

Trinity College Day Nursery

Policies & Procedures

Updated by Day Nursery September 2025

Please note these policies change as and when required

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INTRODUCTION

The Day Nursery was set up in 1969. It provides care for children of students and staff of Trinity College. The Nursery has a maximum of 51 full time places and caters for children aged 3 months to 5.5 years.

It is managed on a day-to-day basis by the nursery manager, supervisor and deputy supervisor. The Day nursery falls under the remit of the office of the COO.

The nursery is notified to the TUSLA and engages in training with the Dublin City Childcare Committee (DCCC). The nursery strives to meet the highest standards and makes any of the recommendations suggested by inspectors. The nursery's medical policies are advised by the doctors at the student Health Service, the HSE and the Health Protection and Surveillance Centre HPSC) on all health policies including outbreaks, exclusion times etc.

Philosophy

Our aim is to provide a homely, caring, stimulating environment for every child. (English)

- Sè mar aidhm sa nursery nà ait atà suimiùil agus ait a tabhair aire do leanabì agus paistì cosùil le teach fein. (Irish)
- Unser wesentliches Ziel ist es, allen Kindern in der Trinity College Kinderkrippe eine liebevolle Betreuung in einer gemütlichen und stimulierenden Atmosphäre zukommen zu lassen. (German)
- Naš cilj je pružiti brižno i poticajno okruženje u kojem ce se svako dijete se svako dijete osjecati kao kod kuće. (Croatian)
- Het is ons doel om een huiselijke, zorgzame en stimulerende omgeving te bieden aan ieder kind. (Dutch)
- Naszym celem jest stworzenie stymulujących dla rozwoju dzieci warunków, gdzie łączymy profesjonalną opiekę z domową atmosferą. (Polish)
- طفل لكل هدفنا هو توفير الرعاية الأسرية والبيئة المحفزة للنمو (Arabic)
- Nous nous efforçons de fournir à chaque enfant un environnement familial, accueillant et stimulant. (French)
- हमारा उद्देश्य हर बच्चे के लिए एक घरेलू, स्नेहिल, प्रेरक माहौल प्रदान करना है। (Hindi)
- 私たちの目標は、すべての子供たちにとって、アットホームで、あたたかも刺激的な環境を提供することです。 (Japanese)
- 우리의 목표는 모든 아이들에게 친절하고 배려와 가족같이 편안하고 활기찬 환경을 제공하는 것입니다. (Korean)

Definition of policy and procedures

A policy is *'a plan of action adopted or pursued by an individual, government party or business.'*

<http://www.thefreedictionary.com/policy>

A procedure is *'a way of acting or progressing in a course of action, especially an established method'*

<http://www.collinsdictionary.com/dictionary/english/procedure?showCookiePolicy=true>

Opening and Closing Hours

TCD Day Nursery opens from 8:30am – 5:00pm. The nursery is closed on Bank Holidays and during Trinity College official closures. Parents will be notified of such changes in one of the following ways; on the notice board, via email, though signage on the Nursery entrance doors or via letters. We would request that parents provide the nursery with an up-to-date email address so that they may be notified.

We would ask that parents ensure that they collect their child a minimum of 10 minutes before the nursery closes to ensure that the staff members can give you a thorough and detailed handover about your child's day. If you feel that you may be delayed in collecting your child you are requested to contact the nursery on the following numbers:

- Office 01 8962277;
- Baby room 01 8964301;
- Wobbler room 01 8964302;
- Toddler room 01 8964303;
- Playgroup room 01 8964304;
- Montessori room 01 8962057
- Mobile 087 2621879

The nursery closing times must be strictly adhered to at all times. It can be distressing for a child to be left in the nursery when all others have gone. Staff are inconvenienced by working longer hours. In the event of late collection we have a late collection policy in place.

Mission Statement

The staff at Trinity College Day Nursery see themselves as being in a privileged position of sharing the care of your children and it is our aim to provide a safe, stimulating and loving environment in which the needs of your child can be met.

We believe that it is imperative to have good communication between parents and staff. Parents are invited to feel free to drop into the nursery at any time for a cuddle or to take their child for a walk. Parents are encouraged to attend and help out at special events such as your child's birthday party, Christmas, and yearly trips.

Ethics

TCD Day Nursery has identified their ethics code under four areas.

In relation to **children**, it is the responsibility of the nursery management and staff to

- Promote the welfare of the child.
- Respect diversity

- Engage in developmentally appropriate practice
- Maintain confidentiality

In relation to **families**, it is the responsibility of the nursery management and staff to

- Co-operate with families in meeting the needs of the child
- Communicate with families
- Respect diversity
- Share information with families
- Maintain a professional relationship with families
- Maintain confidentiality
- Act as a support to families

In relation to the **community** that we serve, it is the responsibility of the nursery management and staff to

- Support the community to the best of our ability
- Serve as advocates for the needs of the child
- Liaise with other professionals to work with children and their families.

In relation to the larger **childcare profession**, it is the responsibility of the nursery management and staff to

- Develop as a professional
- Continue to learn, grow and contribute as childcare professionals
- Promote and develop Early Childhood Care and Education

Aims

TCD day nursery aims to

- Promote and provide a safe, stimulating and loving **environment** for the children of staff members and students who attend the service on a drop, full time or part –time basis.
- Encourage and welcome **parental involvement** in the nursery. The office and nursery operates an ‘open door policy’.
- Regularly review **policy and procedure** and daily running systems in the nursery. These will be amended and improved on, as required, with the input of stake holders in the nursery.
- **Work with all stakeholders** in the nursery to ensure that the needs of the children and parents using the service are catered for on an individual basis with a view to help shape confident, independent and happy children for the future.
- **Foster strong social and life skills in children** from birth such as respect, tolerance, patience, creativity, compassion and curiosity.
- **Teach the children to be active learners** whose interests are central to their own learning outcomes.

