. If the anti-febrile medication does not reduce the

temperature medical advice will be sought by contacting the child's GP, hospital or emergency services and the advice will be followed by the staff.

Medication forms will be reviewed regularly by the Manager to identify children who require frequent or repeated anti-febrile medications. A child in this category may require to be seen by their doctor. Parents/guardians may be asked to supply a medical report.

If the **consent form is not signed**, then the parent must be contacted immediately **BEFORE** any administration of Anti Febrile Medication' to the child to confirm that it is permissible. Parents/guardians upon returning to the service must then be required to sign the correct permission forms.

If a child has a temperature and permission for 'Anti Febrile Medication' has not been granted medical advice should be obtained immediately.

Staff must ask for the Manager/person in charge or another member of staff to be present. Ask them to confirm steps 1 and 2 and that the medicine can be administered.

- Staff **MUST** have a witness **PRESENT** to the medicine being administered.
[Second person and countersigned by that person]
- Staff must record the child's name, date, time dosage and route in the medicines record and give a copy to the parent.
- Parents/guardians/carers will be required to sign to say they were informed of the dosage of the medicine upon collection of the child.

It is extremely important that staff follow the procedures as detailed above. These measures are in place to ensure that no mistakes are made. Administering medication is a responsibility which must be undertaken with due caution. If staff are not sure how to administer it or have difficulty doing so, please inform the Manager/person in charge.

The following should always be checked:

- Correct Child
- Correct Medication
- Correct Dose
- Correct Time
- Correct Route

NOTE: Students or volunteers may not administer medicines.

4.5 Procedures for Children with Allergies Requiring Treatment with Oral Medication:

- Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturer instructions clearly written on them.
- Staff must be provided with clear written instructions on how to administer such medication.
- The service must have the parents/guardians' or guardians' prior written consent. This consent must be kept on file.

4.6 Emergency Medicines

Where medical conditions exist for a child we will develop individual medical care plans which will include the management in the event of an emergency relating to the condition. This will be developed in conjunction with the parents and the child's medical advisers.

Dependent on a child's condition for e.g. Diabetes, the child may be able to administer their own medicine and the service will make sure this has been risk assessed with parents and health care professionals prior to attending the service Upon getting the clearance from management and with parents' consent and written details of the medication that is being self-administered and **kept by the child (risk assessed also)**. The service can support the child in administering their own medicine under the supervision of designated staff member. This will be recorded with the child's name, date, time dosage and route in the medicines record and a copy is given to the parent e.g. on a daily basis

Where a child has a condition that may require emergency medical treatment staff will be trained on the condition and the treatment. This would include medications like Ventolin, Glucagon or EpiPen. Where medication is administered in the case of anaphylaxis or asthma emergency the service will ensure that the emergency services are contacted as soon as is practically possible and the parents and guardians are also contacted as soon as possible. Emergency numbers for the local pharmacist and local medical practitioners are available within the service.

4.7 Life Saving Medication and Invasive Treatments:

Adrenaline injections (EpiPens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

Management must have:

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered.
- Written consent from the parent or guardian allowing staff to administer medication.
- Proof of training in the administration of such medication by the by a doctor or appropriate health profession or persons recommended by a manufacturer.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.
- For medicines like EpiPens it will be decided on individual cases and if staff are happy and competent to administer them.
- Consent forms.

Note: Unused medicine must be returned to parents for safe disposal. Medicines must be stored out of reach of children.

4.8 Managing medicines on trips and outings:

If children are going on outings, staff accompanying the children must include the Key worker for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.

All records kept by the service are kept secure and confidential.

4.9 Medication Errors:

All medication errors will be recorded and we will seek medical advice immediately. This includes medication if given to wrong child; wrong route; wrong dosage; wrong time; omitted to be given as scheduled. We will contact the GP, Pharmacist or other emergency service, depending on the error. Parents/guardians will be informed immediately.

Important Note:

If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.

If advice is needed contact:

GP: Dr. Margaret Sheehan, Health Centre, Caherconlish, Co. Limerick
Ph.: **061-351899**

Pharmacist Caherconlish/Caherline Service: Caherconlish Pharmacy, Main Street, Caherconlish, Co. Limerick
Ph.: **061-352988**

Pharmacist Mitchelstown: Doody's Care Plus Pharmacy, 10 Lower Cork St, Ballinwillin, Mitchelstown, Co. Cork.
Ph. :**025 24124**

GP: Dr. Maura O'Callaghan, New Square Medical Centre, Mitchelstown, Co Cork
Ph.: (025) 24554

5. Behaviour Management Policy

Statement of Intent:

We will work with the children to ensure they receive positive guidance, support, and encouragement to finding positive solutions to manage their own behaviour. The service sets realistic expectations of behaviour in accordance to the age and stage of development of the child. We apply rules and expectations fairly and consistently to all children. We do not use any form of physical punishment. We encourage children to respect themselves, others and the environment. We facilitate children to make positive decisions and choices about their own learning and development to develop a positive sense of self. We aim to facilitate a happy, caring environment with stimulating activities for all children. In the case of a particular incident, or persistent unacceptable behaviour, we will *always* discuss ways forward with the parent(s)/Guardian of the child.

We have a child friendly behaviour management policy in place to support children in managing their behaviour in the afterschool service.

We will NEVER inflict corporal punishment on a child.

5.1 General Procedures for Encouraging and Nurturing Positive Behaviour:

During the induction period, all new staff are introduced to the behaviour policy and are asked to sign the policy to say they have read it, and agree to implement the policy.

Staff will adopt a reciprocal and positive relationship with the child.

- Staff will act as a role model and adopt a confident approach to encourage and support positive behaviour.
- Staff will work in a respectful manner and in partnership with other practitioners, children and parents/guardians.
- Staff are role models for the children and should treat one another with respect, use appropriate tone of voice and body language to one another and the children

- Observation and recording will be used to inform and support staff to decide on appropriate methods and strategies of dealing with behaviour problems.
- The Manager/person in charge is the person designated as the resource person for staff support on behaviour management issues.
- At an age appropriate level, children will be encouraged and supported in resolving their own disputes.
- Each child should be positively supported and recognised as an individual.
- Staff will practically engage children in resolving their conflicts using age appropriate methods. In doing this, children can explore their feelings and conflicts in a safe controlled way. Staff will positively support children in doing this.
- Training will be provided for staff where necessary.

Rewarding Positive Behaviour:

- Staff will acknowledge and praise positive behaviour as it occurs.
- Children are not rewarded with food, sweets or treats and all Staff understand how to support positive behaviour, and how to encourage and facilitate it effectively.
- Positive language will be used rather than negative and statements made. Rather than saying 'no' for example:
 - Say: *"I would like you to sit back down on the chair please John, because you will fall off and hurt yourself". Or "We are inside and we don't climb on furniture or equipment inside". Or "I would like you to sit back down on the chair please, do you remember we only climb on things when we are outside",*
 - Rather than: *Don't stand on the chair"*
- While encouraging positive behaviour, the child's self-esteem should not be negatively impacted. The child should not be labelled through the use of certain words for example bold, naughty.

5.2 Mild Behaviour Issues

In anticipating occasional inappropriate behaviour, we follow these guidelines:

- Staff will provide a calm, safe and stimulating environment which is age appropriate and of interest to all children present within the group.

- Children are involved where appropriate in the planning of activities and developing the curriculum.
- A routine and rhythm which is practical and beneficial to the age range of children should be developed and sustained.
- Staff will ensure rules are applied consistently to all children within the setting and are aware expectations regarding the children's behaviour.
- Correct Child: Adult ratio's will be implemented according to the CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (REGISTRATION OF SCHOOL AGE SERVICES) REGULATIONS 2018
- Children have regular daily access to the outdoor play area.
- Children are kept informed of what is happening and what is expected of them.
- We ensure there are enough suitable age appropriate and activities and equipment for children.

5.3 Implementing Positive Steps to Supporting Positive Behaviour:

- Children should be made aware of the expectations and their responsibility
 - *No hurting bodies*
 - *No hurting feelings*
- Positive behaviour should be supported and encouraged from all children consistently throughout the day by all staff.
- Incidents should be dealt with immediately by the staff who witnesses it.
- Staff should not speak about the child, or their behaviour in front of other parents/guardians, children or the child.
- The child should not be labelled by staff.
- Positive behaviour should be consistently encouraged to **all children**.
- Correct Child: Adult ratios should be implemented at all times.

Positive behaviour should be implemented within the curriculum throughout various themes. Age appropriate activities, prompts and materials should be utilised to support positive behaviour.

Procedures Which Are Unacceptable for Supporting Positive Behaviour:

- Physical punishment (corporal punishment).

- Sending children out of the room.
- Isolating children from the group e.g. time out.
- Shouting or raising of your voice
- Restraint of children by unapproved methods
- Bullying of any form
- Restraint of children by unapproved method for e.g Physical restraint such as holding **will not be used** unless it is required to prevent injury to child, other children, adults or significant damage to equipment or property. In cases where it is required to hold a child in such manner, it **must** be recorded in the accident and incident report. Parents/guardians **must** be informed of the incident.
- Speaking negatively about the child to other staff *or* in front of the child/other children.
- The child should not be labelled.
- Staff should not expect unrealistic behaviour from a child in accordance with their age and stage of development.
- Once the incident is over, the staff member should not place emphasis or keep reminding the child of their behaviour.
- The child should not be humiliated.
- Withholding food or drinks.
- Showing favouritism.
- Failing to reassure or comfort a child.

5.4 Procedures for Supporting Positive Behaviour:

ABCD: Action Behaviour Choice Decision

Minor Behaviour Problems:

- In these type of situations, the child may have caused no issue and all day and suddenly their behaviour changes.
- Minor behaviour problems are behaviours in line with the child's age and stage of their development (See Appendix E: Children and Behaviour).
- Staff should positively support the child's well-being and identity throughout the process of supporting positive behaviour. The child should always feel valued, respected, empowered, cared for, and included.

