

# Finaghy PS Daycare Centre Policies

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# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **ABSENCE OF MANAGER**

If the Manager is not in the setting then the responsibility for the Daycare falls to the Deputy Manager. The Manager must be contacted by the Deputy in the event of any incidents/accidents immediately. If parents have any concerns they can speak directly to the Deputy Manager.

All staff members have a contact number for the Manager and the Deputy Manager and are aware that they can make contact at any time.

August 2015  
Policy Number 23

# Finaghy Primary School Daycare

## ACCIDENT

### Minor Accident

- The child will be treated with due care and attention as outlined in school policy i.e. a wound/graze will be cleaned and dressed appropriately, an ice-pack will be applied to a bump and child will be monitored.
- An accident form must be filled in and signed by the child's parent/guardian.

### Serious Accident

- Provide any immediate first aid that is necessary and that staff are capable of and qualified to administer and if necessary phone for the ambulance.
- Inform parent/guardian.

If it is not possible to contact parent/guardian staff may

- Escort child to Finaghy Road South Health Centre.
- Escort child to A&E Royal Victoria Hospital.
- Send for an ambulance to take child to hospital.
- Parent/guardians will be informed of the situation as soon as possible. Staff will attempt to make contact at regular intervals.
- Accident report form will be completed for all accidents and signed by the parent/guardian.
- Social Services must be informed if a child has to go to hospital as a result of an incident that has occurred at Daycare.

August 2015  
Policy number 62

# **FINAGHY PRIMARY SCHOOL ADDITIONAL NEEDS POLICY**

It is the policy of Finaghy Primary School Daycare to protect and foster the dignity of children with additional needs by ensuring that staff treat each child as an individual, valuing their unique attributes and qualities.

Finaghy Primary School Daycare has a commitment to the inclusion of children with additional needs. These children may include children with physical impairments, intellectual delays, medical conditions, behavioral challenges, diagnosed conditions or conditions undergoing assessment by a medical professional also children with changes in family circumstances.

## **FACILITATING INCLUSION**

Staff will work together with families and support agencies to actively promote the inclusion of a child with an additional need. Children with additional needs will be integrated into the daily activities and routines of Daycare. Finaghy Primary School Daycare will provide an environment that is safe and understanding, all children will be encouraged to develop positive self-esteem and self image.

## **REVIEWING NEEDS**

Staff and families will have discussions to ensure that the additional needs of the child are being met and that the child's safety and wellbeing are being catered for.

## **DEVELOPING NEEDS**

Staff and families must work together to support the child and make any changes to ensure the additional needs of the child are being met and that the child's safety and wellbeing are addressed.

August 2015  
Policy number 58

# **Finaghy Primary School Daycare**

## **ADMISSIONS POLICY**

Finaghy Primary School Daycare is only open to pupils who attend the school. P1 pupils may use the facility from the end of June when they are enrolled to start school in September.

The Daycare facility opens from 12 noon for the month of September to accommodate the Daycare children.

August 2015  
Policy number 9

# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **ADVERSE AND UNTOWARD INCIDENTS POLICY**

Finaghy Primary School Daycare maintains the policy of remaining open during bad weather, unless the severity of conditions within the locality, makes opening the Daycare dangerous for staff and children.

In the event we are forced to close, we will make every effort to ensure parents know as soon as possible by contacting them by telephone. We also have a web page and an app and advise parents to check regularly if they have internet access. It is the responsibility of every parent to contact the Daycare by telephone to ascertain whether Daycare will be open.

If we open but your child is unable to attend due to bad weather conditions - the same policy applies as when your child is absent due to holidays or illness and you will be charged for the session.

If the manager deems it necessary to close during a session, due to deteriorating weather conditions and your child is already in attendance with us - you will be contacted immediately to come and collect your child.

If the manager is unable to open due to the bad weather and possible staff shortages, you will be advised as soon as possible by telephone. You are advised to refer to Finaghy Primary School's app or web page online if you have access to the internet, and contact Daycare prior to leaving home if you are in any doubt about us being open.

Our paramount concern is the health and safety of our children, their families and our employees and we wish to state that no-one should endanger themselves trying to get to us.

This policy will also apply to any other untoward incidents that would involve the unexpected closure of Daycare.

# Finaghy Primary School Daycare

## Aims and Objectives

### **Aims**

Finaghy Primary School Daycares aim is to provide informal and structured play activities for children and to ensure that they are well cared for. The Daycare operates within Finaghy Primary School and is defined as safe, secure and is fully supervised by qualified staff. The Daycare will meet approved standards as outlined by the Children (NI) Order 1995 and is registered by Social Services.

The Daycare's programme of activities will be child centred and child lead and will vary from day to day taking into account the child's own preference. A quiet area will also be available for homework help.

Activities available include:

- Arts and craft
- Table top and board games
- Physical play and sports
- Trips off site
- Reading and quiet activities
- Computers

A child will never be forced to join in any activity against his/her wishes. Children will have the opportunity to participate in outings, if a place has been allocated to the child for a trip, parents will be notified in advance and asked to sign a permission form.

August 2015  
Policy number 8



## **Daycare Objectives**

The policy and practice of Finaghy Primary School Daycare centres on:

- A child centred environment, where the child's rights and developmental needs are the main concerns in developing the programme.
- Children are positively encouraged to develop their own independence.
- Every child has a right to a play environment free from hazards. The child's safety, protection and welfare are of paramount importance and all precautions are undertaken to ensure this.
- Children need to feel confident that individuality and diversity are valued.
- Adults involved in play should always promote equality of opportunity and develop anti-discriminatory practices.
- Play is essentially a co-operative activity for both individuality and in groups. Adults must encourage children to be sensitive to needs of others.
- Staff need to be sensitive to children's needs and never try to control a child's play as long as it remains within safe and acceptable boundaries.
- Play opportunities will always be provided within the current legislative framework relevant to children's rights, health, safety and well-being.

# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **Arrival and Collection Policy**

- All P1 children are to be picked up from their classroom.
- All other children are to make their way quietly from their classroom to the Daycare facility.
- All children must be signed in the roll book on arrival.
- All children must be accounted for, if a child does not arrive in the Daycare room, a member of staff must enquire from the class teacher as to where that child may be.
- Only a staff member may open the outside door when it rings.
- All parents/guardians who arrive to pick up a child must sign the daily signing out sheet and record the time that they leave.

August 2015  
Policy number 47

# FINAGHY PRIMARY SCHOOL DAYCARE

## Behaviour Policy

### Daycares Ethos and Aims

The overall ethos of Daycare should be such that the pupils and staff work in partnership to promote positive behaviour and mutual understanding. Children should be encouraged to behave in an agreed and acceptable manner taking personal responsibility for their own behaviour as they increase in age and maturity.

Staff and parents should be aware of the general aims of Daycare and those specific to behavioural issues.

The Daycare should have realistic rules and procedures familiar to all staff, children and parents to cover behaviour and discipline in all areas of Daycare life.

- Daycare Room
- Playground
- Corridors
- Dinner Hall
- Assembly Hall

Clear structures should be in place and be familiar to staff in dealing with children with long term behavioural problems.

Parents should be seen as partners in the behaviour and discipline policy of the school.

The behaviour and discipline policy of Daycare will be based on the principle of positive reinforcement and the encouragement of self-discipline and self esteem in children to allow them to become valued and valuable members of both Daycare and society.

August 2015  
Policy number 45

# Reward and Sanctions

## ISSUES

- Sharing and taking turns.
- Tidying up, special mention being made for those who tidy up without being asked.
- Awareness of own and other's safety.
- Respect for property belonging to Daycare, to self or other people.
- Finish one task before starting another.
- Play with others, share with others and be kind to others including those children who are not special friends.

## REWARDS

- Verbal praise for good behaviour, attitude and effort.
- Recognition of effort.
- Rewards might be individual or group.
- Video
- Extra computer time.
- Allow to help staff.

## SANCTIONS

- Verbal reprimand.
- Time out.
- Apologise for behaviour to child and/or staff member.
- Exclusion from Daycare treats.

## PLAYGROUND

- Children should be aware of acceptable behaviour in playground.
- No anti social behaviour e.g. kicking, hitting or throwing stones.
- Use of foul language is unacceptable.
- Children should not retaliate if someone hits them or verbally abuses them. They must inform a staff member.



## **FINAGHY PRIMARY SCHOOL DAYCARE BEST PRACTICE intimate Care POLICY**

Children who require regular assistance with intimate care have written health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurse or physiotherapists. Any historical concern (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually and at any time of change of circumstances, e.g. staff changes (where staff member concerned is providing intimate care).

Where relevant, it is good practice to agree with the child and parents/carers appropriate terminology for private parts of the body and functions and this should be noted on the plan.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It should be treated as confidential and communicated in person, by telephone or by sealed letter.

Accurate records should be kept when a child requires assistance with intimate care: these can be brief but should, as minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.

These records will be kept in the child's file and available to parents/carers on request.

August 2015

Policy Number 6

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual child to do as much for his/himself as possible.

Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account development changes such as the onset of puberty and menstruation.

There must be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal,

symbolic, etc) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the child personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child has a right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when he/she needs help with intimate care. SEN advice suggests that reducing the number of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

An individual member of staff should inform another appropriate adult when they are going alone to assist a child with intimate care.

The religious views, beliefs and cultural value of children and their families should be taken into account, particularly as they might affect certain practices of determine the gender of the carer.

Whilst safer working practice is important, such as in relation to staff caring for a child of the same gender, there is research which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally, every child should have a choice regarding the member of staff. There might also be occasions when the member of staff has good reason not to work alone with a child. It is important that the process is transparent so that all issues stated above can be respected, this can best be achieved through a meeting with all parties, as described above, to agree with actions to be taken, where and by whom.

All staff should be aware of the Daycare's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health and safety guidelines should be adhered to regarding waste products.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimates.

## CHILD PROTECTION

The Daycare's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that involves risks for children and for staff as it may involve touching private parts of a child's body. In this Daycare's best practice will be promoted and all staff will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, ect she/he will immediately report concerns to the Designated Officer. A clear written record of the concern will be completed and a referral made to Social Services if appropriate, on accordance with Daycare's Child Protection Procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk or suffering significant harm.

If a child becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the manager. The matter will be investigated at an appropriate level (usually the manager) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against a Daycare member of staff, this should be reported to the Manager or the Head teacher who will consult with the Local Authority Designated Officer in accordance with Daycare policy. It should not be discussed with any other member of staff or the member of staff the allegation relates to.

Any adult who has concerns about the conduct of a colleague at Daycare or about any improper practice will report this to the Manager or the Head teacher, in accordance with the child protection procedures and whistle-blowing policy.



## **BREACH OF POLICY**

All employess should be aware that any failure to comply with this policy will be taken seriously and maybe dealt with in accordance with Finaghy Primary School Daycare, Disciplinary Policy and Procedures. If any employee is found to have breached the policy, they may face a disciplinary penalty ranging from a verbal warning to a dismissal. Where a criminal offence is suspected, the matter will be referred to the PSNI.

August 2015  
Policy Number 31

# **Finaghy Primary School Daycare**

## **Care in the Sun Policy**

Finaghy Primary School Daycare has a sun safety policy:

Please apply sun screen cream (high factor) before bringing your child to Daycare during 'summer' months especially if your child has sensitive skin. Please leave a named bottle of sun cream in Daycare for reapplying.

Children must wear appropriate clothing to give protection to shoulders and back.

Sun hats and sun creams must be provided by parents each year.

Daycare staff will only apply each child's own sun cream which has been provided by the parents each summer. Cream will be administered regularly whilst children are outdoors.

Parents must notify staff in writing of any reaction that their child may have whilst using sun cream products or whilst exposed to sunlight.