Objectives

TCD Day nursery will

- Ensure the environment is safe, stimulating and secure and that it embraces' and protects all children, their families and community.
- Ensure that no child or their family is discriminated against on any of the following grounds: gender, marital status, family status, age, disability, race, sexual orientation, religious beliefs, gender reassignment and membership of the travelling community.
- See children as individuals with their own specific needs and wishes; we will value their uniqueness.
- Value the child's parents / guardians as the primary carers and educators. We will work closely with the parents to ensure the best possible outcome for their child.
- Value children as part of a wider community and society and respect the unique role that the community and society play in the upbringing and teaching of the child.
- Incorporate the child's wider community into the child's learning opportunity so that the child can share their own experiences and values, which are important to them, with the child's peers and nursery carers.
- Expect the highest level of professionalism from the employee and volunteers in the nursery.
- Have high expectations of the child.
- Provide staff members with opportunity to receive training with the objective of ensuring high levels of professional development.
- Provide and encourage the child to express themselves through creative and imaginative opportunities.

SERVICES

Admissions and Enrolment

Policy

It is the Policy of Trinity College Day Nursery to ensure that this service is made available to the following children and families; staff and students of Trinity College and staff and student of associated organisations for example The science Gallery & The Lir theatre. The Nursery is committed to operating an open and fair admissions procedure.

Procedure

- The Day Nursery will provide care for children aged from 3 months up to 5.5 years.
- Parents wishing to use this facility must complete a waiting list application form. This can be found on the TCD day nursery website and in these documents appendices.
- If one parent is a member of staff and another a full time student they will be placed on the student waiting list but will be charged at the staff rate. Conditions applying to other staff parents will apply.
- Children are allocated places according to date of application with the following precedence being given
 1. Siblings
 2. Student
 3. Staff
 4. Associated organisation
- Students from affiliated colleges will be considered, they may be offered a place if there are no eligible applications from the application. Such students will be charged the full rates of €199.53
- If you are offered a place in the nursery you will be offered a viewing of giving you an opportunity to ask any queries you may have and to provide you with the opportunity to come to a final decision regarding the nursery place.
- If you wish to accept the place you have been offered in the nursery you will be sent the relevant paperwork with a letter confirming a place.
- If a place is being accepted by a parent they must ensure that the nursery is alerted to any allergies / cultural preferences.
- In the event that your child is offered a place in the nursery and you are not in a position to take it when offered, the place will be allocated to the next eligible person. Trinity College Day Nursery is not in a position to guarantee you the next available place should this happen.
- If parents are unable to take up a place at the exactly time of the offer they may retain the place by paying for the weeks before they are able to start.
- In the event that a full time place is not available a limited number of short term places may be offered as and when they arise. Parents are asked to contact a member of the management team if this is a service that they wish to avail of.

Children's Charter

Policy

Trinity College Day Nursery will support and implement a children's charter taking advice from the **Irish Council of Civil Liberties**¹ and the **United Nation rights of the child**. All actions in such charter will have the child's best interest at its core

Procedure

- Trinity College day nursery will ensure and support the children who attend have the right to be treated equally, to be included and to be trusted to make their own decision, regardless of their
 - Gender.
 - Marital or civil status of their family.
 - Sexual orientation.
 - Religious background.
 - Disability, race, ethnicity, nationality, skin colour, or background.
 - Membership of a Travelling community
- We will ensure the child's right to learn / education. This will be supported through
 - Engagement with TUSLA to ensure quality childcare provision for the child
 - Engagement with the Department of Children & Youth Affairs in supplying childcare places under NCS, ECCE, CETS & CCS childcare schemes ensuring that those who are eligible are offered such funds in the Day Nursery.
- We will ensure that the child's right to health, mental and physical, is supported through
 - Engagement with appropriate agencies when needed such as Department of Health, HSE & TUSLA
 - Ensuring age appropriate activities to encourage good health and development
 - Ensuring parents & families are worked with as partners.
 - Ensuring the Day Nursery provides appropriate level of nutrition to aid in the physical wellbeing and development of the child.
- We will ensure that children are protected from all forms of harm, abuse & exploitation. This will be implemented through
 - Liaising and engagement with the appropriate agencies such as the Gardai and TUSLA.
 - Organising appropriate training for staff supporting them in recognising signs of abuse.
 - Enforcing the Day Nursery's child protection policy, the Code of Practice and following best practice in line with the following documents
 - **Children's First**
 - **Our Duty to Care**
 - **Child Care act 1991 (Early Year Service) Regulations 2006**
 - Ensuring that regular fire and safety checks are carried out.
 - Ensuring that the Day Nursery operates in line with the **Day Nursery Safety Statement (2014)** & the **Fire Safety in Pre-Schools (1999)**
- We will ensure that the child's rights in the family are upheld and supported through
 - Showing the child's family respect regardless of
 - Gender.

- Age.
 - Marital or civil status of their family.
 - Sexual orientation.
 - Family status
 - Religious / non-religious background.
 - Disability, race, ethnicity, nationality, skin colour, or background.
 - Membership of a Travelling community
- Recognising and respecting that the child's family are the first and primary carers of the child.
- Respecting that they are and will remain to be the child's first educators.
- Involving the family in the child's learning
- Working with the family to ensure that all actions taken in relation to the child have the child's best interest at their core.
- We will ensure that the child's right to play is upheld and supported through
 - Planning age-appropriate activities.
 - Engaging in play opportunities with the child.
 - Following the child's play initiatives.
- We will ensure that the child's right to choose friends is upheld and supported through
 - Fostering a friendly, accepting and open play environment,
 - Encouraging the children to include all peers in play opportunities regardless of ability, personal appearance, gender, age, race, religion, skin colour or nationality.
 - Discouraging name calling.
 - Leading by example.
- We will ensure that the child's right to be heard is upheld and supported through
 - Planning learning opportunities based on the child's interests.
 - Encouraging the child to express themselves.
 - Giving the child our time and listening to them.
 - Encourage the child's peers to take turns and respect each other's opinions
- We will ensure that the child's right to their own religion is upheld and supported through
 - Discussing everyone's religious beliefs with equal respect and equal time.
 - Involving the child's parents in the child's learning and asking parents about the family's religious traditions.
 - Challenging offensive stereotyping and opinions based on religion.
- We will ensure that the child has the right to a clean and healthy environment through
 - Engaging in the green campus initiative in place in the College.
 - Encouraging the child to become involved in the green campus initiative.
 - Encouraging the parents to become involved in the green campus initiative.
 - Buying local and Irish where possible.
 - Recycling and reducing precious resources by reducing and segregating the waste in the nursery.
- We will ensure that the child's right to create, imagine, dream and explore by
 - Following the child's lead in play.
 - Give them the resources to create and use their imagination.