- Staff will assess each situation and use their best judgement in dealing with the matter. Situations may arise where the staff may allow the children 'resolve their own battles' or ignore minor incidents.
- A sensible approach is recommended in dealing with minor behaviour problems. It is not always evident to staff what the cause of an incident has been.

Staff will take a gentler approach with the younger child and a firmer approach with the older child. Staff will explain to the older child in a calm clear way using simple words why they cannot have what they want. If the tantrum continues and other children are getting upset or hit the child will be moved to another area in the room until they calm down.

The staff member should act in a calm and fair manner and allow the child to re-join the activity when they have calmed down as if nothing has happened.

At this stage, boundaries should be highlighted to the child. The expectations **must** be clear and reasonable to the age of the child and their developmental level.

Where it is evident that a child is about to misbehave for example taking a toy/game/art supplies from another child then the staff member should comment on the behaviour. *'Mary, you know we take turns and share. Angela will let you have that toy [name toy or doll] to play with when she is finished. Will we ask Angela to let you have that toy when she is finished?'*

This provides the child with an opportunity to change the behaviour and not take the toy from the other child. If the child continues a second reminder should be given and what the consequences will be if they continue.

5.5 Managing Moderate Behaviour Problems:

ABCD; Action Behaviour Choice Decision

Moderate behaviour problems tend to happen more frequently than the 'once off' type behaviours and have a greater impact on the child themselves and other children in the room.

Staff should positively support the child's well-being and identity throughout the process of supporting positive behaviour. The child should always feel valued, respected, empowered, cared for, and included.

Staff will ask the child what is wrong or bothering them. Emotion picture cards may be used with younger children to support how they may be feeling.

Observations will be used to assist making an assessment as to what may cause the behaviour. Observations will be used to capture when the child's behaviour is more positive as when behaviour is more challenging children are regularly corrected. Constant correction can have a negative impact on the child's self-esteem. Staff will use the observation of 'positive' behaviours to give plenty of encouragement and praise which should help to develop self-esteem.

This approach can be shared with parents/guardians and used at home and in the service. Observations should be looking for:

- When the child is at their best behaviour and when they 'act out'.
- Consideration will be given to whether the child likes the activity or not, is there a particular child they don't get on with, are they tired, hungry, or perhaps ill?
- If the group of children are becoming disruptive review the activities the staff will review activities to ensure children do not become bored or sit for too long.

Staff will consider changing the layout of the room regularly, and perhaps changing the daily routine to ensure that there is variety and children do not become bored.

Staff will consider liaising with the designated person responsible for behaviour management for support when they have used strategies that have not seen an improvement in behaviour.

5.6 Managing Severe & Challenging Behaviour:

ABCD: Action Behaviour Choice Decision is our **evidence based method** :

Severe and challenging behaviours are frequent and repeated actions by a child that impact significantly on other children and the child themselves. The child may also find it difficult to engage in the activities being undertaken. In this type of situation, the behaviour has not improved using the usual behaviour management strategies and may often require more intensive one-to-one support to the child. Staff understand that it is important to recognise in managing severe/challenging behaviour that there is a problem.

Staff will discuss the behaviour problem with the designated person who has overall responsibility for managing children's behaviour problems to put an action plan together.

At any age	Approach:	Examples of behaviour:
<ol style="list-style-type: none"> 1. Approach calmly, stopping any hurtful actions. 2. Make eye contact with the child 3. Acknowledge children's feelings. 4. Gather information. 5. Restate the problem and ensure the child understands 6. Suggest solutions and choose one together. 7. Be prepared to give follow-up supports for supporting Positive Behaviour 8. Observe the child 		<ul style="list-style-type: none"> • kicking • hitting • bad language • prolonged screaming, breath holding • head banging <p>Other behaviours may present as the child refusing to engage, being over anxious, avoiding contact with others and unusual behaviours.</p>

Staff will ensure that instructions or corrections are given in simple words and kept short and that similar phrases are used by all staff and the child's parents/guardians so that the information been given to the child is consistent.

Where a child is receiving professional support the service will work with the parents/guardians and the professionals to implement the programme or approaches recommended.

A behaviour management strategy plan will be drawn up based on observations and professional support guidance {PHN or others} where possible. All staff will adopt the same approach to what to do when the child shows signs that the challenging behaviour is about to be presented, how best to manage that behaviour when it happens, how to limit the negative impact on other children or activities and strategies that can be taught to the child to help them control their own behaviour.

The service will engage and work with the parents/guardians to work towards the same approach at home and in the service to behaviour management

Where a **significant incident occurs** regarding a child's behaviour, the following should be documented.

- The child's full name
- Time and location of the incident
- Events leading up to the incident
- What happened
- Others involved
- Witnesses
- How the situation was handled (**ABCD method**)
- Follow up with the children

5.7 What causes children to be aggressive?

Sometimes, aggression takes the form of instigating fights, sometimes the child may provoke other children to fight, or may antagonise or threaten other children. Other children do not like this behaviour, and will often feel intimidated and insecure in their environment.

Children who display aggressive behaviours will often have low self-confidence, poor social skills and may have difficulties with their speech. However, any child regardless

of their age or stage of development may experience aggression at some stage. Aggression brings power, and often children who are aggressive will seek the control and position which comes with it among their peers.

How can we support positive behaviour?

- Aggressive behaviour should never be ignored.
- Staff should not get into a power struggle with the child.
- Be firm but gentle in your approach. The child should not be given mixed messages at this stage.
- The child should always feel valued, respected, cared for, and included.
- One-to-one work should be initiated with the child, and a plan should be devised. For example, when I get angry, I will go to the ... [area].
- Provide opportunity for the child to display positive behaviour, acknowledge and praise this behaviour.
- Provide the child with opportunities which demonstrates leadership and communication in a positive manner.
- The **ABCD** method should be used with the child, where age and stage appropriate, the child should make the choice, and also take responsibility for their actions.
- The staff members are trained and certified in this ABCD method and should be fair in their expectations, and should be consistent, patient and understand change will take time.

5.8 Partnership with Parent(s)/Guardians:

- It is our policy to work in close collaboration with parents/guardians. We recognise and value the role of parent(s)/guardians in their child's life in supporting positive behaviour, working in partnership with parent(s)/guardians is important. It is our policy to inform parent(s)/Guardians at the enrolment stage, of the policies and procedures in relation to behaviour. The supporting positive behaviour policy will be explained, in doing this, a consistent approach can be adopted.
- Parent(s)/guardians are encouraged to share any difficulties/concerns which they may be experiencing regarding the child's behaviour for example bereavement, illness, a new baby etc.

- Where a child's behaviour is causing concern, it is our policy to do this in a consultative manner, and staff will endeavour to work in partnership with the parent(s)/guardian to develop a strategy for dealing with the situation.
- Discussing the child's behaviour in front of the child/ other children/parents/guardians will be avoided.

5 .9 Bullying Policy:

Severe Behaviour: Anti-bullying:

Children are afforded a right to their own time and space. Depending on the child's age and stage of development, it may not be appropriate to expect children to share. However, we feel it is important to acknowledge both children's feelings, and to support them in understanding how the other child may be feeling.

Diversity and equality is important for children to understand, and we endeavour to create a positive and supportive environment for all children. Staff will encourage all children to acknowledge and celebrate difference. Consequently, children will recognise from an early age, bullying, fighting, hurting and racial comments are not acceptable behaviour.

Bullying can take many forms. It can be physical, verbal or emotional, but it is always repeated behaviour which makes other people feel uncomfortable or threatened. Any form of bullying is **unacceptable** and will be dealt with immediately. At our after school service, staff follow the guidelines below to ensure children do not experience bullying.

(managing it)

- Staff ensure all children feel safe, happy and secure within the setting.
- Staff develop positive relationships with all children, and encourage children to speak about their feelings.
- Staff are encouraged to recognise that active physical play in the early years is a part of children's development, and recognise positive opportunities should be in place for children to channel this positively.

Children Should:

- Be encouraged to report cases of bullying to a member of staff.
- At an age and stage appropriate level, children will be encouraged to resolve their problems and take responsibility for their actions.
- Staff are encouraged to adopt a policy of intervention when they think a child is not being treated in a fair or appropriate manner.
- Staff are aware when play becomes 'aggressive', and will initiate an appropriate activity with the children.
- Any instance of bullying will be discussed fully with the parents/guardians of all involved to look for a consistent resolution to the behaviour.
- If a parent(s)/guardian has a concern regarding their child's behaviour, the early year's practitioner or manager will be available to speak to the parent.
- It is through partnership with Parent(s)/guardians which we can ensure a child will feel confident and secure in their environment, at home and in the setting.

Signs of a Young Person Being Bullied: identifying it

- Reluctance to come to the service or participate in activities
- Physical signs (unexplained bruising, scratches)
- Fearful behaviour
- Having few friends
- Change in behaviour
- Not eating
- Anxiety

Steps to Counteract Bullying:

- Teach children to negotiate, co-operate and help others
- Explain to children that bullying is unacceptable behaviour
- Foster in each child a feeling of self-worth and encourage each child to develop to its full potential

In the After School setting as the children are under supervision at all times, a potential bullying case will be seen and dealt with in the early stages: **responding to it**

- The victim is spoken to, to identify if he/she was being bullied – reassure the child and allow them to verbalise their feelings about what actually happened
- Actively listen
- A special meeting is called between the parties involved and some bystanders
- Ensure that the severity of the topic is clearly understood
- Speak only of the hurt caused in general terms. The victim's name is never mentioned
- Explain the feelings of loneliness, feeling left out, rejected or laughed at
- Ask the group in general would they like it, if it happened to them
- Explain that privileges will be suspended if this behaviour continues and that everybody loses out
- Ask the group how they would solve the problem
- In the event that a child's behaviour is such as to disrupt the running of the After School, or that the behaviour is a danger to themselves or others, staff will speak to parents/guardians/carers to discuss the situation
- Explain that bullying or intimidating behaviour is not tolerated and that a child or children may not be allowed continue in the service if such behaviour continues
- Continually assess the situation and promote a team approach where the children look out for each other.
- In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, the after school staff may need to make a referral to Tusla and/ or An Garda Síochána.