Shaded areas will be provided and lots more fluids will be on offer at this time of year.

August 2015  
Policy number 33

# FINAGHY PRIMARY SCHOOL DAYCARE

## CCTV Policy

### 1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Finaghy Primary School Daycare.

The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from the school Office and are only available to designated staff – members of the School Caretaker and members of the Management Team. This Code follows Data Protection Act guidelines.

The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

### 2. Objectives of the CCTV scheme

To increase personal safety of staff students and visitors and reduce the fear of crime

To protect the school buildings and their assets

To support the Police in a bid to deter and detect crime

To assist in identifying, apprehending and prosecuting offenders

To protect members of the public and private property

To assist in managing the school and Daycare

### 3. Statement of intent

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and Daycare, together with its visitors.

Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the school's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Tapes will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Tapes will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

August 2015

### 4. Operation of the system

The Scheme will be administered and managed by the Head teacher or his nominee, in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of both the Board of Governors and the Caretaker during the day,

Out-of- hours and at weekends.

The CCTV system will be operated 24 hours each day, every day of the year.

The Caretaker will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

Unless an immediate response to events is required, staff in the CCTV office must not direct cameras at an individual or a specific group of individuals.

#### **5. Liaison**

Liaison meetings may be held with all bodies involved in the support of the system.

#### **6. Monitoring procedures**

Camera surveillance may be maintained at all times.

A monitor is installed in the School Office to which pictures will be continuously recorded.

#### **7. Image storage procedures**

In order to maintain and preserve the integrity of the disk used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) Each disk must be identified by a unique mark.
- (ii) Before using each disk must be cleaned of any previous recording.
- (iii) The controller shall register the date and time of disk insert, including tape reference.
- (iv) A disk required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence disk store. If a disk is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence disk store.
- (v) If the disk is archived the reference must be noted. Disks may be viewed by the Police for the prevention and detection of crime, authorised officers of Oldham County Council for supervisory purposes, authorised demonstration and training.

A record will be maintained of the release of disks to the Police or other authorised applicants. A register will be available for this purpose. Viewing of disks by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998. Should a disk be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1

(iv) Of this Code. Disks will only be released to the Police on the clear understanding that the disk remains the property of the school, and both the disk and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained thereon. On occasions when a Court requires the release of an original disk this will be produced from the secure evidence disk store, complete in its sealed bag.

The Police may require the school to retain the stored disks for possible use as evidence in the future. Such disks will be properly indexed and properly and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release disks will be referred to the Head teacher. In these circumstances disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

#### **8. Breaches of the code (including breaches of security)**

Any breach of the Code of Practice by school staff will be initially investigated by the Head teacher, in order for her to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

#### **9. Assessment of the scheme and code of practice**

Performance monitoring, including random operating checks, may be carried out by the Caretaker.

#### **10. Complaints**

Any complaints about the school's CCTV system should be addressed to the Head teacher.

Complaints will be investigated in accordance with Section 9 of this Code.

## **11 Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made to the Head teacher.

## **12. Public information**

Copies of this Code of Practice will be available to the public from Daycare and the Head teacher.

### **Summary of Key Points**

- This Code of Practice will be reviewed every year.
- The CCTV system is owned and operated by the school.
- The School Office is not open to visitors except by prior arrangement and good reason.
- Liaison meetings may be held with the Police and other bodies.
- Recording disks used will be properly indexed, stored and destroyed after appropriate use.
- Disks may only be viewed by Authorised School Officers, Caretaker and the Police.
- Disks required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Disks will not be made available to the media for commercial or entertainment.
- Disks will be disposed of securely by incineration.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. Schools must use these procedures and comply with the requirements set out in the procedure documentation at <http://hantsnet2000.hants.gov.uk/TC/cxdatapro/ripa/index.html>. Contact the Data Protection Co-ordinator for Schools, Education Department, Glyn Paton if you require more information.
- Any breaches of this code will be investigated by the Head teacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Head teacher.

# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **Child Protection Emergency Plan**

The following plan is to be followed in the event of an emergency situation arising in relation to Child Protection. E.g. a child not wanting to return home at the end of Daycare session, a disclosure to an adult or suspicion of abuse taking place against a child.

Adult to inform Mrs A Brown, Designated Officer for Child Protection.

In her absence inform Deputy Designated Officer, Mrs K Langtry.

If unable to contact either inform the Principal, Mr A Mackay.

In his absence inform the designated governor for Child Protection Mr P Breene.

In the unlikely event of not making contact with any of the above, the adult should ring the Gateway Service on 9050700. This is a referral line for Social Services.

A list of telephone numbers for each contact is kept in the school office.

August 2015

Policy Number 28

## **FINAGHY PRIMARY SCHOOL DAYCARE CHILD PROTECTION POLICIES**

The policy on Child Protection is designed to provide a pastoral care system which ensures that children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse by those looking after them.

In all matters relating to child protection procedures or policies, the best interests of the child must be the paramount consideration.

### **Designated Officer**

Designated Officer	Mrs A Brown
Deputy Designated Officer	Mrs K Langtry

If an Assistant or anyone working in the Daycare setting –

- is told by a child that someone is harming or abusing him/her (makes a disclosure)
- notices any unusual marks or bruises on a child
- is aware of inappropriate sexual behaviour or language from a child
- observes signs of possible neglect of a child (eg often tired, hungry, unwashed, not properly dressed for the weather)

He/she must tell the Designated Officer, or in her absence the Deputy Designated Officer. In the absent of both these Designated Officers the Principal will act as the Child Protection Officer.

### **Bullying/Cyber Bulling**

Bullying including Cyber bullying constitutes a form of abuse which may be physical, verbal or indirect, for example, spreading rumours. The measures taken to deal with bullying will be in keeping with school and Daycare policies.

#### **Bullying**

- Bullying is defined as persistent verbal or physical assault of one child by another.
- We maintain zero-tolerance of bullying behaviour in the centre.
- We make it clear to all pupils that if they are being 'picked-on' or bullied in any way they **MUST** tell an adult.
- If bullying behaviour is identified, the following steps will be taken:
- Parents / guardians of both the bully and the victim will be informed / involved in any action taken.

- Sanctions (as described above,) will be employed against the bully and strategies will be developed to remedy their behaviour.
  - The victim of bullying will be offered all practical means of support / counselling / reassurance within school, in cooperation with the wishes of parents / guardians.
- \* Please note that the sanctions used for bullying (as defined above,) will be more severe than those used for incidents of 'rough horseplay' or, say, an isolated example of 'name-calling.'

Please be aware that in certain circumstances it can be difficult to establish the true cause of a problem - particularly in a situation where we are dealing with 'one child's word against another.' In such situations it is very important that we have your support whilst trying to establish a fair and reasonable solution.

Child Protection policy now includes a section on Cyber bullying:

Cyber bullying has been defined as “an aggressive intentional act carried out by a group or an individual using electronic forms of contact, repeatedly, over time against a victim who cannot easily defend him or herself”

**Cyber bullying can take place through:**

- Text messages
- Picture/video clip
- Mobile phone call
- E mail bullying
- Chat room
- Instant messaging
- Websites such as Facebook

The school follows the same procedures when dealing with Cyber bullying as with all other forms of bullying.



Figure 2

## **CHILD PROTECTION**

*How a parent can raise a concern:*

I have a concern about my/a child's safety:

I can talk to a member of the Daycare staff

If I am still concerned, I can talk to the Designated or Deputy Designated officers

If I'm still concerned I can talk to the Principal

If I'm still concerned I can talk/write to the Chairman of the Board of Governors

At any time I can talk to a Social worker: 90204550

Or the PSNI: 90650222 and ask for the Care Unit, Lisburn Road

## **RISK ASSESSMENT GUIDANCE FOR DAYCARE TRIPS**

A detailed risk assessment is necessary for each trip outlining staff, volunteers, venue details, risk considerations and mediations, pupil-adult ratio, travel arrangements and pupil details including medical/dietary/special needs.

Each new parent of a child attending Daycare must be given a copy of the Child Protection Policy.

### **Vetting Of Those Who Work In Daycare**

Anyone who has access to children in the Daycare Centre has to be vetted. Criminal records must be checked.

### **Ratification of appointment to this Daycare Centre**

When a candidate applies for a post in Daycare the application form requires the candidate to disclose any criminal offence. If the applicant is successful and subsequent vetting procedures disclose a record of conviction the Board of Governors shall decide whether the appointment proceeds.

### **Role of the Designated Officer For Child Protection Designated Officer**

- Ensure that all staff receives training on Child Protection
- Ensure that all staff receives an annual up-date
- Co-ordinate action by Daycare staff in cases of suspected child abuse and reporting to the Principal, relevant agencies and Social Services. Outside agencies who contact Daycare should receive written not verbal information.
- Ensure that Daycare staff is aware of children in care or on the Child Protection Register.
- Designated Officer to liaise with the Deputy Designated Officer in all matters arising from child protection.
- Designated Officer to be aware of procedures for health/safety eg drug related issues.
- Liaise with co-ordinator for Daycare trips to ensure that proper procedure, are being followed for trips, including risk assessment.
- Ensure that parents receive a copy of the referral procedure, to be followed if they have cause for concern.

- Ensure that all Child Protection and records are kept until the child is twenty-one years of age. Records may then be shredded but a list of names kept as part of on-going Daycare records.
- Ensure Child Protection records are kept confidential and secure.

Ensure that Chairman of the Board of Governors sign Child Protection Referrals Book on a yearly basis and that this is noted in the minutes.

This child protection policy has been approved by the Board of Governors. Members of staff, have been made familiar with its contents and each has been issued with a copy.

### **Procedure for Vetting Volunteers**

All names of new volunteers are to be referred to the designated officer for Child Protection or her deputy.

Designated Officer for Child Protection                      Mrs A Brown

Deputy Designated Officer for Child Protection   Mrs K Langtry

For all Volunteers

- Request for applications form to be submitted to 1<sup>st</sup> or 2<sup>nd</sup> officer for Child Protection
- Application form to be completed
- Two independent references to be obtained
- Volunteer information leaflet to be provided
- Induction training to be provided by Child Protection Officer or Deputy Child Protection Officer or Principal

Volunteers must always work under the supervision and direction of the Manager.

On trips, it is permissible for a vetted volunteer to take responsibility for a group of children, provided that both the volunteer and the manager/deputy manager are comfortable with their role and that potential risks have been assessed. A copy of the risk assessment should be given to each volunteer.

All necessary paperwork for volunteers is retained in a file marked 'Volunteer Assistants'. It is the duty of the Child Protection Officer to maintain the file and to ensure referee forms are sent out and returned. Summative details of Police checks etc should be dated and signed. The Principal should counter-sign them.

All aspects of Daycare trips, including deployment of volunteers, require risk assessments to be carried out.

The Child Protection Officer will inform the Principal of all new volunteers and will involve him in any risk assessment and/or interviews, when deemed appropriate.

## **CHILD PROTECTION PRE-EMPLOYMENT CHECKING**

There are three different levels of checking – basic, standard and enhanced. Enhanced is the required check in use at Daycare for all persons.

### **Process**

The prospective employee, volunteer or school governor completes a Disclosure Certificate Application Form.

The identity of the applicant is verified by the Manager and an Identity Verification Form is signed to that effect.

Forms and payment are sent to Early Years.

Early Years endorses the form and sends them to Access Northern Ireland.

Access NI will carry out a check and issue a Disclosure Certificate to both Early Years and the applicant.

An applicant needs three means of identification, one of which to be photographic.

Please see list of acceptable documentation.

### **Training of Volunteers**

Throughout the year as needed all volunteers who have completed the Vetting procedure will be invited to attend an information session and receive a copy of the current booklet. New

volunteers will receive a copy of the current booklet. New volunteers will receive training as required.