- Give them the opportunity to explore and scaffold their learning
- Encourage their confidence by asking open ended questions and re-affirming their actions with positive verbal and body language.
- We will ensure that the child's right to belong and be themselves is supported by
 - Respecting all children equally.
 - Respecting their cultural values.
 - Looking on the child's parents as partners in education.
 - Respecting all children's diversity.
 - Create learning opportunities for the child based on their interests and values.
- We will ensure the right to nutritious food and a healthy life while in the Day Nursery is upheld by
 - Planning an age-appropriate weekly menu.
 - Giving the child the opportunity to taste a variety of foods.
 - Adapting the menu to suit the child's dietary requirements.
 - Giving the child access to outdoor play for a minimum of 45 min per day.
 - Encourage healthy eating habits.
 - Encourage good personal hygiene in the children.
- We will ensure the child's right to reach their full potential by
 - Encouraging their learning through positive interactions
 - Recognising that not all children will learn in the same manner
 - Building the child's confidence in their own learning

Child Collection

Policy

It is the policy of TCD day nursery to ensure that only those nominated by main carers have the authority to collect the children attending TCD day nursery.

Procedure

- When a child begins at the nursery, it is the parent's responsibility to inform and introduce any person who has permission to collect the child to a member of the management team. That person's name must be on the child's registration form when the child starts in the nursery.
- If a person comes to collect the child but the nursery has not been given prior notification by the parents the child will not be released until confirmation has been received from the parent/guardian.
- If an emergency situation arises and the parent / guardian or a previously delegated person is unable to collect the child, parents are required to phone the nursery Manager or Supervisor as early as possible to give the name, address, and description of the person to take the child.
- That person will be asked to provide photographic on arrival before being allowed to collect the child.
- Failure to contact the nursery to notify such changes and /or failure of the collector to provide appropriate identification and / or the previously agree password will result in the child remaining with the nursery staff until the parent can be contacted.
- All visitors must sign in and out of the register located in the lobby area in between the wobbler room and the office hallway.
- Children must be collected on time. Failure to do so will result in the late collection fee being implemented.
- Drop off/ collection permits request forms are available for parents. These may be located on the notice board in the lobby area between the office door and the entrance to the wobbler room.
- In the case of children where there may be custody issues or children of divorced parents Day Nursery staff will be unable to refuse a parent access to a child.
- In a situation where a parent has no legal custody of a child, access to the child will be given unless the appropriate legal documentation which states otherwise has been submitted to the Day Nursery Manager.

Fee Payment

Policy

For Trinity College Day Nursery to continue to provide a high-quality service to staff and students it is imperative for fees to be paid in a timely manner. Fees are reviewed on a yearly basis taking into account affordability, value for money and the sustainability of the service.

Procedure

- The fees for the Day nursery are as follows:

	1 child	Sibling rate (2 children)
Staff	199.53	199.53 plus 179.58
Student	129.74	129.74 plus 116.76
Associated agencies e.g. Lir Theater	199.53	199.53 plus 179.58

- In the event that there are 3 children from 1 family attending the Day nursery the sibling rate is applied to 2 children, the 3rd child rate is charged at full price.
- Fees are charged per week, however should a parent wish to pay monthly cost are calculated based on the number of Fridays in the month concerned, therefore some months fees may be higher than others.
- All fees must be paid in advance.
- If one parent is a member of staff and another a student they will be charged at the staff rate. Conditions applying to other staff parents will apply.
- Fees may be paid in the following way; via banking online (using the banking details in the appendices), standing orders, direct debits, through staff payroll or with cheque. Cash will not be accepted.
- It is the responsibility of the payee to ensure that any online payments are correctly referenced. The Day Nursery will not amend a child's fee record until confirmation of payment has been received from Financial Services Division.
- It is vital that parents keep up to date with payment of fees. If parents miss more than two weeks payment, they will automatically lose their child's place in the Nursery.
- Failure to clear all any debts to the Day Nursery will result in the child's account being marked for the debtors list. If parents are students, the graduation office will be notified and awarding of any qualifications may be deferred until all repayments are made. In the event parents are staff financial services will be informed. If there is a failure to clear debts (students or staff) a debt collector will be employed to recoup all debts.

Government Funding Scheme

Policy

Trinity College Day Nursery will work with both internal TCD departments and external organisations in sourcing and applying available funding schemes where possible for parents. Currently the Day Nursery is permitted to offer the National Childcare Scheme (NCS) & the Early Childhood Care and Education scheme (ECCE) which are funded by POBAL and Department of Education.

- Trinity College Day Nursery will complete a fee policy and calendar showing details of fees, discounts and additional charges, this will be on display in the nursery.
- All parents should sign a service letter and parents will be issued with a calendar outlining the fees for the academic year.
- Pobal will carry out compliance visits to NCS and ECCE services where access to the service, personal and documentation relating to the financial services of the nursery must be provided to the inspectors. All records relating to these finances must be kept for 7 years.
- Parents are given their fees depending on the hours used (42.5 for 1 full week). If they are using less hours their fees will go up as we will receive less money from Pobal.
- Any over payment made by Pobal must be repaid by the service to Pobal.

The National Childcare Scheme (NCS)

This is a universal subsidy which is for all children in Ireland and provides €2.14 per hour for a maximum of 45 hours per week. There is also an income assessed subsidy which is means tested and will be calculated based on your family's individual circumstances. Rates will vary depending on your level of family income, your child's age and educational stage, and the number of children in your family.