5.10 Management of cyber bullying:

What is cyber-bullying?

Cyber bullying can be defined by the definition of bullying above that occurs over the internet or via mobile phone. Cyber bullying can take many forms which include:

1. Text messages – can be threatening or cause discomfort. Also included here is 'Blue jacking' (the sending of anonymous text messages over short distances using Bluetooth wireless technology).

2. Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
3. Mobile phone calls – silent calls, abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
4. Emails – threatening or bullying emails, often sent using a pseudonym or somebody else's name.
5. Chat room bullying – menacing or upsetting responses to children or young people when they are in a web-based chat room.
6. Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger), Yahoo Chat or similar tools.
7. Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal 'own web space' sites such as You Tube, Facebook, and Myspace, Snapchat, or any such site that may be developed in the future. Game consoles which have internet access and internet gaming opportunities to connect with other users are also a channel which can be misused and abused.

Our policy is to minimise opportunities as much as possible within the afterschool premises for cyberbullying.

- Children are not permitted mobile phones, computers, gaming consoles, iPods/mp3 players within the service
- Children are not permitted to have a mobile phone switched on while on the school premises and grounds.
- However, we recognise some children **may need access** to their mobile phone **before or after leaving the service to contact parents/ guardians/carers.** Phones should be kept in the child's school bag at all times or given to a staff member during the After-School Service aside from the aforementioned circumstance.
- Staff Phones are to be only used for afterschool business such as contacting parents, booking trips etc. and Ballyhoura After-School Service recognises that from time to time an occasional personal call may have to be made. However, excessive use of phones for non-business use is not permitted.

- There is a laptop in each of the afterschool services however children are not allowed to access them and this prohibits opportunities to engage in any inappropriate activity online. Parents are made aware of this policy at afterschool enrolment and in our policies and procedures handbook.

5.10.1 Internet Limitations:

The internet is a valuable business tool which gives access to an array of information. In order to prevent it becoming a time consuming distraction from the afterschool activities, employees are not permitted to use it except for afterschool business related reasons during working hours.

- Access to appropriate sites is permitted to employees for school business purposes and children who are granted permission to use it for school work
- If children need to access the internet for school related work permission will be sought and monitored at all times by a staff member when they are using the internet. Access to any inappropriate sites, or sites with the risk of such materials, is prohibited at all times by staff and children alike.
- No employee is permitted at any time to download files from the internet without the permission of the company. This is for the protection of Ballyhoura Development to reduce the risk of viruses and ensure large storage space are not taken up with unnecessary files.
- Ballyhoura Development has provided access to the internet for business purposes as well as a research tool for staff members and after-school children. The practice of downloading text, pictures, jokes, etc., from the internet and distributing them to other employees or persons outside of the facility is prohibited.

Our advice to our afterschool children on prevention and control of cyber bullying:

If you are being bullied by phone or the Internet:

- Remember, bullying is never your fault, but it is something over which you can have an influence. It can be stopped and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line (e.g. Childline).
- Never give out your personal details online.
- Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender
- There are plenty of online resources advising on how to react to cyber bullying e.g. www.esafety.ie.

5.10.2 Recommendations to parents on prevention measures to control cyber bullying in the home:

Because mobile devices are not usually allowed in our three afterschool services, it is our experience that cyber bullying usually occurs outside afterschool premises and afterschool hours. Therefore, it is strongly recommended that in order to prevent or curb cyber bullying, Ballyhoura After Service recommends that parents should seek to ensure the following:

- Children should not have access to the Internet on a phone, computer or any device which cannot be in full view in the home and in particular children should not have unsupervised access to these devices in their bedrooms.
- Parents should become aware of cyberbullying. There are many excellent websites which can help you understand cyber bullying e.g. www.esafety.ie.
- No primary school child should have access at any time to Facebook or any such social media site which is used by adults.
- Parents should be aware of and monitor all of their children's activity online.

- If a parent becomes aware that their child is being bullied via online routes by another child within the Ballyhoura after school service, we strongly advise that parents do not approach other parents but instead bring the matter to the attention of the manager of the afterschool service that their child attends.

5.10.3 Our policy is to ensure that all reports of cyber bullying are investigated, recorded, monitored regularly:

- Staff, children and parents will be urged to report any incident of cyber bullying that may occur in the afterschool service
- All reports of cyber bullying will be investigated, recorded, stored in and monitored regularly in the service
- In order to ascertain the veracity of an accusation the afterschool manager may look at material on a child's phone, tablet or other such device in the presence of the child's parent/guardian.
- Incidents of cyber bullying in relation to any member of staff will be taken very seriously indeed
- The Gardaí/Tulsa will be contacted in cases of actual or suspected illegal content

5 .11 Missing child procedure:

Procedure if child leaves the service unaccompanied, if and without authorisation:

Statement of intent:

It is our intention to keep children safe at all times and to avoid a situation whereby a child leaves the service unaccompanied, if and without authorisation:

Procedure:

- Children are welcomed into the setting by a designated member of the afterschool staff, who marks their presence in the daily register.
- A member of staff remains on duty by the door throughout the arrival and departure period of the service and until all parents/guardians have left the premises.
- The main door is kept secure at all times when a member of staff is not on duty at the entrance.
- Children's times of arrival and departure are noted on the register, and a note is made in the register if a child is to leave early or with another adult.

- The outdoor area is supervised when children are outside and securely fenced and the gate secure at all times.
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period of time without an adult being aware of their location.
- The outdoor area is supervised.
- The rooms in which the children play are never left unsupervised/out of vision of staff.
- Staff remains on duty within the main room at all times, unless all the children and staff are in the outdoor area together
- If all Staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.

In the event of the afterschool staff not being able to locate a child on the premises:

- The premises will be searched thoroughly and immediately.
- The register will be called to determine which child(ren) are missing.
- The grounds surrounding the service will be searched.
- Staff will call the local Garda.
- Staff will inform the parents/guardians.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed

This policy will be available in our afterschool policies/procedures handbook and a copy to be given to parents to be read and signed that they understand the policy.

6. Infection Control Policy

Statement of Intent:

It is our aim to minimise the spread of infection for staff and children in the afterschool service through the implementation of controls which reduce the transmission and spread of germs. We aim to promote and maintain the health and wellbeing of all the children and staff through the control of infectious illnesses.

(with references from: Health Protection Surveillance Centre, Pre School and Child Care Facility Subcommittee, Management of Infectious Disease in Child Care Facilities and Other Child Care Settings)

6.1 Procedures:

If A Child Becomes Ill When Attending the Service:

- Parents/guardians will be informed of our concerns and procedures we are taking and will be asked to collect their sick child. We may need to call a GP or use emergency services.
- If a parent cannot be reached the next named on the emergency list will be contacted.
- If a child's temperature is raised it will be monitored, recorded and medication administered, if required.
- We advise that sick children must be kept at home.

Exclusion Guidelines:

These are recommended and apply in the case of all suspected infectious conditions. These guidelines are contained in our policies and procedures and displayed in the service.

- Parents/guardians/carers will be informed should staff, children or visitors to the service report the presence of any contagious condition to the Manager. Unwell children and staff will be excluded from the service until the appropriate exclusion period for that illness is finished.

Any child or adult with symptoms of an infectious illness will be asked not to attend the service until they are no longer infectious. The management of the service will ensure all areas of the premises are thoroughly disinfected, including play areas, toilets, toys and all equipment.

Infectious illness can cause significant ill health among young children and can be transmitted by direct or indirect contact including:

- Contact with infected people or animals.
- By infecting oneself with the body's own germs.
- By hand to mouth transmission.
- By the air / by insects, pests, animals.
- Indirect transmission e.g. toys, door handles, toilets, floors, table tops etc.
- By direct – person to person.

6.2 Exclusion/Illness

Reporting/Recording of Illness:

- Staff and parents/guardians must report any infectious illness, or similar, to the Manager.
- Manager (or nominated person) will record the outbreak on an Incident Form and report an outbreak to TUSLA/ Environmental Health Officer and the Public Health Department.
- Manager will record all details of illness reported to them by staff, or reported by parents/guardians of a child attending the service. These details will include the name, symptoms, dates and duration of illness.

In the case of contagious conditions such as head lice being noted, it will be brought to the attention of all parents/guardians/carers immediately. Any child who has been ill on the night prior to After School should not attend the service.

Good hand washing practice is encouraged with anti-bacterial soap, as it has been identified as the single most important way of breaking the infection chain within any facility.

The Guide to Infection, Prevention and Control for Childcare Facilities is available on Tusla.ie to determine the length of time the HSE suggests a child needs to recover from different illnesses.

See link:

http://www.tusla.ie/uploads/content/Pre_School_infectprevinfobooklet.pdf

Exclusion from the Service:

- We advise parents that sick children or adults should not attend
 - If any other member of the family has an infectious illness, parents should consider whether to send their child to the After School.
- Children and staff will be excluded from the service based on the time frames outlined in the exclusion table
- A doctor's certificate may be required for certain conditions to ensure they are no longer contagious before children or staff return to the service.
- In the event of an outbreak of any infectious disease, all parents/guardians will be verbally informed. A dated notice informing all parents/guardians of any infectious disease outbreak will be displayed on the notice board.