Risk Assessment details will be discussed and a copy issued to volunteers prior to each trip.

### **Role of Volunteer**

On a school trip, it is permissible for a vetted volunteer to take responsibility for a group of children, provided that both the volunteer and the Designated Officer/Duty Designated Officer are comfortable with their role and that potential risks have been assessed. Volunteers must always work under the supervision and direction of the Manager.

- Ensure that all staff receives training on Child Protection
- Ensure that all staff receives an annual up-date
- Co-ordinate action by Daycare staff in cases of suspected child abuse and reporting to the Principal, relevant agencies and Social Services. Outside agencies who contact Daycare should receive written not verbal information.
- Ensure that Daycare staff is aware of children in care or on the Child Protection Register.
- Designated Officer to liaise with the Deputy Designated Officer in all matters arising from child protection.
- Designated Officer to be aware of procedures for health/safety eg drug related issues.
- Liaise with co-ordinator for Daycare trips to ensure that proper procedure, are being followed for trips, including risk assessment.
- Ensure that parents receive a copy of the referral procedure, to be followed if they have cause for concern.
- Ensure that all Child Protection and records are kept until the child is twenty-one years of age. Records may then be shredded but a list of names kept as part of on-going Daycare records.
- Ensure Child Protection records are kept confidential and secure.

Ensure that Chairman of the Board of Governors sign Child Protection Referrals Book on a yearly basis and that this is noted in the minutes.

This child protection policy has been approved by the Board of Governors. Members of staff, have been made familiar with its contents and each has been issued with a copy.



# HUMAN RIGHTS AWARENESS

## Focus on 'The Human Rights Act 1998

Key Provision on separate sheets.

Implications for Finaghy Primary School Daycare, August 2015.

Board of Governors and staff need to be aware of liability:

- British Citizens can, since 1998, seek redress, through domestic courts, for any suspected breach of their rights.
- Bullying in any form can be seen as a threat to the child's education and/or in extreme circumstances to his/her life.
- Daycare disciplinary measures should never seek to humiliate or degrade a pupil who has behaved inappropriately.
- Daycare disciplinary procedures should be on the same principle as the right to a fair trial.
- Children have the right to respect for their private and family life, their homes and their correspondence.
- This has an impact on questioning of children, searching of bags, reading notes and classroom 'investigations'.
- Social Services information to be imparted only on a need to know basis.
- There is a requirement for more parent/pupil input into school issues, e.g. Special Needs, discipline and bullying.
- Children have the right to freedom of peaceful assembly and to freedom of association with others. This has an impact on Daycare practice of keeping children in at playtime.

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Ensure that all staff receives training on Child Protection

Ensure that all staff receives an annual up-date

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Ensure that Daycare staff are aware of children in care or on the Child Protection Register. Designated Officer to liaise with the Deputy Designated Officer in all matters arising from child protection.

Designated Officer to be aware of procedures for health/safety eg drug related issues.

Liaise with co-ordinator for Daycare trips to ensure that proper procedure, are being followed for trips, including risk assessment.

Ensure that parents receive a copy of the referral procedure, to be followed if they have cause for concern.

Ensure that all Child Protection and records are kept until the child is twenty-one years of age. Records may then be shredded but a list of names kept as part of on-going Daycare records.

Ensure Child Protection records are kept confidential and secure.

Ensure that Chairman of the Board of Governors sign Child Protection Referrals Book on a yearly basis and that this is noted in the minutes.

This child protection policy has been approved by the Board of Governors. Members of staff, have been made familiar with its contents and each has been issued with a copy.

### **Other issues for the Board of Governors, Principal and Daycare Staff of Finaghy Primary School Daycare.**

Finaghy Primary School Board of Governors will be aware that it is an offence to employ any person who is deemed to be unsuitable to work with children in a regulated position and whose name is therefore on any lists held by

1. DHSSPS – Department of Health, Social Services and Public Safety
2. Disqualification from working with children list (DWC (NI) List)
3. The Department of Education of Education’s List of Unsuitable People (UP List)
4. List 99 also held by the Department of Education – A list of people whose eligibility to teach has been withdrawn and whose names will, therefore, not be on the General Teaching Council (NI) register.

The Board of Governors will also be aware that it is an offence to employ any person who has been the subject of a disqualification by a court.

The Board of Governors will know that a single pre-employment check conducted by the Criminal Records Office will check not only criminal background but also anyone whose name is on any of these lists.

Social Services is responsible for checking new appointments to Daycare.

The Board of Governors will be aware of the Key steps in recruitment for people working in an educational setting. These should follow the same rigorous recruitment process, regardless of how much child contact is involved.



The Board of Governors should be aware that a pre-employment check should have taken place before any offer of employment or acceptance of voluntary help is made. Any person who refuses to undergo a police check would be advised that this could prevent further consideration of the application.

# FINAGHY PRIMARY SCHOOL DAYCARE

## Policy regarding Children's Responsibilities

- Always think about your own and others' safety.
- If you have a problem or are worried about something, always tell someone whom you trust. This may be the Daycare Manager or any Daycare assistant - don't suffer in silence.
- Always follow instructions of your group leader, including those at the venue of the visit.
- If you get lost or separated follow the procedures agreed for such occurrence. If totally disorientated and confused go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away.
- If traveling on a bus or train and someone makes you feel unsafe, move to a different seat, preferable closer to the driver or leaders. Always tell the Group Leader.
- Ensure that safety rules set out in the Highway Code and the Green Cross Code are followed.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. Manager) about your concerns.
- Dress and behave sensibly and responsibly.
- Think things through carefully before you act and do not take unnecessary risks.

## **FINAGHY PRIMARY SCHOOL DAYCARE**

### **DAYCARE WORKERS SELF PROTECTION**

- In the event of injury to a child, ensure that it is recorded on an accident form and witnessed by another adult. Seek medical assistance from Mrs A Brown in the event of a serious accident to a child in Daycare or in the playground.
- Daycare Assistant's who have to administer first-aid should ensure wherever possible that other children or another adult is present if they are in any doubt as to whether necessary physical contact in the circumstances could be misconstrued.
- Keep records of any false allegations a child makes against you or other staff including- "you're always picking on me", or "you hit me", or comments such as "don't touch me".
- Keep records of dates and times. Get another adult to witness the allegations, if possible.
- If a child touches you or talks to you in a sexually inappropriate way or place, record what happened and tell another adult. As it could be totally innocent, do not make the child feel like a criminal. However, remember that ignoring this or allowing it to go on may place you in an untenable situation. Neither is it a good idea for the child to go on doing this as the next person might take advantage and then say the child instigated it.
- Do give firm guidelines on sexually inappropriate behaviour to the child. Explain that the behaviour is unacceptable and could get the child into difficulty, but do not make the child feel guilty. The behaviour may be an imitation of the abuse the child has suffered and is not the child's fault
- If you take children on journeys, the adult: pupil ratio should never be more than 1:8 in Daycare. Never travel alone with a pupil in your car.
- Never do something of a personal nature for children that they can do for themselves. Includes attending to toilet needs, or any other activity that could be misconstrued.

Do not go into the toilet alone with children if possible.

- Be mindful of how and where you touch children. Never pat a child on the bottom. If you work with young children or children with special needs who sit on your lap, get a lap cushion which they can sit on.
- Be careful of extended hugs and kisses from children. This might be particularly relevant to those working with children with special needs. This guideline is important not only for your protection, but for the children as well.
- When taking children on an outing, think of how you appear to the public – they may misunderstand your actions. It may mean that disruptive children cannot go on outings.

- All members of staff should carry identification when on journeys with children.
- If you must physically restrain a child for any reason, beware that it could be misinterpreted as assault.
- Do not make sexually suggestive comments about a child even in jest.
- Never keep suspicions of abuse or inappropriate behaviour by a colleague to yourself. If there is an attempted cover-up, you could be implicated in the silence.
- Ensure that you have the opportunity to discuss your own feelings, if possible, with other members of staff.
- When talking to a parent of children (e.g. you may be alone with a parent of the opposite sex) outside normal daycare hours, be aware of the possibility that your conduct and behaviour could be misinterpreted.
- Following any incident where a member of staff feels that his/her actions have been or may be misconstrued, a written report of the incident should be submitted immediately to the Manager.
- The above procedure should also be followed when a worker feels that the parent/parents actions or conduct have been inappropriate.

## **FINAGHY PRIMARY SCHOOL DAYCARE**

### **COMMUNICATION WITH PARENTS**

Finaghy Primary School Daycare will regularly send out bulletins to parents with any relevant information.

We can deal with brief enquiries when you pick your child up and parents can also arrange an appointment for a longer consultation with the Manager if necessary.

Daycare can be contacted by telephone on the Daycare mobile.  
Mobile Number: 07936528461

August 2015  
Policy Number 41

## COMPLAINTS PROCEDURE

If negotiation and compromise have failed and in the event of a complaint being necessary, the following steps will be taken:

- ❖ If the complaint is against one of the assistants, a pupil, or conditions, the Manager will deal with the complaint.
- ❖ The Manager would then liaise with the Facility Management Committee if and when necessary.
- ❖ If the complaint is of a serious nature, or against the Manager the matter should be referred, in writing, to the Daycare Management Committee Chairperson. Parents will be kept informed of the outcome and response to the complaint.
- ❖ If necessary, the issue may be referred to the group Social Worker for resolution.
- ❖ A written record will be kept of the complaint and any consequent action.

### Complaints Procedure

In the event that a parent has a complaint, please speak in the first instance to the Daycare Manager. If the parent wishes to take the complaint further, they will be asked to put their concerns in writing to the Board of Governors of Finaghy Primary School.

August 2015  
Policy number 39

# FINAGHY PRIMARY SCHOOL DAYCARE

## Confidentiality Policy

### Children and Families

- The safety and well being of the child will be of paramount importance
- Staff should not discuss individual children, other than for the purposes of planning/setting management, with anyone other than the parents/carers of that child without their permission unless a child is deemed at risk
- Information given by parents/carers to the assistant should not be passed to other adults, without permission, unless the child is deemed to be at risk
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the setting except between relevant staff
- Issues to do with the employment of staff, should remain confidential to the people directly involved with making personnel decisions
- Staff will be advised of the confidentiality policy and required to adhere to it

### Staff

All information on children, families and anyone working with Finaghy Primary School Daycare is kept securely locked away and treated in confidence. Information will only be shared if the parents or co-workers give their permission, or there appears to be a child protection issue. The details are easily accessible if any information is required by Social Services.

All accidents are recorded and signed by the parent.

All significant incidents are recorded in an incident book and will be shared and discussed with parents so that together we can work to resolve any issues.

Documents are disposed of appropriately using a cross cut shredder.

August 2015  
Policy Number 2

### **Who Needs To Know**

The legal principle that the 'welfare of the child is paramount' means that. Considerations of confidentiality should not be allowed to over ride the right of children to be protected from harm.

Everyone in Finaghy Primary School Daycare, including children, must be protected from harm.

This will mean at the very least informing

1. The manager
2. The designated reporting officer
3. A statutory child protection officer
4. The parents of the child (see below)
5. The alleged perpetrator (see below)

Informing the parents of a child about whom you must be concerned will need to be handled in a sensitive way and should only be undertaken in consultation with the statutory agency.

Any individual under suspicion whether or not he/she is a Daycare worker/volunteer within Finaghy Primary School Daycare, has a right to be notified of the cause of concern. This will need careful consideration and should only be undertaken in consultation with the statutory agency who will inform/advise you of the action to be taken.

Statutory child protection procedures are child centred – in all investigations the welfare of the child is paramount consideration. For this reason, the statutory child protection agencies give an undertaking that any information you provide will remain confidential.

The official policy is that those receiving such information should “only disclose it where the welfare of the child requires it and then only to those with a legitimate need to know”. The details you give will only be passed on to the relevant people within those agencies whose task it is to decide what action to take.



