School Age Childcare Policies Registration Checklist

WITH REGARD TO:
CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (REGISTRATION OF SCHOOL AGE SERVICES) REGULATIONS 2018

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Contents

Complaints Policy

The policy must cover these core points below but is not solely limited to this list

No.	Policy's list of details required:
1.	The service must have a complaints policy.
2.	The policy must state that it is available and will be communicated to all parents, guardians and school age children.
3.	There must be a child friendly version of the complaints policy and procedures.
4.	The policy must set out the procedures as to how a concerned person can make a complaint, that is, how to make a complaint and who to make it to.
5.	The policy must give the name of the person who receives complaints.
6.	The policy must describe complaints that will not be managed by the service, e.g. those that should be dealt with by An Garda Siochana, or Túsla.
7.	The policy must state how a complaint is (*consideration given to school age children understanding*): • Managed, • Reported, • Investigated, • How staff are involved, • Describes the progress of complaint, • States how the person making the complaint is to be kept informed of progress, • Provides a timeline for dealing with complaints.
8.	The policy must describe the process for closing complaint by service including information about the appeals process.
9.	The policy must identify how long the service will keep record of complaints.
10.	The service must have a policy that allows children to make complaints themselves and outlines a process of how they will be facilitated and supported to do so.

Dropping-Off and Collection of School Aged Children
The policy must cover these core points below but is not solely limited to this list

No.	Policy's list of details required:
1.	The service must have a policy in relation to the dropping off and collection of the school age children.
2.	The policy should state that it is available and will be communicated to all parents, guardians and school age children.
3.	The policy must clearly specify the procedures involved for the pick-up and drop off of the school age children.
4.	The policy should state how the children are supervised during collection times, and when entering and leaving the service.
5.	The policy should state who is authorised to collect the child from school and also, the service.
6.	The policy must set out the procedure for when a non-authorised person arrives to collect a child.
7.	The policy must set out the procedures for unusual circumstances, including: • Late collections, • If a child is not collected, • If a parent or guardian or nominated person arrives in an unfit state to collect a child.
8.	The policy should describe how the service proposes to transfer the children from the school to the school age childcare service. What means of transportation or other means of transport will be used: • Car, • Bus, • Taxi, • Walk, • Other.
9.	The policy must indicate that the children will be adequately insured during transportation to the service and from where the service provider is the agent of collection.

Fire Safety Policy

The policy must cover these core points below but is not solely limited to this list

No.	Policy's list of details required:
1.	The service must have a policy on fire safety.
2.	This policy must be available to parents, staff & relevant stakeholders.
3.	This policy must state the procedures to be followed in the event of an outbreak of fire.
4.	This policy must state that the procedures are displayed in a prominent place and also, if this location is specified.
5.	This policy must specify the location of the fire assembly point.
6.	This policy must state how frequently fire drills are to be carried out. (i.e. on a monthly basis)
7.	This policy must state that fire drills will be practiced by setting off the fire alarm.
8.	The procedures must be in a child friendly format for the safe evacuation of the children availing of the service.
9.	This policy must state that staff will be trained and/or made aware of the procedures to be followed in the event of a fire in the service.
10.	This policy must state that staff are familiar with the location of firefighting equipment and are trained in the use of this equipment.
11.	This policy must state the maintenance and testing arrangements and frequencies for firefighting equipment and smoke alarms. (i.e. at least annually)
12.	This policy must specify the record keeping requirements, including: - Recording in writing the fire drills that take place; - Recording in writing the number, type and maintenance records of firefighting equipment and smoke alarms.
13.	This policy must be compliant with articles 18 and 19 of the Fire Services Act 1981.

Medication Management
The policy must cover these core points below but is not solely limited to this list.

No.	Policy's list of details required:
1.	The service must have a policy on medication management.
2.	The service must state that the policy is available, and will be communicated to all parents, guardians and school age children.
3.	The policy must state that written consent be obtained on a specific consent form from parents/guardians for the service to administer medication.
4.	The policy must state that parents provide written details of medication that is being self- administered and kept by a child.
5.	The policy must state the procedures to be followed before, during and after administration of medication.
6.	The policy must state how staff will be trained in the safe administration of medication.
7.	The policy must state the procedure to be followed in an emergency situation. (i.e. allergic re-action) Including: • Notification of parents, • Guardians, • Emergency services.
8.	The policy must state that a record of medication administered to a child is maintained.
9.	The policy must identify where medication is to be stored.
10.	The policy must indicate that where an arrangement is in place for a child to administer their own medication, that the service will maintain clear instruction risk assessment and recording, to support this arrangement.
11.	The policy must verify the disposal of medication which is out of date.