(<https://www.ncs.gov.ie/en/>)

Procedure relating to ECCE

Early Childhood Care and Education scheme (ECCE)

- The ECCE scheme is administered by the Department of Children and Youth Affairs with the aim of making formal early education available to the child a year before they commence primary school.
- Children are considered eligible if they are more than 3 years and 2 months and less than 4 years and 7 months on the 1 of September on the relevant year of application / born between the 2nd of February and the 30th of June. There are no exceptions to the lower age limit.
- Payments under the ECCE scheme are made directly to Trinity College Day Nursery and made in respect of each eligible child enrolled.
- The ECCE scheme is delivered on the basis of 3 hours per day, 5 days per week for a 38 week period pro – rata.
- The Day Nursery will charge additional fees to make up the cost of any time over the 3 hour period and may also have additional charges such as stretch and grow programmes.

- The ratio of staff to children in respect of the ECCE session

Number of children aged from 2.5 - 6 years	Number of Staff
Up to 11 children	1 Early Year leader
12 – 22 children	1 Early Year leader and 1 Early Year assistant

- Trinity College Day Nursery reserves the right to offer the ECCE scheme to a child who will be availing of full-time care over one who wished to attend for the ECCE programme only.
- Trinity College Day Nursery will provide parents with a fee policy and a letter outlining any additional costs that may be incurred as part of the ECCE programme.
- A child may be permitted to apply for the ECCE programme if they are above the upper age limit in the following circumstances.
 - If the child is not able to commence primary school due to
 - The enrolment policy of the primary school
 - If the child has been assessed as being developmentally delayed.
 - Applications are made on a case-by-case basis.
- Eligibility will be verified by using the child's date of birth and Irish PPSN
- Trinity College Day Nursery must permit representatives from the Department of children and youth affairs access to the nursery, documents relating to applicant for the ECCE scheme and to financial details relating to the nursery and the ECCE scheme

TCD funding

Policy

TCD day nursery will work with all departments within TCD to ensure that students are supported in their application for financial assistance. There are a number of funds available to students.

Procedure

- All applications are treated in confidence, and are considered anonymously by the Financial Assistance Committee.
- Due to demand additional applications will be placed on the waiting list on a 'first come, first serve' basis
- **Senior Tutors Office** - (01) 896 2551/1095 - can provide financial assistance for undergraduate student.
 - Application can be found through the Senior Tutors page (https://www.tcd.ie/Senior_Tutor/Financial%20Assistance/).
 - Further information can be located at the following webpage https://www.tcd.ie/Senior_Tutor/pdf/FA%20Fund%20Details%2013-14.pdf
- Students who are attending TCD through TAP/HEAR must apply for funding through the TAP office (https://www.tcd.ie/Trinity_Access/)
- The Jackie Akerele fund is available with the object of helping student parents with childcare expenses or facing unforeseen difficulties. Application should be made in writing to the Senior Tutor, the main criteria will be the student's financial situation and childcare needs
- Post grad students must apply through the Graduate Studies office located in academic registry.
- The TCD Student Union may also offer assistance with childcare costs, for further information contact the Welfare Officer in the Student Union.
- For more general student funding information <http://www.studentfinance.ie/> provide information for 3rd level student financing.

Range of childcare services

TCD Day Nursery can provide care for up to 51 children ranging in age from 3 months to 5.5 years. We open 51 weeks of the year on a full-time basis; however, part time may be considered if a suitable match can be found. The rooms are arranged in the following age categories but this changes due to the needs of the children and service requirements.

- Baby room – this has a maximum capacity of 6 children. The Age range is from 3 months up to 12 months.
- Wobbler room – this has a maximum capacity of 9 children. The age range is from 12 months up to 20 months.
- Toddler room – this has a maximum capacity of 10 children. The age range is from 20 months up to 2.5 years.
- Playgroup room – this has a maximum capacity of 11 children. The age range is from 2.5 year up to 3.5 years.
- Montessori room – this has a maximum capacity of 14 children. The age range is from 3.5 years up to 5.5 years.

A child may be moved into room at an earlier or later age to that specified in the above age categories depending on the child's ability and needs and depending on available places in the rooms.

The nursery has one large outdoor play area to the front of the nursery and a smaller outdoor play area to the back of the building. Children will spend a minimum of 30 to 45 minutes in the garden on a daily basis – weather permitting.

The nursery has a parents' room which may be used by parents to nursery their child or a space for parents to wait while their child is undergoing their settling in week.

The nursery provides individual bedding for the children which is washed a minimum of once a week on site. Should there be spillages, such as bodily fluids, bedding will be washed as needed.

Buggies may be stored on site in the designated area outside the office; all buggies are left at the risk of the owners. We would ask that all parents make every effort to ensure that their child's buggy is folded and stored behind the gated area where possible. Incorrectly folded/stored buggies may pose a health and safety risk to staff, parents and children. Please ensure your buggy is covered.

Children's scooters and bikes brought in from home must be stored in the outdoor area in front of the wobbler and toddler room.

The nursery has a separate dining area for children from the toddler room upwards. This area is used for lunch times and afternoon snack.

When numbers allow the children may leave site to go to play in the cricket pitch, rose garden and rugby grounds. On other occasions the children and staff may go to parks within proximity such as Stephen's Green. If this should occur, all parents of the children leaving the grounds will be contacted and prior approval will be sought. A member of the management team will accompany them in the event of excursions off TCD grounds and a mobile phone (087-2621879) will always be with the group..

In the event of a medical emergency the nursery will seek the assistance of TCD medical centre, which is located close to the nursery.

Settling in Policy

Trinity College Day Nursery will work with the parents of new children settling in with the best interests of the child and the smoothest possible transition in mind. As this can be an anxious time in both a child's and parents' life all possible supports will be extended to you during this important transition.