## **FINAGHY PRIMARY SCHOOL DAYCARE POLICY ON CONSENT**

Parents of children attending Finaghy Primary School Daycare are required to fill in an application form. The form contains a 'General Consent' section which contains the following;

- A. Consent for leaving the premises accompanied by an appropriate number of staff for trips to the library, park ect.
- B. Consent for being transported in a vehicle accompanied by a staff member providing appropriate restraints and booster seats are used and appropriate insurance has been sought.
- C. Consent for clothes to be changed by a staff member when necessary. Refer to FPS Daycare's Intimate Care Policy.
- D. Consent to a photograph/video being taken of a child by other staff/parents.
- E. For medication, medical attention if required. E.G. Hypo-allergenic plasters, sunblock (child's own), Waspeze, urgent medical attention at hospital, paracetamol, Calpol.
- F. Consent to be observed where applicable by students for their coursework.

For a Day Trip out we will inform the parent by letter asking for their consent.

August 2015  
Policy Number 14

# **FINAGHY PRIMARY SCHOLL DAYCARE**

## **DATA PROTECTION POLICY**

### **Managing Data**

Under the Data Protection Act, management team are required to collect, maintain and dispose of sensitive or personal data in a responsible manner, and in accordance with the recommendations of the Management committee.

It is essential that staff do not leave confidential material on desktops or other unsecured locations, where viewing or misappropriation could be possible (accidental or otherwise.) Confidential information should not be shared via email unless the document is password protected. Records must be stored until the child reaches the age of 21 years and should then be disposed of in an acceptable manner.

Information held on laptops, desk top computers, iPads, memory stick, CDs or any other electronic formats, must be secure, password protected and disposed of appropriately.

### **Disclosing Data**

Staff should not disclose sensitive information about the Daycare, its employees or the local authority to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a child attending Daycare to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistle blowing procedure. All communication with the media must be directed through the Manager or their nominee. Staff should be aware that, from time to time, information about employees' salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims.

**August 2015**

**Policy Number 36**

**Access to data**

Everyone has the right to request access to data that is held about them and such requests should be made to the Manager who will address the request in conjunction with the Local Authority's Data Protection Officer.

## **Copyright**

Copyright legislation should be displayed next to the photocopier machine and employees are required to adhere to the guidance provided about the use of resource.

**FINAGHY PRIMARY SCHOOL DAYCARE  
RISK ASSEMENT – DAY TRIPS**

**Risk Assessments must include:**

Group Leader -----  
Deputy Leader -----  
Designated Officer for Child Protection -----  
Date of Trip -----  
Destination -----  
Means of Transport and Company Involved -----

**When booking transport, the leader will have stipulated that a vehicle with seat belts is provided.**

**PRELIMINARY COMMENTS**

Suitability of Venue

The Leader has either carried out a pre-visit inspection, or has liaise with other colleagues who have visited the site within the last few years.

**Level of Required Supervision** – The leader has ascertained that the level of supervision regarding ratio of adults to children is within the Guidelines published in Department of Health, Social Services and Public Safety Minimum Standards.

This is as follows:

- 3 – 12 years of age – 1:8

This ratio should be adhered to at all times.

The Leader has also checked that the adults asked to accompany the trip all have Social Services clearance.

August 2015

Policy Number 68

**Parental Involvement**

Parents have been provided with written information about the trip and have given their written consent for their child to participate in the planned activities.

**Pupil Involvement and Responsibility**

The children have an information session, where aspects of the trip and their appropriate behaviour, where explained.

**GENERAL SAFETY POINTS**

The Group Leader will have told the children that they must remain near their Daycare Assistant. The only exceptions would be when a child is visiting the toilet or when they are in a very contained environment. The children will, where appropriate, have been allocated to a group, supervised by an adult who will have responsibility for them, under the direction of the Group Leader. The

Group Leader will have briefed the other assistants on the agreed emergency contingency arrangements.

The Leaders will be in possession of mobile phones and be aware of each other's number.

**WHEN IN A POTENTIALLY DANGEROUS ENVIRONMENT** – The children will be informed of the potential hazard and given appropriate instructions.

**WHEN CROSSING THE ROAD** – The staff member in charge will ensure that the children have to cross as few roads as possible. If it is unavoidable, the children will line up either in single file or in twos, as appropriate. If possible, a recognized form of crossing will be used. If this is not available, a leader will step out into the road first, to ensure that the road is clear, or that all traffic has stopped. The children will then cross the road, in an orderly manner. A leader will bring up the rear.

**To ensure that everyone is present** – The leaders will take frequent head counts.

**SHOULD A CHILD BECOME SEPARATED FROM THE GROUP** – The children will be instructed as to the action they should take. If appropriate, they will be told that they should speak to a staff member at the venue.

**PERSONAL SAFETY** – The children will be told to go everywhere in a group of at least two people. This will also include going to the toilet. The children will be informed that they must tell a leader before they go off anywhere.

**SAFETY OF BELONGINGS** – The children will be reminded to look after their things and the leaders will check that nothing has been left behind.

**HEALTH ARRANGEMENTS** – Staff will carry supplies of plastic bags and wipes in order to deal with any incidences of travel sickness.

Children will be told to inform a leader if they feel unwell, either on the journey or at any other time.

**FIRST AID PROVISION** – A First Aid Kit will be carried and leaders will have access to a mobile phone. Any medication will be carried in the First Aid Kit e.g. inhalers, epi pens.

**ILLNESS** – Parents have been asked to state any current illness that their child might have and any medication that they are currently taking.

Staff cannot administer any medication, except in those circumstances where a parent has given prior consent.

Should a child become unwell or injured, on-site assessment and/or first aid will be obtained from a qualified First Aider, if available. If there is any doubt as to the severity of the incident, medical option will be sought, either from a GP or a hospital. In the case of off-site medical intervention being needed, an assistant will accompany the child and if at all possible, another child will go with them and parents will be contacted.

**EMOTIONAL WELL-BEING** – The children will be told that if they have a problem or concern, that they should share it with one of the leaders and not keep it to themselves.

**CHILDREN WITH SPECIAL NEEDS** – If necessary, an extra member of staff will accompany the group and have the responsibility of giving the child concerned

extra assistance when required. This person should not be assigned other tasks, other than looking after the well-being of the particular child in their care. It

May be that the Leader in charge will consider that this child should refrain from participating in some of the activities.

Special consideration may also be given to those children who appear to be overweight or have a low level of fitness.

### **TRANSPORT ARRANGEMENTS**

The number in the group will not exceed the seating capacity of the bus.

**Records are kept about vehicles** – in which children are transported during outings, including insurance cover. Vehicle Road Tax Certificate and MOT certificates if required.

**Appropriate insurance cover** – all drivers must have an up to date Driving Licence and insurance cover. Vehicle Road Tax Certificate and MOT Certificate if required.

**Vehicles** – including taxis and contracted vehicles used to transport children to and from the setting, are suitable for the purpose and meet all current road traffic legislation.

**Personal safety** – the children will be told to wear their seat belts when inside the vehicle. Leaders will make random checks to ensure that this is the case. Adults will sit at appropriate intervals throughout the vehicle.

When exiting the coach, a leader will leave first to ensure that there is a safe place for the group to wait and observe that there is a careful exit from the vehicle.

The children will be told to exercise care when going into or how to access it and be informed of emergency procedures.

### **ACCIDENT LIMITATION**

The children will be told not to run, engage in 'horseplay', or use the facilities at the venue in an inappropriate or unsafe manner.

They will also be instructed on how to use paths and steps safely.

**Fire precaution** – children will be shown the fire exits and the correct procedure will be explained. They will be told not to touch the fire alarms, unless in a genuine emergency.

**Safety after meals** – At mealtimes, the children will remain in the specified area until everyone has finished their meal.

### **GENERAL**

It is inappropriate for a leader to consume alcohol. They should refrain from smoking in the presence of children.

Volunteers will receive a copy of the Risk Assessment document.

**Staff and volunteers must:**

- Try to ensure the health and safety of everyone in their group.
- Follow the instructions of the Group Leader and help with control and discipline.
- Speak to Group Leader if they have any concerns about the health and safety of the young people at any time during the visit.
- Endeavour that the established code of conduct is adhered to.

Volunteers will not be left in sole charge of children. except in an emergency.

## **Finaghy Primary School Daycare**

### **STAFF DISCIPLINE**

Disciplinary issues will be managed by the facility Manager and if necessary in liaison with the school principal (as secretary to the Facility Management Committee). If informal procedures have failed to resolve an issue, or if the issue is of a serious enough nature, formal procedures, as outlined in Employer's Terms and Conditions of Service, will be followed.



## E-Safety, Networks and Mobile Phone Policy

E-safety concerns safeguarding children, young people and staff in the digital world and emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. This policy will help support and protect children, young people and staff when using technology in the setting. Education on risk and responsibility is part of the '**duty of care**' that applies to everyone working with children.

All staff needs to understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites e.g. Face book and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff needs to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to Finaghy PS Daycare by the misuse of the internet

In particular the following is deemed unacceptable use of behaviour of staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the internet to send offensive or harassing materials to others
- publishing defamatory and/or knowingly false materials about Finaghy PS Daycare, your colleagues and/or our customers on social networking sites

Staff personal mobile telephones must be switched off and not used during the session. The setting has a mobile for incoming and outgoing calls This number may be given by staff as a work/emergency contact number for incoming calls only.

If a member of staff is expecting an emergency or important call then their mobile telephone may be switched on but must not be kept on the person. Permission must be sought from the Supervisor/Senior staff member who will agree and determine a suitable area or place where the telephone is accessible should the need arise.

Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of the Daycare. Where it is believed that a staff member has failed to comply with this policy, they will face the Disciplinary Procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a

verbal warning to dismissal. The e-safety policy must operate in conjunction with other Daycare policies including Behaviour Management, Child Protection and Confidentiality.

FINAGHY PRIMARY SCHOOL DAYCARE  
EMERGENCY PROCEDURES POLICY

Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.

The Group Leader should ensure that adequate First Aid provision is available.

In the event of a child being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious Social Services must be informed. Responsibility for informing relevant authorities rests with the Daycare Manager.

If it is necessary, due to the seriousness of the circumstances, for the parents to visit the child the Manager should make arrangements for them to do so.

A 'Lost Child Procedure' should be known in advance by every member of the group including:

- Action to be taken
- Advice on where assistance may be sought
- notable personnel and contact details
- notification of safe return

If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified.

August 2015  
Policy Number 65

# **Finaghy Primary School Daycare**

## **EQUAL OPPORTUNITIES POLICY**

We recognise that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, sexual orientation, employment and HIV status.

We are strongly committed to positive action to remove/counter discrimination in all aspects of our work – in our practice as employers, in our relationships with other organisations and our work with children and their family.

Daycare aims to ensure that the group reflects and meets the needs of the local community and incorporates equality in all our work.

We undertake to promote awareness within Daycare of our rich and diverse society, by promoting positive images through posters, play equipment, food and activities of different cultures.

Language or behaviour designed to be offensive to any group is unacceptable and will not be tolerated in Daycare.

Daycare undertake to monitor and review this policy regularly through team meeting and feedback from children and family.

August 2015

Policy Number 63

# Finaghy Primary School Daycare

## Equality and Diversity Policy

Finaghy Primary School Daycare aims to demonstrate through its work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities.

Children of both sexes are positively encouraged by staff to participate in all activities.

Finaghy Primary School Daycare considers it important to provide a range of experiences and environment that will instill in the children a positive outlook towards people in our society whom they may see as different from themselves:

- Toys and equipment will be chosen with the differing needs catered for.
- Displays will show and reflect a positive image towards the world in which they live.
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles there are in our society.
- Dressing up will show different cultures, races and the world around us.
- To encourage and develop the potential of the child with special educational needs or disabilities and to be aware of their ever changing needs.