To ensure the safety and health of all our children and staff those who have any of the following conditions will be excluded from the service:

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 38 degrees which cannot be reduced.
- A deep, hacking cough.
- Severe congestion.
 - Difficulty breathing or untreated wheezing.
 - An unexplained rash.
 - Vomiting (48 hours from last episode).
 - Diarrhoea (48 hours from last episode).
 - Lice or nits –[see Head Lice Policy in Infection Control Policy]
 - Meningitis

An infectious /contagious conditions such as:

- Measles
- Mumps
- Chicken Pox
- Whooping Cough
- Conjunctivitis
- Ear/Throat Infection
- A child that complains of a stiff neck and headache with one or more of the above symptoms. should be recorded.
- Staff in the service will be immunised against infectious diseases.

Parents are requested to inform the After School leaders as early as possible in the event of their child developing any of the following illnesses or any other infectious illness mentioned above

6.3 Immunisations:

- All children must provide up to date record of vaccinations. This should contain dates of immunisations. Where dates are not available all attempts to get these should be recorded.
- **Parents who do not have their children vaccinated will have to sign a disclaimer as the unvaccinated child is at risk.** The disclaimer which amounts to the afterschool service not being responsible should a child pick up a disease due to them being unvaccinated.
- Staff in the service will be immunised against infectious diseases.

6.4 Hand Hygiene

Hand Hygiene:

Hand Washing is the single most effective way of preventing the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands.

Staff must wash their hands:

Before:

- The start of the work shift.

- Eating, smoking, handling/preparing food or assisting/feeding a child.
- Preparing meals, snacks and drinks (including babies' bottles).

After:

- Using the toilet or helping a child to use the toilet.
- Playing with or handling items in the playground – e.g. toys, sand, water.
- Handling secretions e.g. from a child's nose or mouth, from sores or cuts.
- Cleaning up vomit or faeces.
- Handling or dealing with waste.
- Removing disposable gloves and/or aprons.
- Handling pets/pet litter, animals/cages/animal soil, etc.
- Cleaning the service
- Washing/handling of soiled clothes
- Coughing and sneezing
- When hands are dirty

Staff must be aware at all times that in their personal and professional hygiene practices and routines they are setting an example for the children.

Staff should always model and explain the reasons for hygiene practices:

- washing hands after using toilets
- washing hands after outdoor play
- washing hands before and after handling food

All cuts and sores must be covered with suitable dressings.

Children should hand wash:

Before:

- Eating

After:

- Using the toilet
- Playing with or handling items in the playground
- Handling secretions
- Handling or dealing with waste
- Handling pets/pet litter, animals/cages/animal soil, etc.
- Coughing and sneezing

- When hands are dirty

Hand washing should be performed as follows:

- Wet hands under warm running water to wrist level.
- Apply liquid soap. Lather it evenly covering all areas of the hands for at least 10 seconds. Include the thumbs, finger tips, palms and in between the fingers, rubbing backwards and forwards at every stroke (see handwashing technique).
- Rinse hands off thoroughly under warm running water.
- Dry with paper towel using a patting motion to reduce friction, taking special care between the fingers.
- Use disposable paper towel that has been used to dry the hands to turn off taps.
- Dispose of the disposable paper towel in a waste bin using the foot pedal to avoid contaminating hands that have just been washed.
- Staff should provide assistance with hand washing at a sink for infants who can be safely cradled in one arm and for children who can stand but not wash their hands independently.
- A child who can stand should either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water.
- After assisting the child with hand washing, the employee wash his/her hands



Facilities for Hand Washing:

We provide the following:

- Wash hand basins with hot and cold running water. The hot water is controlled at a maximum of 43 degrees C.
- Paper hand towels and liquid soap.

Alcohol-based Hand Rub/Gels:

When soap and running water are not readily available, for example on a field trip or excursion, an alcohol based hand rub/gel may be used (the alcohol content should be at least 60%). The alcohol based hand rub must be applied vigorously over all hand surfaces. Alcohol based hand rubs are only effective if hands are not visibly dirty, if hands are visibly dirty then liquid soap and water should be used. It is safe to let children use alcohol based hand rubs/gels but it is important to let children know that it should not be swallowed. Supervision is vital. It is also important to store it safely so children cannot get access to it without an adult. The alcohol content of the product generally evaporates in 15 seconds so after the alcohol evaporates it is safe for children to touch their mouth or eyes. Water is not required when using an alcohol rub/gel.

Alcohol based hand rubs/gels are not a substitute for hand washing with soap

6.5 Respiratory Hygiene and Cough Etiquette:

Everyone should cover their mouth and nose when coughing and sneezing to prevent germs spreading. In addition:

- A plentiful supply of disposable paper tissues should be readily available for nose wiping.
- Foot operated pedal bins that are lined with a plastic bag should be provided for disposal of used/soiled tissues.
- Cloth handkerchiefs should not be used.
- A different tissue should be used on each child, and staff must wash their hands after nose wiping.
- Children and staff should be taught to cover their mouth when they cough or sneeze and to wash their hand afterwards.

- Everyone (staff and children) should put their used tissues in a bin and wash their hands after contact with respiratory secretions.
- Outdoor activities should be encouraged when weather permits.

Nose Blowing Procedure:

Tissues are available always and children will be taught the following etiquette for nose blowing.

1. Get a tissue
2. Fold it in half
3. Blow nose gently
4. Wipe nose clean
5. Throw tissue away in bin
6. Wash hands
7. Staff supporting children to clean their nose must wash their hands before and after helping them



Get a tissue.



Fold the tissue in half.



Blow nose gently.



Wipe nose clean.



Throw tissue away.



Wash hands.

6.6 Cleanliness and Hygiene on the premises:

- The premises will be maintained in a clean, hygienic state throughout the day and a cleaning record is kept.
- Staff are responsible for the materials and equipment used and ensures they are clean, hygienic and safe at all times.
- Children will be encouraged to care for their environment.
- Cleaning routines and procedures are in place and are closely monitored and recorded.
- Disposable cloths will be used for all cleaning purposes and discarded regularly.

Toilets:

- Toilet areas are cleaned frequently during the day in accordance with the cleaning schedule and immediately if soiled. Attention paid to toilet seats, toilet handles, door handles and wash hand basins, especially taps.
- Separate cloths are used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.

6.7 Spillages of Body Fluids: (e.g. urine, faeces or vomit)

- Put on disposable plastic apron and gloves.
- Use absorbent disposable paper towels or kitchen towel roll to soak up the spillage.
- Clean the area using warm water and a general purpose neutral detergent, use a disposable cloth.
- Apply a disinfectant to the affected surface.
- Dry the surface thoroughly using disposable paper towels.
- Dispose of soiled/sodden paper towels, gloves, apron and cloths in a manner that prevents any other person coming in contact with these items e.g. bag separately prior to disposal into a general domestic waste bag.
- Wash and dry hands thoroughly.
- Change clothing that is soiled immediately.

Blood Spillages:

- Put on disposable plastic apron and gloves.
- Use absorbent disposable paper towels or kitchen towel roll to soak up the spillage.
- Apply a disinfectant to the affected surface. It should be left in contact with the surface for at least two minutes (check the manufacturer's instructions).
- Wash the area thoroughly with warm water and a general purpose neutral detergent and dry using disposable paper towels.
- Dispose of soiled/sodden paper towels, gloves, apron and cloth in a manner that prevents any other person coming in contact with these items e.g. bag separately prior to disposal into a general domestic waste bag.
- Wash and dry hands thoroughly.
- Change clothing that is soiled immediately.

6.8 Dealing with Cuts and Nose Bleeds:

When dealing with cuts and nose bleeds, staff should follow the service's first aid procedure. They should:

- Put on disposable gloves and apron.
- Stop the bleeding by applying pressure to the wound with a dry clean absorbent dressing.
- Place a clean dressing on the wound and refer the child for medical treatment if needed, e.g. stitches required or bleeding that cannot be controlled.
- Once bleeding has stopped, dispose of the gloves and apron safely immediately in a manner that prevents another person coming in contact with the blood, i.e. bag separately prior to disposing into general domestic waste bag.
- Wash and dry hands.

Children who are known to be HIV positive or Hepatitis B positive should not be treated any differently from those who are not known to be positive. Intact skin provides a good barrier to infection, and staff should always wear waterproof dressings on any fresh cuts or abrasions on their hands. Staff should always wash their hands after dealing with other people's blood even if they have worn gloves or they cannot see any blood on their hands.

6.9 Gloves:

Wear disposable gloves when dealing with blood, body fluids, broken/grazed skin and mucous membranes (e.g. eyes, nose, mouth). This includes activities such as:

- Cleaning up blood – e.g. after a fall or a nose bleed.
- General cleaning.
- Handling waste.

Gloves should be single use and well fitting.

Change gloves:

- After caring for each child.
- After doing different care activities on the same child.
- Wash hands after gloves are removed.

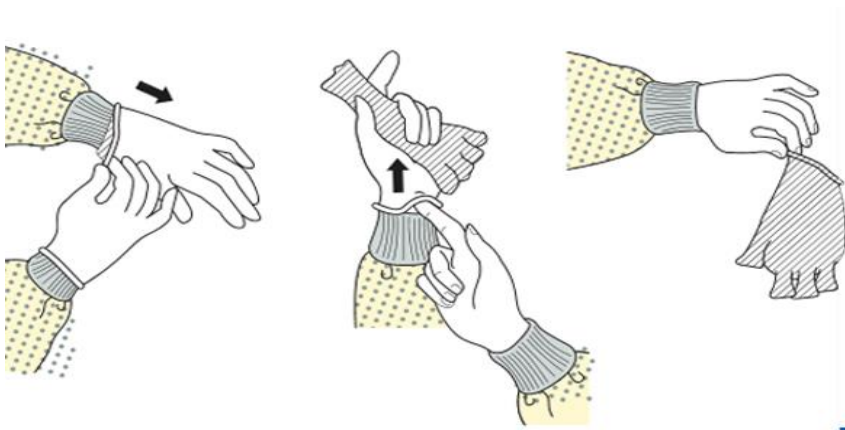
Remember gloves are not a substitute for handwashing.