Procedure

- Once a parent is offered a place in the Nursery, they will be given the opportunity to call into the Nursery for a tour of the premises and a meeting to address any question that they may have.
- Upon accepting a place in the Day Nursery parents will be given a date for their child to settle in the Day Nursery.
- If possible, it is important that parents discuss with the child where they will be going, why they are going there and who is going to be there with them (e.g., other children to play with & teachers).
- Parents may bring in a comfort item which might help the child feel secure.
- Parents will be expected to provide detailed information about their child, this can be done through completion of the registration pack. A child will not be permitted to be onsite without this application form being fully completed and given to a member of the management team.
- Parents will receive a parent's handbook which will contain all the policies and procedures relevant.
- Children who are in the Playgroup or Montessori room will be given a hook and a small cubby area in the Montessori corridor, Toddler and Wobbler children will receive a hook and a small cubby area in the buggy storage area. Children in the baby room will receive a large cubby in the buggy storage area.
- The child will be assigned a key worker; this person will be the point of contact while the child is in the room. As the child graduates to the older rooms a different key worker will be assigned.
- The settling in process is scheduled to take a week; there are no exceptions to this. The waiting list fee will cover the initial settling in week.
- The settling in times will be the following times.
 - Day 1 - 10am to 11am
 - Day 2 – 10 am to 12pm
 - Day 3 – 10am to 1pm
 - Day 4 – 10am to 2pm
 - Day 5 – 10am to 2pm
- While it is envisaged that the child will start full time on the following week, if a child is struggling to settle in the nursery greater flexibility may be required. The child may not be able to stay full time as a result until the team in charge of your child's care feel it is appropriate.
- Parents must always be contactable during their child's settling in week in case the child becomes very distressed.

- Trinity College Day Nursery recommends that a parent does not “sneak out” of the room as this can make a child more anxious, instead we would ask that the parent say goodbye to the child and where appropriate tell the child that they will return shortly.
- We would recommend that the parent not “come and go” regardless of how upset the child is as this can confuse the child and may prolong the settling in period.
- If parents are experiencing any anxiety, they can call the Day Nursery at any stage, we appreciate that this can be a stressful time in the life of the parent and child. We will extend every support possible to assist.
- Children transitioning from one room to another will be supported to move ‘at the child’s pace’ over a week or so until they settle in their new room.

Staff to Child ratios

Trinity College Day nursery will ensure that ratios are set down by **Regulation 8 Management and staffing**.

Procedure

- The following ratios are in place in the Day Nursery.

Room	Age	Ratio	Number of staff	Max No. per room
Baby	3 – 12 m	1:3	2 FTE	6
Wobbler	12 – 20	1:5	2 FTE	9
Toddler *	21m – 2.5 y	1:5 (1 – 2 y)	2 FTE	10
		1:6 (2 – 3 y)	2 FTE	10
Playgroup*	2.5 y – 3.5y	1:6 (2 – 3 y)	2 FTE	11
		1:8 (3 y +)	2 FTE	11
Montessori	3.5 y – 5 y	1:8 (3 y +)	2 FTE	14
ECCE Scheme (9:30 – 12:30)	2 years 8 months – school age	1:11	2FTE	14

* As ages can vary in these rooms the ratio may change depending on the ages of the children in attendance at the time.

Staff Absenteeism

Policy

In the event of staff absenteeism Trinity College Day nursery will ensure that ratios are set down by **Regulation 8 Management and staffing**.

Procedure

- In the event that staff are absent due to annual / sick leave, adult: child ratios are covered in the following manner.
 - Staff not needed in other rooms will be moved into the room that needs cover.
 - A float staff will work in the room as needed.
 - Members of the management team will work in the room.
 - Part time staff such as lunch cover and other staff on part time contracts will be asked to work additional hours.
 - Agency staff will be sourced and vetted externally
- Where possible Trinity College Day Nursery will request agency staff who know the policies and procedures & routines of the Day Nursery and staff who are familiar with the children.

Manager Absenteeism

Policy

In the event of Manager absenteeism Trinity College Day nursery will ensure compliance with Regulation **8 Management and staffing section (1) (b) & (c)**

Procedure

- The Day Nursery has a designated person in charge and a named person who is able to deputise as required, in this case the designated person in charge is Manager - Lesley Strahan.
- In the event that Lesley Strahan is not available / on site, Sonya Ahern is designated Day Nursery supervisor.
- In the event that Sonya Ahern is not available Jennifer Labiche is designated Deputy Supervisor.
- At all times during the period when the Early Year service is being carried on, the designated person in charge or the named Deputy / Deputy Supervisor person referred to in this policy will be onsite.
- In the event of Management absenteeism through annual leave / sick leave Manager duties will be the responsibility of the Day Nursery Supervisor or Deputy Supervisor.

PARENTS

Car Parking

Policy

The TCD Day Nursery is compliant the University's car parks policies and procedure. Further information regarding this policy can be found at <https://www.tcd.ie/Buildings/tbsicarpark.php>

Procedure

- Car parking facilities are available for staff members only; such staff must have a parking permit. Applications for parking permit may be made Estates and facilities Department.
- Car parking facilities for students is made available strictly on medical grounds only. For further information on this matter please contact the Director of Estates and Facilities on ext: 1912.
- If you have a car, you may be issued with a parking permit which would allow you to park for short periods of time to facilitate, drop off and collection. Prolonged parking, over and above the intended purpose may result in the loss of this permit. Applications for drop off permits are available in the Day Nursery.
- Parking is permitted between the lines of marked cars only. Only persons with a disabled parking permit are allowed to park in the disabled spaces.
- The disabled parking spaces are in the following areas.
 - 2 spaces at the printing house
 - 1 space adjacent to the Berkley Podium
 - 1 space at the Rugby pitch car park
 - 1 space at the bottom of the Parsons Steps
 - 2 spaces at the Fitzgerald Building.
- Please refer to the Estate and facilities (<https://www.tcd.ie/Buildings/tbsicarpark.php>) website or FAQ section for further updates on the parking facilities in TCD.
- Discounted parking is available for students and staff on production of a valid TCD ID. Please refer to the following link for more information <http://www.tcd.ie/Buildings/parkingcollege.php>
- Parking permits are non-transferable, misuse of parking permits may result in the loss of parking privileges.
- For further information on Car parking facilities please refer to the FQA document located at the following link <http://www.tcd.ie/Buildings/parkingfaq.php#contenttext> or contact estatesandfacilities@tcd.ie or call ext: 2262

Comments and Complaints

Policy

TCD Day Nursery's primary motivation is to provide a safe, caring, stimulating and high quality childcare service to both the children who use the service and their families. We do however understand that there will be times when this may not be achieved. In such cases we welcome the opportunity to rectify any complaints or comments to a satisfactory level for all concerned.