Policy on Behaviour Management – Including Managing Challenging Behaviour

The policy must cover these core points but is not solely limited to this list below

No.	Policy's list of details required:
1.	The service must have a policy on Behaviour Management that is age appropriate.
2.	The policy must identify expectations and rules within the service.
3.	The policy must state how it will manage age appropriate conflict and challenging behaviour relative to the stage of development of the child.
4.	The policy must state provisions to incorporate positive behaviour into practice.
5.	The policy must state practices that are not allowed in the service. • Use of corporal punishment; • Use of or threat-of, any practices that are disrespectful, degrading, exploitative, intimidating, isolating, emotionally and/or physically harmful to the child or neglectful of the child; • Bullying of any form; • Restraint of children by unapproved methods.
6.	The service must have specific policy for identifying, responding and managing bullying.
7.	The policy must state that all staff will be trained in behaviour management.
8.	The policy must refer to the management of cyber bullying.
9.	The policy must state how said policy will be available and communicated to staff, parents and children.
10.	The policy must state the procedure to be followed if a child leaves the service unaccompanied, if and without, authorisation.
11.	The policy must state when staff can physically intervene to prevent injury to the child or others and to prevent significant damage to equipment or property. The policy ensures that this intervention: • Used only as a last resort; • Ensures no pain is inflicted upon children; • Incident record is completed; • Parents/guardians to be advised; • Is an approved evidence based method; • All staff have been trained and certified in the method .

Policy on Infection Control

The policy must cover these core points but is not limited solely to this list below

No.	Policy's list of details required:
1.	This service must have a policy on infection control that includes the following procedures; • Protection of school age children attending the service from the transmission of any kind of infection, • Protection of persons working in the service from the transmission of any kind of infection.
2.	The policy must state the procedures for hand hygiene: • Hand hygiene procedures and frequencies, • Supervision of children's hand washing (age appropriate), • Requirements for staff and children's hand washing are in place.
3.	The policy must state the procedures for exclusion from service, due to illness.
4.	The policy must state that a cleaning programme is in place, its nature, and frequency.
5.	The policy must state that child immunisation records are maintained and the procedures for the management of children who are not immunised (age appropriate).
6.	The policy must set out procedures for dealing with outbreaks of infectious diseases.
7.	The policy must state the procedures for reporting notifiable infectious diseases to Tusla and the HSE.
8.	The policy must state how the policy will be available and communicated to parents, staff and school age children.

	Statement of Purpose and Function Checklist _The policy must cover these core points but is not limited solely to this list below_
1.	The service has a Statement of Purpose and Function.
2.	The statement clearly outlines the overall aim and ethos of the service.
3.	The statement state the age range of the children using the service.
4.	The statement state the number of children using the service.
5.	The statement state the type of service. • School age Service. • School age service with registered full day care service. • School age service with registered part time day care service. • School age service with registered sessional pre-school service.
6.	The statement details the opening hours of the service and the number of weeks opened per calendar year.
7.	The statement outlines a programme of activities offered to the young people.
8.	The statement is available to parents, staff & relevant stakeholders.
9.	The information is available in child friendly format to children availing of the service.
10.	The date for when the statement will be reviewed is specified. (Every 2 years or if there is a change)
11.	The statement lists the policies that inform the work of the service.

Child Safeguarding Statement Template
(Articles 10 – 13 of the Children First Act 2015)

1. NAME AND DETAILS OF SERVICE PROVIDER AND NATURE OF SERVICE.
Include the name, size and type of service provider you are, and the nature of the service you are providing.

Service details:

- Name:
- Type of Service (e.g. crèche):
- Location:
- Size (Number of staff/volunteers/children):

The service provides the following services for children:

_____
_____
_____
_____
_____

List activities of your service.

_____
_____
_____
_____
_____

2. PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

Describe in detail the principles you follow to show your commitment to safeguarding children from harm:
(e.g. the welfare of the child being of paramount consideration)

_____
_____
_____
_____

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 ('harm' as defined in the Children First Act 2015) and the list of procedures and/or policies for managing these risks. Please state they are available on request.

Risk Identified	Procedure and/or policy in place to manage Risk
Risk of bullying of a child.	Anti-bullying Policy
Risk of harm of sexual abuse (as defined in the Children First Act 2015) of a child by a member of staff/volunteer.	Child Safeguarding Policy; Garda Vetting of each volunteer etc.
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.	Name procedure and/or Policy in place to manage the risk.
Risk of harm of abuse when away for overnight stays/excursions.	Name procedure and/or Policy in place to manage the risk.
Risk of harm of online abuse through social media.	Social Media/Online Safety Policy
Any other risks you have identified	

4. CHILD SAFEGUARDING POLICIES AND PROCEDURES

Our Child Safeguarding Statement has been developed in line with requirements under the Children's First Act 2015, *Children's First: National Guidance for the Protection and Welfare of Children (2017)*, and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service.

- Procedure in respect of any member of staff/volunteer who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

Please state that all procedures/policies listed are available on request.

Note: *The above is not intended as an exhaustive list. Service Providers should also include in this section such other procedures/measures that are of relevance to their service.*

5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service.
- This Statement will be reviewed on _____ 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 on the service website and is displayed in a prominent place on the premises.
- It has been provided to all staff, volunteers and any other 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: _____*to be signed by the Service Provider*_____   **Date:** _____

For further information on this Statement, contact Relevant Person:

Insert name and contact details of the Relevant Person