Types of Gloves:

- Disposable non-powdered latex or nitrile gloves are recommended. Synthetic vinyl gloves may also be used but users should be aware that gloves made of natural rubber latex or nitrile have better barrier properties and are more suitable for dealing with spillages of blood or body fluids.
- Gloves should conform with the European Community Standard (CE marked).
- Polythene gloves are not recommended as these gloves tear easily and do not have good barrier properties.
- Latex free gloves should be provided for staff or children who have latex allergy.

How to Remove Gloves:

- Peel the first glove back from the wrist.
- Turn the glove inside out as it is being removed. Remove the glove completely and hold in the opposite hand.
- Remove the second glove by placing a finger inside the glove and peeling it back. Pull the glove off over the first glove.
- The outside surface of the glove should not be touched.
- Handwashing should be performed following glove removal.



Source: US Centers for Disease Control and Prevention Aprons:

Wear a disposable apron if there is a risk of blood or body fluids splashing onto your skin or clothing, for example during activities such as cleaning up spillages of body fluids (e.g. blood, vomit, urine) or dealing with nose bleeds. Change aprons after caring for individual children. Wash hands after removing the apron. Aprons should be disposable, single use and water repellent. The apron should cover the front of the body from below the neckline to the knees. Cloth aprons or gowns are not recommended. Remove the apron by breaking the neck ties first, then break the ties at the back and roll up the apron without touching the outer (contaminated) surface. If gloves and an apron are worn remove the gloves first followed by hand washing.

6.10 Food and Kitchen Hygiene:

Germs can be spread in many ways while working with foods in the kitchen. In order to prepare food hygienically, it is important to ensure that a high standard of personal hygiene is maintained in conjunction with effective cleaning of food preparation areas and equipment. This is necessary in addition to careful handling, preparation, cooling etc. of food.

Food Purchase:

- Food will be purchased from a reputable source where it is stored in a safe and clean manner
- Food that is passed its “best before” date will not be purchased
- Labels on food will be checked for ingredients in order to avoid products such as nuts or animal products in the event of any allergies
- Keep cold foods cold during delivery.

Food Preparation:

- Frequent hand washing and hand washing between tasks is essential
- Staff with cuts and sores must have them covered with waterproof plasters
- Staff who are ill should not prepare food for others
- Food provided for children and young people must be stored, prepared and presented in a safe and hygienic environment
- Fruit and vegetables should be washed well and peeled
- Separate chopping boards, cloths and utensils must be used for raw and cooked food and washed thoroughly between uses
- All prepared food in the kitchen should be covered
- Cold food must be kept cold in a fridge or freezer
- Hot food must be kept very hot while waiting to be serve

6.11 Cleaning:

Cleaning is essential in the prevention of infection. Thorough cleaning followed by drying will remove large numbers of germs but does not necessarily destroy germs. Deposits of dust, soil and microbes on environmental surfaces have been implicated in the transmission of infection. Routine cleaning with household detergents and warm water is considered to be sufficient to reduce the number of germs in the environment to a safe level. **A “clean as you go” policy is currently in place:**

- Play surfaces are cleaned, rinsed and dried before use or when visibly soiled.
- Routine cleaning is accomplished using warm water and a general purpose neutral pH detergent.
- Manufacturer’s instructions are always followed when using detergents and disinfectants with regard to the use of personal protective clothing and dilution recommendations.
- We do not guess measurements and always use a measure. Extra measures will not kill more bacteria or clean better – it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water is changed frequently as dirty water is ineffective for cleaning.
- Disinfecting surfaces are then rinsed.
- Toilets, sinks, wash hand basins and surrounding areas re cleaned when required at least twice daily.

Cleaning Cloths:

- Cleaning cloths used in the afterschool room, kitchen and sanitary accommodation are washed separately.

Afterschool Rooms:

- Checklists are posted on the wall of the room and must be checked daily. All staff will also receive their own personal weekly rota, to be signed off.
- Staff are responsible for keeping the after school rooms clean and tidy.
- All room environments must be clean always. Toys, games and work equipment must be placed on the shelves in an orderly fashion at all times.
- During the day the room should be ventilated regularly.

6.12 Outings to Farms or Zoos:***Before the visit:***

- Contact the farm or zoo being visited to discuss visit arrangements and ensure that adequate infection control measures are in place.
- Be satisfied that the pet farm/zoo is well managed and precautions taken to reduce the risk of infection to visitors.
- Ensure that hand washing facilities are adequate, accessible to small children, with running hot and cold water, liquid soap, disposable paper towels, clean towels, or air dryers and waste containers.
- Ensure that all supervisors understand the need to make sure the children wash, or are helped to, wash their hands after contact with animals.

During the visit:

- Children are well supervised at all times.
- Any cuts and grazes are covered with a waterproof plaster.

- Hands are washed with warm running water and dried thoroughly after contact with animals/animal's feed, before eating and drinking, using the toilet and leaving the farm. Children will require supervised hand washing.
- Children do not eat or drink anything while touring the farm.
- Children only eat in the designated areas.
- Children do not put fingers in their mouths or the mouths of animals.
- Children wear appropriate clothing, including sturdy shoes or boots but not sandals.
- Visitors do not drink from taps unless specifically labelled as drinking water.
- Visitors do not touch compost, animal waste and, after any accidental contact, should wash their hands thoroughly.
- Since boots and clothes can become contaminated during the visit, children will wash their hands after removing the clothes and boots and before doing anything else (e.g. eating). Dirty boots will be cleaned with hot water and detergent. Footwear will be changed or cleaned before leaving and then hands washed.
- Pregnant staff members will not handle sheep or new-born lambs during the visit.
- If a member of the group shows signs of illness (e.g. vomiting and/or diarrhoea) after a farm/zoo visit, they are advised to visit their GP and explain that they have had recent contact with farm animals.
- If two or more members are ill please follow the above action. The Manager will also contact their local Department of Public Health; as further action may be necessary.

6.13 Cleaning Programme is in place its nature and frequency:

Toys and Equipment:

In order to reduce the risk of cross infection, all toys are cleaned on a regular basis (i.e. as part of a routine cleaning schedule through daily, weekly and monthly cleaning (Rota's) and toys that are shared are cleaned between uses by different children.

Cleaning Routines for Toys:

Toys may be implicated in the transmission of potentially harmful germs and the development of infection in young children. Steps must be taken to ensure toys are maintained in a safe and usable state by regular inspection, scheduled cleaning and appropriate storage.

Soft Toys: should be kept to a minimum because they are porous, support microbial growth and can be difficult to clean. Soft toys must be subject to machine washing (Monthly or more often as necessary) and thorough air drying/tumble drying (according to manufacturer's instructions). Repeated decontamination of soft toys can compromise the integrity of the fabric and create a choking hazard, therefore ensure thorough checking takes place before and after use.

Hard Surface Toys/Equipment : should be washed at least monthly or sooner if visibly soiled. Toys with moving parts or openings can harbor dirt and germs in the crevices and must be washed and scrubbed using soap and warm water/detergent wipes, before thorough rinsing and drying.

Mechanical/Electrical Toys: should be surface wiped monthly or more often as necessary, using a damp cloth that has been rinsed in hot, soapy water or detergent wipes followed by thorough drying.

Books: should be inspected weekly and the surfaces wiped using a disposable cloth that has been rinsed in hot, soapy water/ detergent wipes followed by thorough drying. Books with signs of dampness or mildew must be discarded.

Dressing up Clothes: All clothes must be washable and washed at a temperature of 60 degrees for 10 minutes. Clothes must be laundered weekly or more often as necessary. The storage box or rail must also be cleaned regularly.

Sand Pit indoor or outside: Rake the sandpit every morning and afternoon, keep the sandpit covered when it is not being used. Sieve the sand weekly and wash the sand play toys weekly and allow to dry. Replace sand every 2 or 3 months or more often as necessary.

Toilets:

Toilets are checked regularly and cleaned appropriately as necessary.

Bins and Recycling:

The room should have two bins; one for green bin recycling and one for everything else. Children will be encouraged to use the appropriate bins. Staff should ensure that bins are never allowed to overflow. If it is full empty it. The bins should be emptied and rinsed out at the end of every day. If a bin has a lid, the lid must be closed at all times.

Staff Hygiene:

It is imperative to wash hands after handling bins, cleaning up vomit or urine, cleaning children's noses, before handling food, after handling food etc. This will help in the battle against infections.

Hand Sanitizers:

As most common germs are transmitted through hand contact we have placed hand sanitizers inside the front door for all visitors to use to help reduce the risk of spreading infection.

Spillages and Hazards: The Safety, Health and Welfare at Work Act, 2005 applies.

Spillages:

In the interests of health and safety the following procedures must be used when cleaning up spillages:

- Good Quality Disposable gloves are provided by the service and must be used by staff to clean up any body spillages or faeces. When changing any clothing, which has urine or faeces on it, this procedure should also be observed.
- Warning notices should be displayed where appropriate.
- Any vomit or blood should be dealt with immediately by wearing disposable gloves and applying Milton directly on to the spillage, before cleaning up with disposable paper towels and hygienically disposed of in double plastic bags.
- A supply of clean clothing should be readily available for accidents.
- The area of the accident should be treated with a chlorine bleach based solution, diluted according to the manufactures' instructions using disposable cloths.
- Wash hands after gloves are removed. Remember gloves are not a substitute for handwashing.