Procedure

- All users of TCD Day Nursery and staff are welcome comment or to report a complaint regarding the Day Nursery.
- All complaints will be treated equally and with respect.
- All details will be noted in detail and stored in a secure manner to ensure compliance with Data Protection.
- Complaints will be dealt with by Day Nursery Supervisor or the event that the complaint is made against the Day Nursery Supervisor the Day Nursery Manager.
- There are two stages in the comment / complaint procedure, with a third possible stage if stage 1 & 2 are not satisfactory.
- Stage 1 (informal):
 - Where possible the Day Nursery will seek to resolve the issue in an informal manner through open dialogue. This will be facilitated by the Day Nursery Supervisor or Day Nursery Manager where appropriate.
 - All parties should make every effort to work together to come to a satisfactory outcome.
 - In the event that the issue cannot be dealt with in an informal to a satisfactory level for all parties involved the second stage may be employed.
 - All issues will be logged and stored in a secure manner.
- Stage 2 (formal):
 - The person raising the complaint should put their complaint in writing; relevant information such as dates, names, and any other relevant / important information should be included.
 - The written complaint should be signed and dated by the author.
 - The Day Nursery Supervisor will acknowledge receipt of the complaint within 10 working days.
 - The Day Nursery investigation will aim to have completed its findings within 28 days of receipt of the complaint.
 - In the event of any delays to the process the Day Nursery Manager will notify the complainant of the delay.
 - The Day Nursery Supervisor may choose to meet with individuals involved in the complaint to seek information and to discuss the Day Nursery's response. The Day Nursery Supervisor may decide if it is in the best interest of the investigation for all the parties concerned to meet individually or in a group setting.

- Either party may consult with a mediator who is independent of the Day Nursery and who is acceptable to both parties; the mediator must ensure confidentiality is maintained in all matters concerning the comment / complaint.
 - Upon completion of the investigation a formal response will be released to the complainant and copied to all relevant as appropriate. The response will include recommendations regarding the complaint; it may also include any recommended amendments to the Day Nursery Policies and Procedures.
- Stage 3 (appeal process):
 - If the investigation is not to the satisfaction of either party the matter may be Appeal process may be engaged.
 - The original complaint along with the response (derived from stage full engagement of stage 2) will be referred to the Day Nursery Manager who will reopen the case.
 - The Day Nursery Manager will meet with all those concerned with the case and formal notes will be taken and made available to all those concerned.
 - Upon completion that Day Nursery Manager will give a detailed response, including recommended actions to the Day Nursery Supervisor and the complainant.
 - The Day Nursery Manager will take every step possible to ensure that the response is given within 28 working days of the complaint referral date.
- In the event that the matter has child protection implications the matter will be dealt with in accordance with the TCD Day Nursery Child Protection Policy and Procedure
- In the event that the matter may have criminal implications the matter may referred to the local Gardai Siochana.
- At any stage in the complaint procedure where the complainant is concerned about a child's welfare, dissatisfied with the Day Nursery response or has concerns regarding regulatory compliance they may also lodge their concern with TUSLA.

Tusla – Child and Family Agency,
 Floors 2-5,
 Brunel Building,
 Heuston South Quarter,
 Dublin 8.
 Phone: 01 7718500
 Email: info@tusla.ie

Confidentiality

Policy

It is the policy of Trinity College Day Nursery to ensure that all information relating to children, families, staff and volunteers involved with the service is kept confidential. Personal information about families in relation to Child Protection concerns will be shared on a need-to-know basis in line with the Day Nursery Child Protection Policy

Procedure

- Parents will have access to records kept in the service relating to their child.
- All staff, students and volunteers will be informed of the Confidentiality Policy as part for their induction programme.
- Members of staff will not discuss any children attending the Day Nursery with those other than the child's parent unless for the purpose of curriculum planning and child management.
- High levels of respect toward the child and child's family must be maintained when discussing the child in a curriculum planning and child management situation.
- Information provided to a member of the management team will not be passed on to other adults except in the case of a child welfare / child protection concern. In such cases this confidentiality may not be guaranteed.
- If there is a concern about a child's welfare Trinity College Day Nursery confidential information about a child may be given to TUSLA in accordance with the Day Nursery Child Protection Policy.
- Concerns will be stored in a separate locked filing cabinet will be shared on a need-to-know basis in accordance with the Day Nursery's Child Protection Policy and Data Protection Legislation and the Day Nursery's Data protection policy.

Partnership with Parents and Carers

Policy

TCD Day Nursery acknowledges the important role that parents / carers play in their child's learning and development. The Day Nursery is committed to working with parents / carers as partners in their child's learning opportunities.

Procedure

- The Day Nursery will engage with parents / carers to make them feel welcome and always valued.
- The Day Nursery will communicate any upcoming events and important information via email, or where this is not possible this will be done in person, via signage or with letters.
- The Day Nursery will listen and respect any concerns that a parents / carer raises and ensure a prompt and appropriate action in line with the Day Nursery Comment / Complaint Policy and Procedure
- The Day Nursery will keep parents / carers abreast of any changes in such as changes to fees, available grants and changes to opening or closing hours.
- The Day Nursery will encourage engagement and contribution from the parents / carers through setting up and maintaining parent's representative meetings.
- The Day Nursery will make available to parents / carers any records pertaining to their child and other relevant information relating to the Day Nursery subject to exemption e.g., information which is subject to Data Protection, financially sensitive information or information which is related to ongoing investigations.
- The Day Nursery will ensure that the Policy and Procedures are made available to the parents and that they are consulted on the future development of Day Nursery policies where appropriate.
- Parents / carers will be consulted on play and activities provided for the children in the Day Nursery.
- Parents / carers will be encouraged to undertake roles within the Day Nursery through volunteering for the Parent representative committees, joining the children and staff in outings and in activities such as fundraising in compliance with the relevant Day Nursery Policies and Procedures (Fundraising & Outings).
- The Day Nursery will ensure that there are regular opportunities for parents to meet with staff and discuss their child's development and provide opportunity to address any concerns either party may have regarding the child's development. Any such meeting will be arranged at a time which suits all parties involved.
- Parents / carers feedback in the running of the Day Nursery with a view to improving it is encouraged; this would include the opportunity to give the confidential feedback. If the feedback has criminal, child protection or grievance procedure consequences the Day Nursery may not be able to guarantee such confidentiality.