To enable the children the best opportunity to strive and develop, Finaghy Primary School Daycare will liaise, communicate and work with other agencies such as Speech Therapists, Physiotherapists, Educational Psychologists etc. who will assist us in helping your child to get the best care.

## **DAYCARE ETHOS AND AIMS**

The overall ethos of Finaghy Primary School Daycare should be such that the pupils and staff work in partnership to promote positive behaviour and mutual understanding. Children should be encouraged to behave in an agreed and acceptable manner taking personal responsibility for their own behaviour as they increase in age and maturity.

Staff and parents should be aware of the general aims of Daycare and those specific to behavioural issues.

The Daycare should have realistic rules and procedures familiar to all staff, children and parents to cover behaviour and discipline in all areas of Daycare life.

- Daycare Room
- Playground
- Corridors
- Dinner Hall
- Assembly Hall

Clear structures should be in place and be familiar to staff in dealing with children with long term behavioural problems.

Parents should be seen as partners in the behaviour and discipline policy of the school.

The behaviour and discipline policy of Daycare will be based on the principle of positive reinforcement and the encouragement of self-discipline and self esteem in children to allow them to become valued and valuable members of both Daycare and society.

August 2015  
Policy Number 7

## FINAGHY PRIMARY SCHOOL DAYCARE Excluding Known Abusers Policy

To achieve this the Daycare Committee will ensure

- Pre-Employment interviews will take place.
- Two written references are taken up for all adults prior to employment.
- All appointments will be subject to satisfactory vetting by Social Services.
- All appointments will be subject to a probationary period, which will be reviewed after 6 months of taking up employment.

August 2015  
Policy Number 51

# FINAGHY P S DAYCARE

## FIRE PROCEDURES

### IN THE CASE OF A FIRE

The following procedures should be carried out immediately.

- Sound the alarm. This may be done by breaking the glass in Fire Alarm call points. Use something sharp to break the call point glass. The hand bell may also be used and warning shouted throughout the building 'FIRE, FIRE'.
- Close doors surrounding the fire and evacuate immediately.
- Everyone should leave premises by the nearest safest route closing all doors as you pass through.
- Assemble at the assembly point. Head count to be carried out, Manager to be informed.
- Act quickly and calmly at all times.
- No one should re-enter premises until told to by the Fire Brigade that it is safe to do so.

### INSTRUCTION FOR CALLING FIRE BRIGADE

Incase of fire call the Fire Brigade - dial 999

Give the operator your telephone number 028 90612623 or 07936528461

Then give the following details:

- Fire at Finaghy Primary School Daycare, Finaghy Road South, Belfast BT10 0DR
- Give information as to where the fire is in the building and how many people are trapped etc

Do not assume that the call has been received until it has been acknowledged by the fire brigade.

If any medical help is required call an ambulance following the same procedure.

### INSTRUCTION TO STAFF

- In the event of fire it is the first duty to prevent injury or loss of life
- Make sure you are familiar with fire exits, fire extinguishers, fire blanket
- Immediately you discover a fire or one is reported to you, you should sound the alarm
- The person who finds the fire should make the call to the fire brigade immediately. However, it is the responsibility of the Daycare Manager to check that this has been done.
- On sounding the alarm, normal fire procedure should be implemented.

October 2014

Policy number 53

**IN THE EVENT OF A FIRE, DO NOT PANIC, STAY RELAXED AT ALL TIMES. REMEMBER THAT THE CHILDREN'S SAFETY IS PARAMOUNT.**

If the fire is located in the main school, the following evacuation plan should be carried out.

Each group of children should leave through the closest safest route.



**STAFF SHOULD REMAIN CLAM, REMEMBER THE CHILDREN'S SAFETY IS PARAMOUNT, THERE SHOULD BE NO RUNNING OR SHOUTING THE EVACUATION SHOULD BECOME A GAME.**

At the assembly point roll call of all children should be carried out by the Manager. The Manager is responsible for checking total head count, including staff.

## **Remember to get out and stay out.**

- Anyone not actually in Daycare e.g. staff toilet, staff room should make their way and join the Daycare at the assembly point.
- Having completed head counts at the assemble point, report to Manager if anyone is missing. Report to the fire brigade on their arrival.
- No person must leave the assembly point until told to do so by the manager.

# FINAGHY PRIMARY SCHOOL DAYCARE

## FIRST AID PROCEDURES POLICY

The following procedures are to be followed by all staff if a child has an accident in Daycare:

- If you are present or first on the scene when an accident occurs, make initial assessment of how serious it is. If it is a head injury, send immediately for the Manager, Anita Brown or for Deputy Manager, Karen Langtry.
- Minor grazes should be washed, dried and a plaster or gauze applied, available from the First Aid points in Daycare.
- If you have even a slight cause for concern send for the Manager or Deputy for a second opinion.
- If an injury is of a serious nature, emergency services should be contacted first, followed by the parent/guardian.
- If it is believed that the child should be checked at hospital or by a doctor as a precautionary measure, phone the parents/guardian and inform them. If a parent/guardian cannot be contacted, two members of staff would have to accompany the child to hospital. In the event of a Daycare child being taken to the hospital, Social Services must be informed.
- If you have to leave your post to provide assistance, make sure another member of staff makes arrangements to cover you.
- No child is to be directed to fetch or to use any medical supplies.
- An Accident Report Form must be filled in for all accidents. The form is necessary for Daycare's records. They also provides a level of protection for staff, should there be any repercussions from the accident. If a child has to attend hospital after leaving our care, Social Services must be informed. The parent/guardian of the child must be asked to read, sign and date the completed Accident Form.
- Inform the Principal if an injury requires any form of treatment.

Remember - If in doubt regarding how to act - get a second opinion.

# FINAGHY PRIMARY SCHOOL DAYCARE

## **POLICY ON FOOD PREPARATION**

Finaghy Primary School Daycare will observe current legislation regarding food hygiene, registration and training.

In particular each adult will:

1. Always wash hands under hot running water before handling food and after using the toilet.
2. Not be involved with the preparation of food if suffering from infection or contagious illness or skin trouble.
3. Never cough or sneeze over food.
4. Use different cleaning cloths for kitchen.
5. Prepare raw and cooked foods in separate areas coded boards.
6. Ensure waste is disposed of properly and out of reach of the children. Wash hands after using dustbin.
7. Tea towels will be kept scrupulously clean and washed between each session.
8. All utensils will be kept and stored in a dust free place.

# FINAGHY PRIMARY SCHOOL DAYCARE

## GOOD PRACTICE GUIDELINES

A child centered environment, where the child's rights and developmental needs are the main concerns in developing the programme.

Children are positively encouraged to develop their own independence.

Every child has a right to a play environment free from hazard. The child's safety, protection and welfare are of paramount importance and all precautions are undertaken to ensure this.

Children need to feel confident that individuality and diversity are valued.

Adults involved in play should always promote equality of opportunity and develop anti-discriminatory practices.

Play is essentially a co-operative activity for children individually and in groups. Adults must encourage children to be sensitive to children's needs and never control a child's play as long as it remains within safe and acceptable boundaries.

Play opportunities will always be provided within the current legislative framework relevant to children's rights, health, safety and wellbeing.

August 2015  
Policy Number 60

# Finaghy Primary School Daycare.

## Health Policy

### Illness/infectious disease

1. Please do not send your child to Daycare if he/she is unwell. If your child will not be attending a session due to illness please inform the Daycare Manager.
2. If a child is not feeling well enough to participate it is our policy to contact the parent/carer as soon as possible to arrange collection. A sick child may be allowed to lie on the settee.
3. Parent/carers addresses and work telephone numbers are to be entered on each child's Registration Form and should be updated as necessary. A copy is kept in the child's Personal File. A record of the child's Immunisation record will also be kept in their file.
4. We would ask parents/carers to inform Daycare of any suspected or actual contagious illness a child may have. If any child is exposed to a communicable disease, it will be our policy to contact each parent by a written memo.
5. It is the parent/carers responsibility to make their own arrangements regarding the collection and transportation of their child for medical/dental appointments.
6. If a child is sick in school the Daycare will not be in a position to collect and care for them during the school day.

If an illness (e.g. asthma, bladder or kidney infection) should develop after the child has started Daycare and has not been included on the registration form, it is essential to inform the Manager

## **FINAGHY PRIMARY SCHOOL DAYCARE HEALTHY EATING, FOOD AND DRINK POLICY**

FPS Daycare aims to offer high quality care. We recognise the need to encourage health eating habits from an early age, as this will help the children to reach their full potential in terms of growth and development.

Snacks and drinks provided are healthy and nutritious, sweets and fizzy drinks are not routinely offered and fruit is offered regularly as a health snack. If juice is available it must be well diluted. Water is available at all times.

Parents of children who are on special diets will be asked to provide the food themselves. Cultural dietary habits are respected. Parents/carers are requested to provide details of foods eaten (and not eaten) by the child and make sure everyone involved in caring for the child knows these.

Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat.

Children will never be left unattended while eating/drinking.

Attention will be paid to the presentation of food so that children are encouraged to try new things. The weekly snack menu will be displayed in advance. Healthy and nutritious snacks will help provide children with energy and nutrients that they need.

Daycare encourages an active lifestyle through access to games and sport.

Outdoor play is a valuable part of the service that we offer.

### **SAFETY**

A member of staff will complete Basic Food Hygiene Certificate.

Adults and children should practice regular hand washing procedures.

All food handling staff to wear adequate clean protective clothing.

All food to be served immediately after preparation.

Food handlers suffering from diarrhoea and/or vomiting will be excluded from duties until recovered and free from symptoms for at least 48 hours.

Children suffering from diarrhoea and/or vomiting will be excluded from their place setting until recovered and free from symptoms for at least 48 hours.

## **Intimate Care Policy**

This intimate care policy should be read in conjunction with the Daycare policies as below

Child Protection policy  
Staff code of conduct and guidance on safer working practice  
Whistle-blowing  
Health and safety policy and procedures  
Medication policy

Finaghy Primary School Daycare is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognize that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every child is treated as an individual and that care is given and sensitively; no child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parents/carers and other professionals to share information and provide continuity of care.

Members of staff must be given the choice as to whether they are prepared to provide intimate care.

This Intimate Care Policy has been developed to safeguard children and Daycare staff.

### **Child focused principles of intimate care**

The following are fundamental principles upon which the policy guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to have levels of intimate care that are as consistent as possible

### **Definition**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, going to the toilet or dressing.

It also includes supervision of pupils involved in intimate self care.

## Best Practice

Children who require regular assistance with intimate care have written health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurse or physiotherapists. Any historical concern (such as passed abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. staff changes (where staff member concerned is providing intimate care).

Where relevant, it is good practice to agree with the child and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It should be treated as confidential and communicated in person, by telephone or by sealed letter.

Accurate records should be kept when a child requires assistance with intimate care: these can be brief but should, as a minimum, include full date, times any comments such as changes in the child's behavior. It should be clear who was present in every case.

These records will be kept in the child's file and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual child to do as much for his/herself as possible.

Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account development changes such as the onset of puberty and menstruation.

There must be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the child personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child has a right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when she/he needs help with intimate care. SEN advice suggests that reducing the number of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

An individual member of staff should inform another appropriate adult when they are going alone to assist a child with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices of determine the gender of the carer.



Whilst safer working practice is important, such as in relation to staff caring for a child of the same gender, there is research which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally, every child should have a choice regarding the member of staff. There might also be occasions when the member of staff has good reason not to work alone with a child. It is important that the process is transparent so that all issues stated above can be respected; this can best be achieved through a meeting with all parties, as described above, to agree what actions be taken, where and by whom.