Hazards:

If you discover anything, which may be a potential hazard to you, the children, other staff or members of the public who may be using the service you must take immediate remedial action. Report the hazard to the Manager who will record the hazard and take the appropriate action to rectify the hazard

Cleaning Equipment:

- Mops for general floor washing must be disinfected using rubber gloves and should be left to dry, mop head up and replaced regularly
- All toilets, surrounding walls and wash hand basins must be cleaned and disinfected every day
- Washing up to be done thoroughly in hot water with detergent, using rubber gloves (dishwasher)
- All cleaning cloths and towels to be changed every day. Different cleaning cloths must be used for kitchen and bathroom

- Routing cleaning which may pose a safety risk should not take place when children are on the premises.

SAMPLE DAILY CLEANING ROUTINE FOR EACH OF THE 3 SERVICES:

- Wipe down all shelves in warm soapy water.
- Wash all table tops and wipe down table legs with a mild disinfectant.
- Wash down sink and surrounding counter area.
- Clean fridge as required, check dates on food, and remove if necessary.
- The fridge should be wiped out inside with antibacterial spray.
- The outside of the fridge is to be cleaned with a mild disinfectant.
- Wipe down window sills in warm soapy water. Clean windows with warm soapy water if necessary.
- Wipe all exposed woodwork with a mild disinfectant.
- Wash all skirting boards with warm soapy water.
- Empty bin and replace bag.
- Replace hand towels and hand washing liquid as required.
- Clean toilet and disinfect toilet seat and base.
- Wash sink and disinfect taps.
- Empty bins and replace new bag, paper towels and toilet paper.
- Sweep/vacuum and wash floors with warm soapy water.

7. CHILD SAFEGUARDING STATEMENT

Document Title:	Child Safeguarding Statement
Document Approved:	Ballyhoura After Schools
Date the Document is Effective From:	October 2025
Scheduled Review Date:	October 2027

1. Type of Service:

Ballyhoura Afterschool Service is a part-time after school age service in accordance with the Child and Family Agency (Tusla) and must comply with the Child Care Act 1991(Registration of School Age Services) Regulations 2018.The purpose of this service is to provide an afterschool facility for children aged 5 – 12 years. This service is a community one and is operated by Ballyhoura Development in three locations which are based in Caherconlish, Caherline, Co Limerick and Mitchelstown, Co Cork.

The purpose of this service is to provide a programme of activities within each of our afterschool facilities for children who are attending the local primary schools. We are open daily from 1.40pm – 6:20 PM Monday to Friday for 45 weeks per year from September to July. We have capacity to cater for 36 children at any one time in each of our three after school’s services and our ratios are 12:1. There is a child friendly version of this policy in place for children using the service also.

Opening Hours:	1.40pm – 6.20 PM
No of Weeks per year opened:	45 weeks
Capacity:	A maximum of 36 children maximum in each service
Age Range:	5-12 years

Ratios:	1:12 (3 staff in each service)
After school Curriculum:	Our afterschool's curriculum is in place to facilitate the educational and developmental needs of the children in our care. There is a balanced range of fun activities and educational Programmes suited to children's development.
Location of each service	<ul style="list-style-type: none"> • Caherconlish Afterschool Service, The Millennium Centre, Caherconlish, Co Limerick
	<ul style="list-style-type: none"> • Caherline Afterschool Service, Caherline, Co Limerick
	<ul style="list-style-type: none"> • Mitchelstown Afterschool, Bunscoil na Toirbhirte, Mitchelstown, Co Cork. P67 FE82
Phone numbers:	<ul style="list-style-type: none"> • Caherconlish Afterschool Service: 086-2010330 • Caherline Afterschool Service: 086-0335087 • Mitchelstown Afterschool Service: 086-2036756
Email:	caherconlishafterschool@ballyhoura.org ddore@ballyhoura.org mitchelstownschool@ballyhoura.org

Key Personnel: In-House

Each Afterschool Service has a :	Caherconlish	Caherline	Mitchelstown
Manager (Person in charge):	Rosealeen O'Donnell	Lauren Condon	Margaret Brazzill Buckley
Deputy in the absence of Manager:	Deirdre Dore	Yvonne Mason	Aoife Creagh
Health and Safety Officer:	Rosealeen O'Donnell	Lauren Condon	Margaret Brazzill Buckley
Fire Officer:	Rosealeen O'Donnell	Lauren Condon	Margaret Brazzill Buckley

First Aid Co-ordinator:	Deirdre Dore	Deirdre Dore	Deirdre Dore
Designated Liaison Officer:	Maura Quane	Maura Quane	Maura Quane
Deputy Designated Liaison Officer:	Eileen O 'Keefe	Lauren Condon	Margaret Brazzill Buckley
Data Controller:	Maura Quane	Maura Quane	Maura Quane

Key Personnel: External

TUSLA Social Work Department:	Túsla – Child and Family Agency, Tusla Building, St Joseph's Campus Mulgrave St, Limerick. Phone: 061 588688
TUSLA Social Work Department:	Tusla Child and Family Agency, Unit 4A, Floor 3, North Point House, North Point Business Park, Cork. Phone : 021 4923535
Garda:	Bruff/Cappamore 061 381202 Kilmallock 061 382940
Garda:	Charleville 063 21770 Mitchelstown 025 84833
Doctor:	Kilfinane - Dr. Ronan Ryder Ph: 063-91400 Kilmallock - Blossomgate Medical Centre Ph: 063-98484 Cappamore - Dr Patrick O 'Dwyer Ph: 061-381729
Doctor:	Mitchelstown – Dr. Gaffney Ph: 025 52000 Charleville – Dr. Molloy Ph: 063 89454
Pharmacist:	Powers Pharmacy - Main Street, Kilfinane, Co Limerick, Ph:063 91007. Kilmallock, Co Limerick Cappamore Pharmacy 2 Moore Street, Cappamore, Co. Limerick. 061 381217 Abbey Pharmacy, Lord Edward St, Kilmallock, Co Limerick 063) 98272 Caherconlish Pharmacy, Main Street, Caherconlish, Co. Limerick Ph.: 061-352988
	Doody's Care Plus Pharmacy, 10 Lower Cork St., Mitchelstown, Co. Cork

	Ph.:(025) 241124 McCarthy's Pharmacy,35 Main Street, Charleville, Co. Cork. Ph: 063 81261.
Hospital:	University Hospital Limerick 061-301111 Shannon Doc, Hospital, Co Limerick 1850 212 999
Hospital:	Mercy University Hospital, Cork 021-4271971 Mallow General Hospital, Co Cork 022-30300
Fire Brigade:	999 / 112
Fire Maintenance:	Cornfield Fire Safety Ph.: 087-6394181
Pest Control:	Rentokil: Ph.: 1890- 666444
Garda Vetting:	Barnardos Ph.: 021-4547060
Water Leaks:	1850 27 87 78
Electricity Emergency:	1850 372 999 (24-hours)
Gas Emergency:	1850 205 050 (24-hours)

The service provides the following services for children:

The afterschool staff use this afterschool curriculum to ensure your child takes part in a balanced range of fun activities and educational programs suited to his or her development. Our Curriculum is based on the premise that children are the leaders in their own education. There is a broad range of activities daily, weekly, monthly and even yearly that promote physical, intellectual, linguistic, emotional and social development, and are sensitive to the individual needs of each child in our care.

List of activities of your service: The ethos of the setting is to provide children with recreational activities that allow for relaxation after their day at school.

- Homework is only one of the many activities which is facilitated within the school age childcare programme. Home work room – separate from the main activity room.
- Table top activities e.g. jigsaws, board games, which refine their fine motor skills and mathematical thinking.

- Arts and Craft Activities
- Library & Chill Out Corner filled with soft furnishings and wide ranges of books.
- Construction areas complete with different types of blocks, Stickle bricks, Lego etc.
- Messy areas have painting, play-dough, water play etc...and even a few surprise textures to encourage sensorial play and exploration.
- Large outdoor areas with appropriate equipment to encourage lots of physical play/sporting activities
- Music area equipped with instruments and music on an IPAD

2. Principles to safeguard children from harm:

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:

- Following the Child Safeguarding Training for Early Years' Service 5 Year Cycle whereby all workers/volunteers in these services complete training based on this cycle
- 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 and /or polices for managing these risks. All of these are available on request.

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
<p>Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/volunteer</p> <p>Risk of harm of physical/psychological/emotional harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer</p> <p>Child Abused within setting</p>	<p>Child and Adult Protection Policy</p> <p>Vetting in place to include Garda vetting, police checks, validated references.</p> <p>No unsupervised access by unauthorised personnel.</p> <p>Staff aware of mandated requirement to report abuse. Staff trained in child protection and DLPs appointed. Mandated persons named and listed.</p> <p>Visitors or person's 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>
<p>Inappropriate curriculum and activities</p>	<p>Curriculum Policy developed to be age and stage appropriate and is monitored by the Manager on on-going basis.</p>

<p>Child not collected/unauthorised collection and access rights</p>	<p>Collections Policy in place and followed. Emergency Collectors available. Parental Agreements and 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.</p>
<p>Dignity of the child violated. Sexual abuse</p>	<p>Toileting Policy in place and followed. Sanitary Area suitable where children's privacy is maintained. Child and Adult Protection Policy in place and followed.</p>
<p>Illness or infection due to poor nutrition</p>	<p>Healthy Eating Policy in place and followed. Food Hygiene Policy is in place and followed.</p>
<p>Unsuitable staff</p>	<p>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.</p>

<p>Poor behaviour strategies where the dignity of the child is undermined</p> <p>Risk of bullying of a child</p>	<p>Managing Behaviour Policy in place and followed</p> <p>Positive strategies only used. No Corporal punishment, no isolation. Professional assistance sought for very challenging behaviour.</p> <p>Anti-bullying Policy and Cyber bullying policy</p>
<p>Un-vetted students/volunteers</p>	<p>Garda Vetting Policy in place and followed. Students and Volunteers Policy in place and followed.</p>
<p>Risk of online abuse through social media</p> <p>Access to inappropriate online resources / unauthorised sharing of images and information about a child</p>	<p>Internet Safety Policy in place and followed. Children do not have access to internet or computers unless under adult supervision</p> <p>Mobile phone policy</p> <p>No mobile phones allowed must be kept in school bag.</p> <p>Parental Consent Forms completed.</p> <p>No images of children published externally or on social media</p>
<p>Fire</p>	<p>Fire Safety policy in place.</p> <p>Monthly fire drills.</p> <p>Staff trained in fire prevention and response.</p> <p>Fire Equipment maintained.</p>

Responsibility

The DLP is responsible for ensuring the above risks are managed.