ADMINISTRATION

Data Protection

Policy

TCD Day Nursery follows the TCD Data Protection Policy. This states the following:

The University of Dublin, Trinity College, needs to collect and use personal data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the College. The purposes of processing data include the organisation and administration of courses, examinations, research activities, the recruitment and payment of staff, compliance with statutory obligations, etc. Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of the College's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

Principles of data protection legislation

The College undertakes to perform its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows.

1. Obtain and process information fairly

The College will obtain and process personal data fairly in accordance with the fulfilment of its functions and its legal obligations.

2. Keep it only for one or more specified, explicit and lawful purposes

The College will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose it only in ways compatible with these purposes

The College will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. Keep it safe and secure

The College will take appropriate security measures against unauthorised access to, or alteration, disclosure, or destruction of the data and against their accidental loss or destruction. The College acknowledges that high standards of security are essential for processing all personal information.

5. Keep it accurate, complete and up to date

The College will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.

6. Ensure that it is adequate, relevant, and not excessive

Personal data held by the College will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

7. Retain it for no longer than is necessary for the purpose or purposes

The College will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy.

8. Give a copy of his/her personal data to that individual, on request

The College will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

Responsibility

The College has overall responsibility for ensuring compliance with data protection legislation where it is the controller of personal data. However, all employees and students of the College who collect and/or control the contents and use of personal data are individually responsible for compliance with the data protection legislation. The College will provide support, assistance, advice and training to all departments, offices, and staff to ensure it is able to comply with the legislation. The College has appointed an Information Compliance Officer who will assist the College and its staff in complying with the data protection legislation.

Procedures and Guidelines

The College is committed to ensuring the protection of the privacy of personal data and to assist in the College's compliance with the data protection legislation will provide best practice guidelines and procedures in relation to all aspects of data protection.

Review

This policy will be reviewed regularly considering any legislative or other relevant indications. The term 'College' is used for brevity in this document but should be taken as referring to The University of Dublin, Trinity College.

Record Keeping

Policy

Under the Childcare act 1991 (Early Years Services) 2006 records are required to be maintained and made available to parents and any relevant persons, to ensure the health, safety and development of all children attending Trinity College Day Nursery.

Procedure

- All records are in line with the Childcare act 1991(Early Years Services) (No 2) Regulation 2006 and will be kept up to date and accurate at all times.
- All confidential records are stored securely when not in use.
- Parents / guardians will be requested to co-sign medical administration documentation and other documents as required.
- All written records are accurate, factually based, and impartial.
- Children's records should be accessible to staff working in the room where the children are in except in cases of Child Protection.
- Members of the management team will have full access to all children's files.
- Records relating to Child Protection concerns are stored in a separate locked filing cabinet and are shared on a need-to-know basis, in line with the Day Nursery's Confidentiality policy.

Fundraising

Policy

TCD Day Nursery will support organisations in Ireland who are a registered charity organisation (with a valid charity number) and, where possible, the key focus of such an organisation is the child, for example 'childline'.

Procedure

- Fund raising will be agreed, in advance, with the Day Nursery management team.
- A member of the Day Nursery Management team will notify all parents of the upcoming fundraising event.
- TCD Day Nursery will encourage involvement of parents and staff.
- If parents and staff are not able to financially support the charity the Day Nursery will encourage them to act as a link to the charity through informing other of the work that the charity undertake.
- Staff and parents will have their opinions respected and will not be discriminated against should they not wish to engage with the fundraising activities of the Day Nursery.

CHILDCARE PRACTICE

Child Protection Policy

Policy

We at TCD Day Nursery will provide a safe and secure learning environment for your child. The welfare and safety of the child is paramount and central to all actions undertaken with or for your child. TCD Day Nursery recognises the rights of the child to be respected, listened to, and have with views taken into consideration.

TCD Day Nursery policy is for all children up to 18 years of age excluding those who are or have been married; this would include student who may be volunteering in the Day Nursery. It is the responsibility of all users, employees, and volunteers of the nursery to ensure that they have read, understood and adhere to the nursery's child protection policy.

It is the duty of TCD Day Nursery to protect your child from all forms of abuse and to report any suspicions to the duty social worker who can be contacted at the following: Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2, Tel: (01) 648 6555. This will be done via the designated liaising person (DLP), Victoria Butler (8964160) and Lesley Strahan or Sonya Ahern.

This policy has been developed in line with ***Children's first: National guidance for the protections and welfare of children, Our Duty to Care, Child Protection and Welfare Practice Handbook & TUSAL Interim guide for the development of child protect*** policy. This policy will be reviewed every two years OR more regularly if required; this will be carried out by the DLP for this area.

Definitions and examples

Child abuse is categorised into the following types:

- **Neglect** which is defined in terms of an omission resulting in significant harm. This may include (but is not limited to) deprivation of food, medical attention, supervision and safety. Neglect will generally become apparent over time. The threshold of significant harm is reached when a child's needs are neglected to the point that their well-being and / or development are severely affected. Signs may include failure to thrive, inattention to basic hygiene, lack of warmth or malnourishment.
- **Emotional abuse** related to the relationship between the child and the abuser occurring when the child's developmental need for affection, security, approval and consistency fail to be met. The threshold of significant harm is reached when abusive interactions become typical of the relationship. Signs may include a lack of love and comfort, lack of continuity of care, family conflicts, and inappropriate non-physical punishment.
- **Physical abuse** relates to actual or potential harm experienced by the child from an interaction or lack of interaction which is reasonably within the control of the carer, a person/s in position of responsibility, power or trust. There may be single or repeated incidents. Signs may include burns, bruising, fractures and swollen joints.
- **Sexual abuse** is when a child is used by another person for his/her gratification or sexual arousal or for that of others. Signs may include bleeding from anus / vagina, difficulty in passing urine,

sexually transmitted infections, change in a child's behaviour, hints about sexual activity, sexual play with peers / toys, bed wetting / soiling and pains with no evident physical cause.