All staff should be aware of the Daycare's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health and safety guidelines should be adhered to regarding waste products.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

## **Child Protection**

The Daycare's child protection procedures will be adhered to.

From a child protect perspective it is acknowledged that intimate care involves risks for children and for staff as it may involve touching private parts of a child's body. In this Daycare's best practice will be promoted and all staff will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, ect. she/he will immediately report concerns to the Designated officer. A clear written record of the concern will be completed and a referral made to Social Services if appropriate, in accordance with the Daycare's child protection procedures. Parent/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.

If a child becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Manager. The matter will be investigated at an appropriate level (usually the manager) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against a Daycare staff member, this should be reported to the Manager or the Head teacher who will consult with the Local Authority Designated Officer in accordance with Daycare policy. It should not be discussed with any other member of staff or the member of staff the allegation relates to.

Any adult who has concerns about the conduct of a colleague at Daycare or about any improper practice will report this to the Manager or the Head teacher, in accordance with the child protection procedures and 'whistle-blowing' policy.

## **Policy Maintenance and replacement Of Play Equipment.**

Environmental play is probably the most valuable and most natural form of play and adults need to understand a child's need to experiment with things around them. Children should be given the chance to challenge and manipulate their environment and failure to provide this experience could result in vandalism as they grow up.

In Finaghy Primary School Daycare this is achieved in our Eco Garden where there are small areas of 'wild land' and nature trails.

Daycare staff insure:

- Equipment is adequately maintained
- The equipment is age and ability related
- Sufficient adult supervision
- No misuse of equipment
- Suitable clothing must be worn at all times.
- No aggressive or dangerous behaviour by children
- A trained First Aid person is on site at all times

In FPS Daycare we recognise that all our equipment and toys has a limited life span. Therefore we rotate the equipment to extend the life span. Provision is made for the replacement of broken or worn equipment.

The equipment is updated on an on-going basis ensuring that the children are provided with a large range of toys, games and play equipment to provide stimulating activities in all areas of their development and learning. The Manger is informed of any broken or equipment that needs to be replaced.

All our furniture, toys and equipment conform to BS EN Safety Standards making sure we provide a safe environment at all times. Toys and equipment are routinely washed and cleaned.

The site is inspected weekly for superficial defects and faults to equipment and removal of dangerous objects e.g. glass or any other hazardous substance. This is recorded in the check list file.

The outdoor play are are inspected by the Caretaker on a regular basis, checking fences, seating, gates, litter bins etc.

August 2015  
Policy Number 73

# Managing risk in play provision

Children need and want to take risks when they play. Play provision aims to respond to these needs and wishes by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this, play provision aims to manage the level of risk so that children are not exposed to unacceptable risks of death or serious injury.

## Acceptable and unacceptable risk

In any human activity, there is an element of risk. Three factors are central to determining whether or not the level of risk is acceptable or tolerable:

1. The likelihood of coming to harm.
2. The severity of harm.
3. The benefits, rewards or outcomes of the activity.
- 4.

Judgements about the acceptability of risk made on the basis of a risk assessment. Risk assessment and management are not mechanistic processes.

They crucially involve making judgements about acceptability based on an understanding of the balance between risks and benefits. Even where there is a risk of fatal or permanent disabling injury, this risk may sometimes be tolerable. For instance, going paddling at the seaside involves an unavoidable risk of fatal injury, but this risk is tolerable for most people because in most circumstances the likelihood of coming to harm is low and there are obvious benefits. Social and psychological factors are also important in risk assessment. Risks that are acceptable in one community may be unacceptable in another, and policies should take this into account.

# Finaghy Primary School Daycare

## POLICY FOR A MISSING CHILD

If in the incident of a child going missing the following procedure should take place:

### **In Daycare setting:**

1. If you become alerted to the fact that a child is missing you must immediately gather the remaining children into one area. In the first instance a head count should take place followed by a roll call of all children that are attending the session.
2. The children should be asked if they know where the missing child is. This should be carried out in a manner that will not frighten or upset them.
3. While this is taking place other staff members should check the facilities and the surrounding area.
4. If the child is not found the parents/carers should be informed. If the child is not at home then the police should be contacted.
5. An incident report should be prepared while waiting for the parents and police so all the information is available.
6. When the child is found a full report should be made to the Governors and Social Services.
7. A follow up evaluation should be carried by all members to try and avoid this type of incident reoccurring.

### **Off Site Activities.**

1. If a child goes missing while off site the same procedure should be put in place, where remaining children are kept in the one place and a roll call is carried out.
2. The facility/site manager should be informed as quickly as possible. This also applies to the Daycare manager who may not be with the group (and is back at school).

August 2015  
Policy 54

3. If the child is not found the parent/carers, police and Daycare Manager should all be informed.

4. A full incident report form should be filled out and again a full report to be submitted to the Board of Governors and to Social Services.

### **From School**

1. If a child is missing from the arranged pick up/doesn't arrive at Daycare, the teacher should be informed immediately and a check of the child's attendance that day should be made.
2. All other children should be gathered into one area and asked if they have seen the missing child. The child's friend should also be consulted quickly. This should be carried out in a manner that will not frighten or upset the children.
3. While this is taking place the other staff members should check the facilities and the surrounding area.
4. The manager of the setting should be informed of the situation immediately.
5. If the child is not found the parent/carers should be informed and if the child is not at home then the police should be contacted.

In all the above situations it is important to take into consideration the remaining children and the fears and concerns they may be experiencing. Staff should take time to explain to the group what is happening and offer comfort and reassurance.

This should be followed up by a child friendly activity that raises the awareness of what children may face if they don't inform an adult where they are going.

# FINAGHY PRIMARY SCHOOL DAYCARE

## OPENING HOURS

### Term Time

2.00 pm - 3.00 pm

2.00 pm - 6.00 pm

3.00 pm - 6.00 pm

### Holiday Time

8.00 am - 6.00 pm

# FINAGHY PRIMARY SCHOOL DAYCARE

## ORGANIZATION AND RESPONSIBILITIES

### DAYCARE MANAGER

Implementation of Health & Safety Policy

Implementation of :   Supervision  
                                  Training  
                                  Accident Reports  
                                  Replacing damaged equipment  
                                  Fire Drills  
                                  Complaints  
                                  Safety Inspection

### DEPUTY MANAGER

Duties as above in Manager's absent.

### DAYCARE ASSISTANT

Reporting any damaged equipment to the Manager  
First Aid boxes  
Reporting any concerns or suggestions to the Manager  
Adhere to Finaghy Primary School Daycare rules

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Policy Number 50

## **Finaghy Primary School Daycare**

### **PARENTAL INVOLVEMENT**

By working in close partnership with parents, we seek to provide a facility in which children are happy, which runs smoothly and which meets their needs. In order for us to meet these commitments, we ask parents to:

- ✓ Contact us promptly if they have any concerns, or if there is any change that we should know about.
  
- ✓ Ensure that we always have emergency contact details.
  
- ✓ Inform us if anyone other than the 'nominated person' is picking up their child.
  
- ✓ Avoid late collections and late payment fees.



# FINAGHY PRIMARY SCHOOL DAYCARE

## Participation Policy

The aim of this policy is to ensure the involvement of all children and families who use Daycare and for staff to be committed to the meaningful engagement of children and their families. All children and families benefit from being involved in decision making and also the Organisation that involves children will benefit from their involvement.

Participation is a right; the United Nations Convention on the Rights of the Child (UNCRC) states that:

**'...it is the right of children and young people to express their views in relations to matters that effect them and to have those views taken into account.'**

Staff working directly with children have a vital role to play in listening and responding to the voice of the child. It is key to provide an environment where children feel confident and safe thus ensuring they have the time and space to express themselves in whatever form suits them.

Early Year providers play a crucial role to play in developing a listening culture which nurtures day to day listening and provides opportunities for children to make decisions about matters that directly affect them.

Listening to children is an integral part of understanding what they are feeling and what it is they need from their early years experience.

There are many ways children can participate:

- engaging with children and asking them their opinion on things that effect them will empower them
- listen to their views
- Make decisions with them rather than for them
- provide children with choice
- discuss choices to help influence not change their decisions
- staff creating positive attitudes about participation in the setting
- support and encourage children to take responsibility

November 2014  
Policy Number 16

- provide appropriate resources and involve children in the planning of resources
- children have ideas therefore encourage child initiated play, not adult led
- Parental participation will include informal feedback word of mouth, suggestion boxes, thank you cards etc
- formal feedback will be obtained by questionnaire

Participation provides many benefits by:

- children and families having a voice, having a choice
- if children are given choices it will increase their self esteem
- children feel valued and this will provide a sense of worth
- children will gain new skills and confidence and make real difference in something that matters to them
- improving accessibility to children and families
- staff will be more aware of children's need therefore more able to meet their needs
- reflect and value difference
- the involvement of children and their families will enhance their experience of the services they receive

Participation is part of a process of involvement therefore communicating and consulting with staff will also be part of the participation process. All staff will be involved in and influence decision making in matters that affect them and for those views to be listened to and taken account of.

Staff involved in the setting will participate by:

- Monthly staff meetings
- Regular staff supervision
- Good communication skills
- Open door policy
- Working in partnership e.g. Parents, Early Years Advisory etc

Feedback and review meetings significantly impact on the provision, with children, families and staff having an opportunity to contribute to the outcomes of the planning meeting.

Consultation and participation are essential to revise practice and will be developed as a means of auditing, evaluating and evidencing children,

families and staff participation in the service provided. Collating this information will be relevant to the Quality of Care Report.

The care and Social Services Inspectorate require registered settings to conduct ongoing review of the quality of care and complete a self-assessment report. All providers are required to demonstrate that they have consulted with children, families and staff.

This approach will reflect the views and ideas of those with whom you work and help provide the best service possible.

# Finaghy Primary School Daycare

## Pastoral Care Policy

At Finaghy Primary School Daycare we have a responsibility for the care, welfare, safety and learning environment of all our children. All staff involved are part of the team. This team wants to ensure the children are happy and secure in whatever activity they are taking part in, whether it is social, emotional, physical or mental. We have a caring commitment to guide and advise our children, equipping them with the skills needed to face the outside world. All staff are encouraged to approach the care of our children in a positive way.

Through our pastoral care policy we aim to:

- Create and maintain an atmosphere where children feel they are known, valued, respected and happy
- Promote the aims of our group
- Implement our policies and procedures for behaviour
- Maintain high standards of learning
- Respond in a sympathetic way to concerns, fears and worries of our children
- Build an atmosphere of trust
- Make children aware of potential dangers through the learning of particular themes

### Relationships -

A good relationship between children and staff is paramount to generate a positive feeling within the group, where every individual feels valued and cared for at all times. Children can be encouraged to develop and value a respect for themselves.

August 2015  
Policy number 57

# FINAGHY PRIMARY SCHOOL DAYCARE

## PHOTOGRAPHIC AND VIDEO IMAGES POLICY

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst in Daycare.

It is our policy to use photographs or videos taken in Daycare to enhance the children's experiences and to use them for displays or art work activities or as a record of outings and trips. Photographs recorded in Daycare as part of a normal day are only taken using a digital camera and are only taken by staff members. It is very good practice to record photographic and video images of children, or to allow children to record such images of each other, e.g. to assist learning, to celebrate achievement, for publicity.

- Images of children should not be displayed on the website, in publications or in a public place without consent of the parent/guardian. Parents are consulted to allow them to indicate that they do not wish their child to be photographed. Unless they so indicate, we will deem that it is acceptable to record images for legitimate purposes.
- It is forbidden for anyone to use mobile phones to record photographs or video footage of children or staff in Daycare.