4. Child Safeguarding Policies and Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance*, and Tulsa'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. *Child and Adult Protection Policy.*
- Procedure for the reporting of child protection or welfare concerns to Tulsa *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

- 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 afterschool 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.

This statement has been published and is displayed in a prominent place on the afterschool premises.

It has been provided to all staff, volunteers and any persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla and members of the public if requested.

Signed: Ballyhoura Development CLG (provider)

Date..October 2025.....

Name: Padraig Casey

Tel.....063-91300.....

Relevant Person under the Children First Act 2015

Name: Maura Quane

Tel...063-91300.....

8. Safety Statement

Safety Statement

We in Ballyhoura After School aim that everybody who works, attends and visits our facility will enter a safe environment.

8.1 Risk Management

We intend to maintain a safe environment by risk assessment through careful examination.

Through careful examination:

- we identify hazards
- identify precautions to be taken to prevent harm

Areas covered in risk assessment include:

- Accident/Incidents (including critical incidents)
- First Aid
- Access problems including passages and doors
- Electrical safety
- Light and ventilation
- Methods of work
- Child protection
- Outings
- Infection Control
- Illness and Exclusions
- Healthy Eating
- Handling and storage of chemicals
- Fire Safety
- Medication
- Internet and Multimedia
- Safety Precautions of Equipment and Facilities

When problematic areas are identified steps are taken to eliminate hazards:

- provision of safety training instruction
- provision of protective equipment with regular inspection and maintenance
- creation of practical and safe working conditions
- policies are put in place.

Risk Assessment of Employees, volunteers and others.

We have in place comprehensive recruitment, selection and Garda vetting procedures plus staff absence, training and staff ratio policies.

Statement of Intent for risk management:

To ensure the health, safety and welfare of all children and adults on the premises or while engaged in offsite activities. Risk will be managed through a range of assessments:

- Annual/Quarterly/Monthly Risk Assessment, as appropriate, of the entire building and operations.
- Daily Risk assessment of classrooms, sanitary areas and outdoors.
- The risk assessment following any accident or incident.
- The risk assessment of outings and/or travel.
- The risk assessment of children with specific illnesses, conditions and allergies through the development of medical care plans.
- The risk assessment of pregnant employees.
- The risk assessment of any Garda vetting disclosures.

8.2 Safety and Welfare Issues.

Employees Shall:

- Take reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work.
- Familiarise themselves with and always conform to, the organization's Safety, Health and Welfare policies.
- Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
- Use any suitable appliance, protective clothing, convenience or equipment in such a manner as to provide the protection intended for securing their Safety, Health and Welfare while at work.
- Conform to all instructions given by the management, and others who have a responsibility for Safety, Health and Welfare.
- Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
- Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Health and Safety Officer.

- Report to the Health and Safety Officer, without delay, all accidents, damage, defects or issues of safety. This includes accidents or near misses, whether persons are injured or not.
- Carry out hazard checks in their own area of work daily.
- Participate in manual handling courses A training course is organised for afterschool staff on an annual basis on `manual handling`.

Employees shall not:

- Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
- Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. **Please report any medical issue likely to affect your safety or that of the children or your colleagues as soon as possible to management.**

Safety Precautions of Equipment and Facilities:

- In planning the layout of the room, emphasis is given to minimising safety risks and allowing clear space whilst ensuring that activities are carefully monitored.
 - All areas to be checked daily upon arrival into rooms, and routinely during the day.
 - External exits to be kept clear and unobstructed at all times. In the classroom keep doorway clear and accessible always.
 - Check all equipment and work areas to ensure it is safe to use prior to using it.
 - Where a defect of safety concern is identified, do not use the equipment until it has been cleared for use by the Management.
 - There is a phone in the building always.
 - All water in the children's wash basins are thermostatically controlled, if you suspect that the water is too hot for the children; please report to this to management.
 - Ensure all sockets not in use have safety finger guards in place.

- All equipment should be turned off every evening on locking up, windows and doors secured, and all waste material disposed of.
- Toys are to be picked up/tidied away when not in use. All toys with loose pieces or broken removed from use until they are fixed/made safe.
- Special attention must be paid to the outdoor environment.

8.2 Accidents and Incidents:

The Safety, Health and Welfare at Work Act, 2005 is the governing legislation. It is our policy to promote the health, well-being and personal safety of all our children and staff. Through developing and regularly reviewing accident prevention procedures and fire safety. Although we adhere to all safety precautions and follow Tusla guidelines, accidents can occur. (For further information, see our Accidents and Incidents and First Aid Policies).

Accident / Incident Reporting

- Where there are normal, active children bumps and falls will inevitably occur.
- However, all reasonable steps will be enforced to ensure that the health and safety of children and staff are paramount. Safe working procedures will be established and all staff will be required to be familiar with and implement them on a daily basis.
- All substances and materials will be handled carefully and stored in a locked cupboard.
- Accident forms will be completed in the event of an incident occurring and parents will be informed.
- Depending on the severity of the accident/incident Tusla must be informed within three days of the occurrence

First Aid:

Training will be provided and access to a complete first aid kit will be provided. All staff members in each of the afterschool services have a First Aid qualification. The First Aid Kit is stored in a press in each of the afterschool premises. The after school manager will ensure that this kit is well stocked Disposable gloves must be used at all times in administering First Aid.

Measures to be taken to Prevent Accidents and Incidents:

- A Safety Statement is prepared and reviewed on a regular basis and an annual risk assessment will be carried out.
- Daily risk assessments are carried out of the children's afterschool rooms, outdoor area and sanitary area's and a written record kept and open to inspection.
- Children will be adequately supervised in accordance with the recommended child/adult ratios (12:1) dictated by the Child Care Act 1991 (school aged services 2018).
- Each room is designed for easy and unobtrusive supervision by the staff at all times.
- Our staff know which children are present at any one time.
- We ensure that no child can leave the premises undetected.
- The main door is locked at all times.
- Only suitable and age-appropriate materials and equipment are available to children.
- Windows and doors have safety appropriate glass with restricted opening safety devices.
- All electrical sockets are fitted with safety covers.
- Furniture and equipment is arranged to minimise safety risks.

8.3 Critical Incident

A Critical Incident is any incident or sequences of events which overwhelms the normal coping mechanisms of the service. The following procedures for lockdown are in place in the event there is a need to stay on the premises instead of evacuating, for example in the case of a severe storm. An emergency contact lists in place in the event of a Critical Incident and procedures and measures are in place to deal with a power cut, medical emergencies, missing child, natural disasters, utility disruption, fire/smoke emergencies, potentially violent situations, lockdown or evacuation and or a bomb threat.

Critical Incident Procedure

- Alarm raised by use of code word, so as not to panic anyone.
- All doors and windows closed.

- Children secured in designated area.
- An Garda Síochána or others contacted if needed.
- Parents contacted.
- No one lifts a Lock down except designated Person. (After-Schools Manager)
- No one leaves until threat is gone or disarmed.

8.4 Child Protection

Child Protection & Welfare

This service will ensure a safe and secure environment is provided for all our children. Staff members are regularly updated on current child protection procedures. Children First, the Department of Health and Children's guidelines on protecting children from abuse, clearly places a duty on service providers to protect their children. It is the responsibility of this service to report any suspicions about physical, emotional, sexual abuse or neglect to TUSLA. Parents are kept informed unless doing so is likely to endanger the child and confidentiality will be maintained at all times.

If a member of staff is accused of abuse, the matter will be investigated immediately in collaboration with external authorities, and other users of the service will be protected. In some instances, this may mean the suspension of staff from duty.

Children First Act 2015 is The Act that 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.

8.4.1 Collection:

Our collection policy aims to outline the necessary protocols in relation to the collection of children from the service. Children attending the After School service should only be **collected by the authorised person(s) as notified** named on the 'Collection Authorisation'. In case of an emergency parents/guardians must notify staff if an

unnamed person is to collect a child by phone call and followed up by text or written message.

8.4.2 Outings

The service aims to provide children with a varied and wide experience and from time to time may organise day trips/outings. It is our policy to ensure the safety and well-being of children during these activities through planning, risk assessment, management and supervision of the activity.

In managing and planning these day trips/outings all children will be encouraged to attend and explore different environments and situations. Written consent from parents/guardians/carers will be required prior to any child taking part in an outing.

See also Missing Child Policy.

8.4.3 Clothing

- Children should be dressed appropriately for weather conditions and bring a jacket and hat for outdoor activities.
- Sun block protection will be used during hot weather; parents/guardians will be advised to provide a hat that covers the head, neck, ears.

8.4.4 Behaviour Management

The promotion of positive behaviour will be encouraged at all times. We aim to encourage self-discipline and consideration for each other, our surroundings and property. Service rules are concerned with safety and care and respect for each other. We will establish and show the children clear boundaries and make them aware of routines and procedures and let them know what is expected of them.

Anti-Bullying:

In the After School setting as the children are under supervision at all times, a potential bullying case will be seen and dealt with in the early stages. It is explained that bullying or intimidating behaviour is not tolerated.

8.5 Infection Control:

We aim to promote and maintain the health of children and staff through the control of infectious illnesses. We aim to control infection by providing on-going infection control training for staff (see also Illness Policies, Hand-washing, Toileting, Food Hygiene, Cleanliness and Hygiene, Spillages and Hazards through our Policies).

8.5.1 Health and Illness:

- All staff should have up-to-date vaccinations.
- All children should have update vaccinations according to HSE recommendations otherwise a disclaimer must be signed if they are not
- An exclusion policy applies for all persons suffering from an infectious disease in the service for both staff and children. Any person suffering from diarrhoea or vomiting, infectious cough/upper respiratory tract infection, communicable parasitic infection on hands/arms (scabies etc.) shall be excluded from the service until symptoms subside and the person has been medically cleared to return
- Any person returning to work following an absence that could have health and safety implications (infectious disease, back complaint) must provide Fitness to Work Cert from their doctor.
- No person may work while under the influence of alcohol or illegal drugs, as this may affect their personal health and safety or that of any other person.
- A worker specific risk assessment shall be completed, when Management is notified of the pregnancy of an employee. Suitable controls shall be introduced in to the workplace to ensure the work completed by the employee in question does not pose a risk of injury or ill health to mother/baby, so far as is reasonably practicable. Issues around lifting or carrying children, furniture, equipment, materials, seating provisions.
- There is a cleaning programme in place

Contagious Conditions such as Head Lice:

Parents are asked to check their child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in afterschool service, all parents of pupils in that class are informed by note, and asked to take immediate action to treat infestation.

8.6.2 Effective Hand Washing:

Hand washing is the most important way to reduce the spread of infection. Many studies have shown that unwashed or improperly washed hands are the primary carriers of infections.

- All employees, volunteers, and children must follow the procedure for hand washing at the following times:
- Children are encouraged to wash their hands after visiting the toilets, before eating and after being outside (Also after certain art and craft activities). Thermostatically controlled water, soap and paper towels are available in the children's bathrooms.
- Washing hands after eating is especially important for children who eat with their hands, to decrease the amount of saliva (which may contain organisms) on their hands.

8.6.3 Toileting:

- Good hand washing practice will be used at all times as stated above
- Staff must use the disposable gloves and aprons provided, if cleaning up any spillages in the toileting area.

8.6.4 Cleanliness and Hygiene:

Cleaning and disinfection policies are documented and monitored daily. This is implemented through:

Cleaning Programmes:

- All areas are cleaned regularly in accordance with a documented cleaning policy and rota. Toilets and hard contact surfaces (afterschool tables) are cleaned frequently.

- All cleaning equipment is kept separate to each area and easily distinguished e.g. Colour coded to reduce cross contamination by using specific cloths (separate cloths for classroom).
- Afterschool tables are cleaned before being used for meal and snack times.

Spillages and Hazards:

The Safety, Health and Welfare at Work Act, 2005 applies.

Spillages:

In the interests of health and safety the following procedures must be used when cleaning up spillages:

- Disposable gloves are provided by the service and must be used by staff to clean up any body spillages or faeces. When any clothing, which has urine or faeces on it, this procedure should also be observed.
- Warning notices should be displayed where appropriate.
- Any vomit or blood should be dealt with immediately by wearing disposable gloves and applying Milton directly on to the spillage, before cleaning up.
- Solvents, chemicals, cleaning agents are stored away from children reach in a locked press. These can only be accessed by the afterschool staff as appropriate. Chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use.

Hazards:

If you discover anything, which may be a potential hazard to you, the children, other staff or members of the public who may be using the service you must take immediate remedial action. Report the hazard to the Manager who will record the hazard and take the appropriate action to rectify the hazard

Toys and Equipment:

- Toys and equipment will be cleaned according to the toy cleaning programme and schedule.
- Toys and equipment will be cleaned with hot water, detergent, and disinfectant.

- The different area's is inspected before use daily and cleaned

8.6.5 Healthy Eating (incorporating food hygiene):

This service aims to provide a well-balanced, nutritious diet. Any special dietary requirements will be respected. Mealtimes are viewed as opportunities to encourage social interactions between children and staff.

It is important that adequate and suitable, nutritious and varied food/drink is available for each child and we ask parents/guardians to support in this. We will inform parents/guardians if we are concerned or if they haven't eaten well.

- Consult with parents/guardians/carers regarding the child's special requirements and identify any support needs which may be necessary
- It is the parent's responsibility to inform the after school service of any changes in dietary requirements/ allergies etc. in writing.
- Food provided in childcare services should be fresh, nutritious, balanced across the food groups and varied.
- In line with our healthy eating policy, sweets, crisps and sweet fizzy drinks are not to be brought in to the service.
- Mealtimes are used as occasions to develop social interactions among children.
- Children will be encouraged to eat a little bit of everything.
- A child who is slow at eating will be given time to finish.
- A child will not be forced to eat what is on his/her plate.
- Staff will set good examples of manners at the table and eat the same food.
- No food can be brought into the service without prior consent from the manager.

Water:

Drinking water and milk is supplied in the after school service for the staff and the children. Each child has a choice of water or milk with their afterschool snack and dinner.

Food Hygiene:

The service shall ensure that there are:

- All staff are trained in food hygiene.
- Frequent hand washing between food tasks is essential through having adequate hand washing facilities being provided.
- Food that is cooked on the premises is stored, prepared and presented in a safe and hygienic environment
- Children do not bring their own food

All waste and other refuse must be stored hygienically, and disposed of frequently and hygienically and in such a manner as not to cause a nuisance.

The service will follow the food hygiene standards required under the Child care Act 1991 (School Aged Services) Regulations 2018 throughout the service as 'best practice'

8.8 Fire Safety:

We will follow all relevant legislation. This is to ensure the safety, health and welfare of the children, staff and parents/guardians who are in the service.

We will ensure that:

- Fire drills will be carried out on a regular monthly basis. A written record will be kept on file and will be available for inspection.
- Fire extinguishers and blankets will be stored appropriately, ready for use and in good working order.
- A record of the number, type and maintenance record of all firefighting equipment and smoke alarms will be kept and they will be serviced annually with a record maintained of the service dates.
- All employees will be trained on:
 - Where firefighting equipment is located.
 - How to use firefighting equipment
 - The location and operation of fire doors and fire exits.
 - Carrying out and recording fire drills.

- Fire safety risk assessment.

8.7 Medication Management:

- We do not routinely administer non-prescription/prescription medications. We only administer medicines with the correct signed permission.
- Medicines must only be brought into the service for administration by the staff when it
- Is essential. This means where it would be detrimental to the child's health if it were not to be administered.
- Please ensure that you have another member of staff present with you to verify the medicine administered. Both staff are to sign the medicine form. This practice is to protect you from dangerous occurrences.
- Medicines should be stored appropriately and safely away from the children and not in the school bags or lunch boxes etc
- In children's enrolment forms we request that parents identify any illnesses/allergies/health conditions that the applicant may have on the initial enrolment form.
- Children with specific illnesses, conditions and allergies through the development of medical care plans in consultation with parents and their doctors.
- Medicine can only be administered to children upon the written consent of their
- parents/guardians, or upon direction from management (after consultation with the child's parents/guardians).

Sickness or Injury:

Minor accidents are treated at the after school service, through the use of sterile-wipes and then applying a plaster to the wound normally treats slight cuts and grazes. When a dressing has been applied, parents are informed and are requested to inspect the wound when the child comes home from afterschool service.

Parents must complete the accident and medical form giving details of home/work phone numbers. The after school should be notified immediately of changes of telephone/mobile numbers. Non co-operation in this matter could result in delays in having the child attended to medically, should the need arise.

In the event of an accident or a child becoming ill, every possible effort will be made to contact the child's parents or the person delegated to take responsibility for the child at the discretion of the afterschool manager.

All incidents, no matter how trivial and whether to employees or to the children or to members of the public must be reported.

Accidents will be recorded in the Accident/Incident Book which is kept in the after school room

8.8 Internet & Multimedia Access:

The internet is now regarded as a valuable resource to support teaching and learning. At the service we have an obligation to provide children with as safe as possible internet environment.

Core Principles of Internet Safety:

Internet is becoming as common place as the TV or telephone and its effective use is an essential life skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate even dangerous situations.

- **Guided educational use:** Significant educational benefits should result from Internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment
- **Risk assessment:** We have a duty to ensure that children in the service are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- **Responsibility:** Internet safety in the service depends on staff, parents/guardians and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the service's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

Success criteria:

Practical indicators of the success of this policy will be:

- Compliance with **The Safety, Health & Welfare at Work Act, 2005**
- Maintaining a safe and caring after school environment for all
- Positive feedback from all members of the after school community.

Communication:

- Ballyhoura Development CLG regularly reviews its Health and Safety Statement
- The Health and Safety Statement is communicated to all staff members via staff meetings /training programmes
- Parents can view/request a hard copy from the after school's service
- Health and Safety Statement will be displayed on the notice board for parents to access also

Reference Section:

- CPSMA Management Board Members' Handbook
- Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie)
- A short guide to The Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)
- Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1
- IPPN Guidelines for compiling a Safety Statement
- PDST Guidelines for compiling a Safety Statement
- Leadership +, IPPN November 2012. Legal Diary. Risk Assessment and the Safety Statement. Pgs. 4-6.