In the case of taking photographs for marketing purposes or to use on Finaghy Primary School web site, Daycare has a parental permission form which is signed on admission. Should a parent/carer prefer their child not to take part in the photographs then their images will be deleted and their wishes respected.

### GUIDELINES

- Photographs/videos are taken to record events or outings and trips
- Illustrate work and displays throughout the Daycare setting

## FINAGHY PRIMARY SCHOOL DAYCARE

### **PHYSICAL RESTRAINT POLICY**

The use of physical restraint is not part of the normal policy to deal with difficult behaviour. In exceptional circumstances, staff may need to restrain a child to prevent harm to another child or to the child him/herself.

Some of the Daycare staff have participated in specialist training on providing appropriate methods of restraint.

Volunteers are not allowed to use restraint.

**In the unlikely event of extreme and persistent inappropriate behaviour which regularly causes disruption to the Daycare routine, we reserve the right to request parents to make alternative arrangements either temporarily or permanently for their child's care.**

# FINAGHY PRIMARY SCHOOL DAYCARE PLAY POLICY

## Security/variety

We will keep some things the same (drawing table, lego, dressing up) and vary/rotate other equipment.

## Different Areas

Drawing table

Quiet area

Book area

Games Area

## Music and DVD's

Make conscious decisions - by choosing time to show a DVD. Choose different types of music for different effects, to create a different atmosphere e.g. loud for dancing games, quieter for background music for storytelling, arts, crafts.

Play children's own choice, introduce other types.

## Plants and Eco Garden

Encourage children to grow their own plants and food. The Eco garden provides lots of opportunities for the children to grow different types of fruit and vegetables.

## Dressing Up

Dressing up clothes are to be available at all times, we try and link into drama sometimes and have different customs for the seasons of the year.

## Provide Play Opportunities for:

- Being active
- Being quiet
- Playing alone
- Playing in two's or small groups
- Playing in large groups

## Dividing Up The Room

- We have a variety of things for the children to do in different spaces
- Each day we will try to ensure that we have one quieter spot, one quieter time each day and to vary the activities
- Sports Zone for team sports

### **PLAYGROUND**

- Children should be aware of acceptable behaviour in our playground.
- No anti social behaviour eg hitting, kicking or throwing stones.
- Use of foul language is unacceptable.
- Children should not retaliate if someone hits them or verbally abuses them. They must inform the Daycare staff.
- Children to be encouraged to play together and include any child standing alone.
- Care to be taken with smaller children.
- Keep out of hedges at all times and grass if wet.
- If a child misbehaves he/she will be given five minutes time out. This will increase if they continue to offend.

### **CORRIDORS**

- Children should walk on the left.
- No running.
- Open doors for staff, other adults and each other.
- Staff should encourage children by example and encouragement.

### **OTHER ISSUES**

Children should be encouraged to say "Excuse me please," when addressing staff members and or adults entering Daycare.

Children should be encouraged to say please and thank you.

Staff should encourage children by example and encouragement



## **FINAGHY PRIMARY SCHOOL DAYCARE**

### **ALLEGATIONS OF ABUSE IN THE SETTING**

If a member of staff is accused within the setting they may be suspended on full pay pending the outcome of an enquiry. Any allegation is referred immediately to the Daycare Manager and subsequently to the Management Committee Chair and the school Principal.

If suspension is actioned and if Social Services are not already aware of the allegations they will be informed immediately.

Police and Social Services will then take over the investigation and keep Daycare informed of the progress.

Depending on the outcome of the investigation the member of staff may either be reinstated or dismissed following Daycare's procedures.

### **RAISING CONCERNS**

We hope to ensure a process of open communication between parents, staff and governors at all times in order to ensure the development and continuation of a high quality Daycare provision. We value all comments and suggestions and strive to please all, however, we appreciate that an occasion may arise when someone feels they have a concern or complaint about some aspect of our provision.

Any involved party is welcome to comment on or raise issues on the following:

- Their views
- Preferences and requests
- Concerns about a child
- The behavior of staff
- Activities or services offered by Daycare

We will also take into consideration the right of children to express opinions and be listened to as outlined in the Children (NI) Order.

All concerns or complaints will be dealt with promptly and the following procedures are laid down to help ensure satisfaction for all parties.

- All comments and complaints should in the first instance be brought to the attention of the Daycare manager, Mrs A Brown or the principal who will attempt to resolve the problem and advise on what action to take. Concerns or complaints can be made either verbally or in writing. The Manager will maintain a record of all complaints received.
- If agreement cannot be reached and the person lodging the complaint remains dissatisfied they will be advised to make a formal complaint to the Board of Governors.

- The chairperson of the Board of Governors will undertake to investigate the complaint. This can either be investigated solely by the Chairperson or by the Daycare sub-committee.
- If the complaint concerns a member of staff the Chairperson, as part of their investigation, will advise the individual concerned that a complaint has been made. As part of the investigation the individual will be required to provide a response to the complaint.
- The Chairperson will notify the person making the complaint that an issue is being investigated and will advise of the probable time limit by which a decision will be made and they will be notified in writing.
- It is envisaged that any formal complaint will be dealt with within a two week time scale, however, if this is not possible the complaint will be informed in writing.

## PROTECTING CHILDREN AND WORKERS

### **Staff should not:**

- Spend time alone with children away from others
- Take children alone in a car, however short the journey is
- Take a child home on their own

Where these things have to be done they should only occur with the full knowledge and consent from someone in charge or a parent - make a written report with the date, who, where, and time. Make sure everything is recorded. Where practicable two members of staff should travel in the car with the child, the child should always sit in the back seat with a suitable booster seat.

### **Never**

- Engage in rough, physical or sexually provocative games, including horseplay

Policy number 61

August 2015

- Allow or engage in inappropriate touching of any form - hands, hugs etc
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded
- Do things of a personal nature for a child that they can do for themselves

The welfare of the child is the most important consideration of Finaghy Primary School Daycare, we must put the welfare of the children before other considerations. It is important to remember that the way we work with children, how we behave around them and our attitudes towards them, all contribute to the way children feel about themselves.

A primary goal of Daycare is to contribute to the growth and personal development of each child in a holistic manner. Encourage children to be involved with the running of the facility. In doing this we can help raise the self-esteem, self-worth and self-belief of all children using the facilities.

Good working relationships between all workers and children will help children to feel safe in expressing their feelings, fears and experiences openly.

Children must be supervised at all times.

## **Finaghy Primary School Daycare Ratios**

Finaghy Primary School Daycare will operate to the recommended ratios as outlined in the Children's (NI) Order 1995:

### **AFTER SCHOOL SESSIONS:**

4-12 YEARS 1 ADULT TO 8 CHILDREN

### **TRIPS**

4-12 YEARS 1 ADULT TO 5 CHILDREN

For this reason, the Daycare will only be allowed to have a maximum number of children per member of staff/volunteer

**August 2015**  
**Policy Number 11**

## **FINAGHY PRIMARY SCHOOL DAYCARE SAFE STORAGE/RETENTION & DESTRUCTION OF CHILDREN'S RECORDS**

Disclosure information is kept secure in a locked filing cabinet with access strictly controlled and limited to those who are entitled to see as part of their duties.

Once we receive the completed record forms from parents a hard copy is kept on file and also on computer system. All files must be accessed by a password. Children's records are kept under lock and key whilst attending Finaghy Primary School Daycare. On leaving Daycare the records are filed and kept under lock and key at Finaghy Primary School, Finaghy Road South, Belfast.

Records will be kept until the child reaches the age of twenty-one. All information is then immediately destroyed by secure means i.e. shredding or burning as required.

August 2015  
Policy Number 22

# FINAGHY PRIMARY SCHOOL DAYCARE RECRUITMENT POLICY

## Recruitment for a new member of staff will come into effect

- If a member of staff leaves and needs to be replaced.
- If intake numbers increase.

## When recruiting

- The post will be advertised.
- Application forms to be made available.
- Date of closure for application forms.
- Name and address for applications to be returned.
- Application forms to be processed.
- Candidates to be selected.
- Invite candidates for an interview, date and venue to be stated.
- Inform candidates of the Interview Process.
- Notify candidates whether they have been successful or otherwise.
- Chosen candidate to be given time and date to commence employment.

August 2015  
Policy Number 24

# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **ROLE OF DESIGNATED OFFICER FOR CHILD PROTECTION**

- Ensure that all staff receives training on Child Protection.
- Ensure that all staff receives an annual up-date.
- Co-ordinate action by Daycare staff in cases of suspected child abuse and reporting to the principal, relevant agencies and Social Services. Outside agencies who contact the school should receive written not verbal information.
- Ensure that the Daycare staff is aware of children in care or on the Child Protection Register.
- Designated officer to liaise with deputy designated officer in all matters arising from child protection.
- Designated officer to be aware of procedures for health/safety e.g. drug related issues.
- Liaise with co-ordinator for Daycare trips to ensure that proper procedure, are being followed for trips, including risk assessment.
- Ensure that parents receive a copy of the referral procedure, to be followed if they have cause for concern. This to be issued every two years.
- Ensure all Child Protection and records are kept until the child is 21 years of age. Records may then be shredded but a list of names kept as part of ongoing Daycare records.
- Ensure Child Protection records are kept confidential and secure.

Ensure that Chairman and Vice-Chairman of the Board of Governors sign Child Protection Referrals Book on a yearly basis and that this is noted in the minutes.

This child protection policy has been approved by the Board of Governors. Members of staff, have been made familiar with its contents and each has been issued with a copy.

August 2015  
Policy Number 67

## **Routines in the Daycare Setting**

The Daycare has set routines in that all children arrive at either 2.00pm or 3.00pm and report to the Manager/deputy Manager to sign in.

The children then put away their belongings and begin to play either outdoor or indoor depending on the weather. Some children only stay for the first hour and the others who stay for the full session start homework.

At 3.00pm the key stage two children arrive and also parents arrive to pick up the children who only stay for the hour. The children report to the Manager/deputy Manager to sign in and some of the group go home with their Parent/carer. The parent/carer must sign the "Signing Out Sheet" as a record of attendance and pick up.

All children receive a healthy snack at 3:15 – 3:30 approx and then the key stage two children start homework and the others may have supervised play outside, free play in the room, games in the hall or an organised craft activity. The play activities are flexible

As before, the parent/carer must sign "Signing Out Sheet" when they collect their child.



## **Safety round and about Finaghy Primary School Daycare**

On collecting your child/children from the Daycare, please be aware of the following:

Once children are collected from staff the children become your full responsibility. We would therefore urge you as their parent/guardian to ensure their safety.

This includes:

Taking caution when walking to your car being aware of incoming traffic

Encourage children not to run off into the car park or playground.

Encourage children to remain beside you at all times.

In addition, parents/guardians must use the "Signing Out" sheet at the door with signature and time of departure.

A minor relative (i.e. a younger brother or sister) May not be permitted to collect any child within Daycare.

Please be extra careful when driving round the Daycare building and school grounds and always be aware of children and adults.

August 2015  
Policy Number 46

## **Safety 2**

All staff receive training in Daycare emergency procedures in case of fire or any other situation requiring the evacuation of the building. Fire drills are held regularly in which children will participate. The Fire drills will be recorded in the Fire Log Book with the date and the amount of time taken to evacuate the building.

Minor accidents (cuts, bruises, etc) will be treated by the Daycare staff trained and approved in First Aid. Daycares designated 1<sup>st</sup> Aid Person is Ms Janine Beattie. Accidents to staff and children must be recorded on an Accident Form and signed by the Parent a copy goes into the child's Personal File and a copy into the Accident file.

Health and Safety checks involving fire precautions, equipment, premises and other potential hazards are carried out regularly.

All accidents, near misses, faulty equipment and hazardous situations should be reported to the Daycare Manager and entered in the Incident File.

If a child is injured at Daycare and in the event of the transportation of the child to the source of emergency/dental care, the staff will complete an accident report form. The parent will be asked to read and sign the report. A copy of the accident form is to be put into the Child's file and a copy into the Daycare file.

Any accident or emergency requiring treatment or action by Daycare staff will be referred to the Manager who will be responsible for informing Social Services and ensuring all the necessary reports are completed.

Daycare will follow Social Services guidelines regarding the reporting of any suspected abuse or neglect. This is our legal, moral and professional obligation.

**August 2015**  
**Policy Number 64**

## **Security**

- Children will be appropriately supervised at all times.
- All entrances to the building are time locked and electronically monitored.
- The building and the surrounding campus are monitored by CCTV.
- Children will only be dismissed from the facility into the care of a nominated adult.
- All children must be signed out by the nominated adult.
- If the nominated adult is changed, Daycare must be informed in advance.
- All staff have a key fob for opening doors so visitors must gain access from school office (during term time) or from the Daycare facility.
- All visitors must sign the visitor's book.

August 2015  
Policy Number 29

# **FINAGHY PRIMARY SCHOOL DAYCARE**

## **Settling In Policy**

If a child is not used to being away from the parent, the parent can expect their child to need a little time to settle into the Daycare setting. All children react differently to being left in a new environment and children who may appear to settle easily can, after a few days, become tearful and reluctant to let their parents' leave. Children who show distress on entering Daycare will progress to independence at varying rates and in their own time.

It is our intention to work closely with the parents to make the transition from home to Daycare as smooth as possible, however long it may take.

The Daycare staff are available to speak to parents at pick up times or they can phone the Manager to discuss any concerns they may have, especially during the settling in period.

We encourage parents to get to know the staff of Finaghy Primary School Daycare alongside their child. It helps to establish good working relations and trust between home and Daycare.

If a child starts during the summer holidays, we would appreciate, once the child is settled on arrival each day, for the parent to leave quickly. Tell the child who will pick them up and at what time. Please aim to be prompt as this helps to make the child feel more secure. We appreciate the parents' co-operation and support during the settling in period.

# FINAGHY PRIMARY SCHOOL DAYCARE

## SICK CHILD POLICY

At Finaghy Primary School Daycare we believe that children prefer to be at home in a comfortable environment when they are ill. We also believe that it is irresponsible and sometimes dangerous to knowingly expose other children to an illness. For these reasons, we ask that sick child does not attend Daycare.

Symptoms that would exclude a child from Finaghy primary School Daycare:

- Fever

Fevers are common in young children and are often a sign that something is wrong. If your child has fever of 38 or higher, please keep him/her at home. If your child develops a fever of 38 or over while at Daycare, you will be contacted to pick him/her up. If your child's fever is less than 38 you will be notified and you may then express your wishes to staff at that time concerning the monitoring of your child.

Our policy is that your child must remain free from fever for 24 hours before returning to Daycare. This means that if your child is picked up at 3.00 pm but still have a fever at 6.00 pm or later the next day. The 24 hours begins when your child's fever has broken and remains in a normal range.

- Diarrhea & Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her at home. If your child has 3 or more diarrhea episodes while at Daycare you will be called to pick him/her up.

All Daycare assistants use gloves when dealing with an episode and use proper hand washing techniques. Please understand that germs from diarrhea can be spread through carpets, toys and direct contact. It is very difficult to keep germs from spreading to other children.

If your child vomits while in nursery, you will be immediately to pick him/her up. Please keep your child home until 24 hours after the vomiting has stopped. When children return too soon, there is much higher rate of recurrence and contagiousness.

- Coughs and colds

Colds are common occurrence. However, there are some symptoms that warrant keeping a child at home. These include, but are not limited to: bad cold with persistent cough, green nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has a cold, please notify a staff member. We encourage extra fluids and proper hand washing. If you wish we can administer cold medicines e.g. calop to your child with written permission if you know this will make your child more comfortable during the day. Please do not expect staff to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably to ill to attend Daycare. Fresh air with proper attire is always healthy.

- Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. In young children, an external rash may be a sign that something is going on internally. Please do not send your child in with a rash until a doctor says it is alright to do so.

In some instances you will be asked to keep your child at home until we have written permission from your doctor saying your child is well enough to return to Daycare. Please understand this is for your child's wellbeing along with the wellbeing of the healthy children at the Daycare and their families.

If your child is not infectious and your doctor has said that they may return to Daycare but your child is still not feeling 100%, please see that we have everything to make him/her comfortable. Items such as extra clothing, medications etc. are very helpful to your child.

If your child appears to have an infectious or contagious condition e.g. Conjunctivitis, you will be asked to take him/her to a doctor to get checked out. Please do not be offended if your child is too ill to stay at Daycare and you are asked to take them home.

- **Emergency Contacts**

We occasionally have problems with not being able to reach someone when a child is ill or injured. If you need to be notified because of your child's illness or injury, it is imperative that we are able to reach someone. If you are listed as emergency contact, please make sure that you can be reached at all times. If there is ever a situation where you know you cannot be reached, for whatever reason, please make sure that staff have the name and phone number of another individual that can always be reached. We also request that if you are notified of your child's illness/injury, you arrive at Daycare in a timely manner. It is extremely unfair to the ill or injured child to expect them to remain at Daycare when they are hurting because we cannot reach someone to come and get them.

We do understand and empathize with parents when their children are ill. It can be difficult, frustrating and emotionally challenging situation when you are torn between a sick child and other obligations. These policies are designed to be fair to the ill child and their family, as well as the healthy children and their families. Please understand that we have a caring relationship with your child and provide the best care possible for them, but we are not a sick Daycare. We are hoping to control the amount of illness at Daycare and to keep everyone healthy and happy. If you ever have any questions or concerns, please do not hesitate to call and talk with us at any time.

We wish to express our sincere thanks to all of you who keep their sick little ones at home and comply with our policies. We appreciate your courtesy.

## **SMOKE FREE WORKPLACE**

### **FINAGHY PRIMARY SCHOOL DAYCARE**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and children, Finaghy Primary School Daycare shall be entirely smoke free. Additionally the use of all tobacco is banned from the Daycare workplace.

Smoking is prohibited in all of the enclosed areas with Daycare, without exception. This includes classrooms, offices, lunchroom, corridors and staffroom, and all other enclosed facilities.

The only designed smoking in Daycare, is outdoors at the side of the old entrance to the school. No one may smoke along any path way or walkway leading to the designated smoking area, nor can any employee smoke either at the picnic tables, outdoors in any of the grassy areas or in the car park.

Additionally, employees may smoke in their personal vehicles, but smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they may walk through to reach their vehicle or any other destination on the school premises.

Smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and visiting children and parents.

Failure to comply with all of the components of this policy will result in disciplinary action.

## **Finaghy Primary School Daycare**

### **SPECIAL NEEDS**

We aim to provide a high quality childcare provision, within which each child, regardless of ability/disability of educational need, is enabled to reach its full potential. Every effort will be made to ensure that children with special needs are integrated as possible with other children. Where appropriate, adaptations to equipment will be carried out to meet the specific needs of the child to enable them to participate fully in all activities. A child who has special educational needs will be treated with the same respect and concern as all others. Allowances will be made in terms of affording a child with special needs more time and additional support when necessary.



# Finaghy Primary School Daycare

## STAFF INDUCTION

All staff will receive initial induction training and written support materials covering the following issues:

- Facility ethos and structure
- Roles and responsibilities
- Child protection and protocols
- Security and safety
- Behaviour
- Codes for dress and conduct
- Confidentiality
- Complaint referral structure

Further training opportunities will be provided for staff as and when appropriate. The facility Manager will review staff performance after their initial probationary period and thereafter on a yearly basis.

The school principal, as secretary to the school management committee, will facilitate performance review of the Manager.

# **FINAGHY PRIMARY SCHOOL DAYCARE STATEMENT OF PURPOSE**

Finaghy Primary School Daycare operates a full and half day session (8.00 am - 1.00 pm/1.00 pm - 6.00 pm) at holiday time and 3 sessions in term time:

2.00 pm - 3.00 pm

2.00 pm - 6.00 pm

3.00 pm - 6.00 pm

All of our opening hours and contact information are available within our brochure. The current price list is also contained in the brochure or if requested by post.

Registration is displayed in the hallway (on the 'parents notice board') and updated by HSC Trust Early Years Team, who carry out our annual visits. Following annual inspection a written report is available to all parents if requested. HSC Trust require all parent's and children's record details to be passed to them on an annual basis to allow them contact with a selection of parents which are chosen at random to complete a questionnaire on Finaghy Primary School Daycare. Liability Insurance Policies are renewed annually and displayed in the hall.

Children must attend Finaghy Primary School and their age ranges from 4 years - 11 years.

It is our ethos to support every child as an individual and to develop each child's learning at their own pace respecting family values and cultural diversity.

The registered person is Mr Alastair Mackay. Parents may contact Mr Mackay by leaving their details with the staff who will pass it on, Mr Mackay will in turn make contact with the parent.

Parents can speak directly to the manager/deputy manager or staff member re any matter at any time.

August 2015  
Policy number 1

## **FINAGHY PRIMARY SCHOOL DAYCARE TRAINING POLICY**

Finaghy Primary School Daycare aims to give ongoing training to any staff member. Training courses will be ongoing via Early Years Organisation and other outside training bodies.

Finaghy P S Daycare will recruit the best candidate for the position advertised. New member of staff will be appointed on a trial basis to see if they are suitable. Induction will be carried out during this period, training will be ongoing.

August 2015  
Policy number 27

## FINAGHY PRIMARY SCHOOL DAYCARE Transport Policy

Records are kept about vehicles in which children are transported during outings, including insurance details and a list of named drivers who have been vetted.

There is an appropriate insurance cover and all drivers have an up to date driving licence, vehicle road tax certificate and MOT certificate if required.

Booster seats are correctly installed and all children must wear suitable safety belts or harnesses.

All vehicles, including taxis and contracted vehicles used to transport children to and from the setting, are suitable for the purpose and meet all current road traffic legislation.

A risk assessment is carried out to ascertain the ratio of staff required when taking children on outings.

August 2015  
Policy Number 55

# FINAGHY PRIMARY SCHOOL DAYCARE

## **Staff uniform**

In Finaghy Primary School Daycare the wearing of uniform is not compulsory. Staff should wear smart cloths at all times. No jeans or football shirts to be worn to Daycare.

We provide if the staff member wishes to wear, a tunic and black coat.

August 2015  
Policy number 30

# FINAGHY PRIMARY SCHOOL DAYCARE

## POLICY ON WHISTLEBLOWING

### **What is whistleblowing?**

Whistleblowing encourages and enables employees to raise serious concerns within Daycare rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong with the setting. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to Finaghy Primary School.

### **Our commitment**

Daycare is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and other who we deal with, who have serious concerns about any aspect of the Daycares' work to come forward and voice those concerns.

### **Who does the policy apply to?**

This policy applies to all employees who work in the Daycare.

### **The aims of the Policy**

- To encourage you to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure which is in the public interest.

August 2015

Policy Number 37

### **What types of concern are covered?**

- Conduct which is an offence or a breach of law.

- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of Daycare funds.
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

### **Safeguards and Victimisation**

Daycare recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your Employer and those who provide the service.

Daycare will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern which is in the public interest.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your concern whenever possible. Please note that:

- Staff must believe the disclosure of information is in the public interest.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

### **How to Raise a Concern**

As a first step, you should normally raise concerns with the Manager or the Head teacher. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, you believed that the Manager is involved you should approach the Head teacher.

Concerns can also be made in writing. Correspondence should be sent to:  
Mrs A Brown, Finaghy Primary School Daycare, Belfast, BT10 0DR

**All policies subject to review and amendment**