Abuse and neglect can be difficult to identify, and all signs and symptoms should be looked at in the context of the child's situation and family circumstances.

- When **identifying child neglect or abuse** the following steps should be considered.
 1. **Consider the possibility.** Does the child have a suspicious injury for which there is no reasonable explanation? Is the child distressed without obvious reason or is there a new behavioural problem?
 2. **Look out for signs and symptoms.** As well as exhibiting symptoms as listed above a child may also disclose information relating to abuse. If this happens the child should not be interviewed in detail without first consulting the HSE child and family services / TUSLA.
 3. **Record the information.** All observations should be recorded accurately and should include dates, times, names, location, context and any other relevant information. Special consideration should be taken into how the information is stored and who has access to the information.
- **Reasonable grounds for concern** include.
 1. An injury or behaviour which is consistent both with abuse and an innocent explanation but where there are corroborative indicators supporting the concern that may be a case of abuse.
 2. Consistent indication over a period that a child is suffering physical or emotional neglect.
 3. Admission or indication by a person of an alleged abuse.
 4. A specific indication from a child that they were abused.
 5. An account from a person who witnessed the child being abused.
 6. Evidence consistent with abuse which was unlikely to have occurred any other way.
- When **responding to a disclosure** by a child
 1. Be calm and natural.
 2. Do not panic, the child may have approached you as you are both liked and trusted by them.
 3. Remember that disclosures are difficult for the child.
 4. The child may be initially testing your response and may only disclose the full details over time.
 5. Listen and give the child time and opportunity to tell as much or as little as they wish.
 6. Do not pressurise the child. Allow them to disclose at their pace.
 7. Conceal your own personal signs of anger, disgust or disbelief.
 8. Accept what the child has to say.
 9. Differentiate between the person who carried out the abuse and the act of abuse itself as the child may have a strong bond with alleged abuser. It is therefore important to avoid expressing judgement.
 10. Reassure the child that your feelings have not been affected in a negative way because of the disclosure.

Reporting Procedure

- Children's first: National guidelines 2011 states that *'it is the responsibility of all agencies working with children and for the public to recognise child protection concerns and share those with the agencies responsible for assessing or investigating them, not to determine whether the child protection concerns are evidenced or not'*.
- Where possible make telephone contact with the duty social (Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2, Tel: (01) 648 6555).
- In the event of an out of hours concern or in an emergency Gardai are to be contacted, in this case Pearse Street Gardai station 01 – 6669000.
- The DLP should make the referral to TUSLA the children and family agency using the standard reporting form (see Appendix 1).
- Under no circumstances should a child be left in a situation that exposed them to harm or to risk pending TUSLA intervention.
- In the event that the concern is urgent and there is imminent risk to the child a report can be made by telephone which should then be followed up with the completed written form.
- A completed standard reporting form should include.
 1. **Accurate identifying information** such as full names, ages, dates of birth, and other family members / adults in the child's household.
 2. **Details of the concern** such as the exact nature of the concern, dates, times, location, persons present, describe any observed injuries / behaviours related to the concern and chronological evidence.
 3. **Views of the parent/carer and views of the child** (where appropriate)
 4. **Keep a copy for your own records** with the original being sent to TUSLA.
- If a person is unsure of whether to make a formal report the duty social worker for the area should be contacted. In this instance the contact details are (01) 648 6555).
- The guiding principle for the reporting of abuse or neglect should be.
 1. The safety and welfare of the child is paramount.
 2. The reports should be made without delay to TUSLA.
- It is best practice that parents of the child are informed that a formal report has been made to TUSLA unless doing so would place the child in danger.
- All concerns / disclosures are recorded and stored centrally with care being taken as to how it is stored and whom it is make available to.
- A concern about a potential risk to a children posed by a specific person, even if the children are unidentifiable, should be communicated to TUSLA.
- All concerns by a staff member will be reported to the DLP and documented in a clear, unbiased and confidential manner.
- Failure to report concern and / or failure to intervene may result in disciplinary procedure to the person/persons who failed to report it, who as a result of their failure to report may have put a child in a danger that might otherwise have been avoided.
- **Section 176 of the criminal justice act 2006** charge of reckless endangerment of children states that.

1. *A Person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by –*
 - a. *Causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse or*
 - b. *Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation,**Is guilty of an offence'*

The penalty may be a fine (no upper limit) and or a prison term up-to 10 years.

- In cases where the organisation decides not to report a concern to TUSLA or An Garda Síochána the person who raised the concern should be given clear written statement of the reasons why no such action is taking place. The person should be advised that if they remain concerned as individuals, they are free to consult with or report the concern to TUSLA or An Garda Síochána. Protections for persons reporting child abuse act 1998 apply once the communicate the concern 'reasonably and in good faith'
- **The protection for persons reporting child abuse act 1998** protects the informant from civil liability if they have made the claim to TUSLA or An Garda Síochána which is reasonable and has been reported in good faith. This protection is also applicable to organisations. In the event of a claim being unfounded, the plaintiff must prove that the organisation / informant had not acted reasonably and in good faith.
- They informant may also be protected under common law by **the defence of qualified privilege**. The informant must also be told that if there are grounds for concerns that these must be reported to the duty social worker regardless of the informants wishes to be anonymous or not.
- Where a suspicion is not supported by any objective indications of neglect or abuse and would therefore not be considered reasonable grounds are to be recorded internally by the organisation as future suspicions may lead to a formal report being made to made to TUSLA or An Garda Síochána
- Where there is an incident of a **retrospective disclosure by an adult** is must established if there is a current risk to a child who may be in contact with the alleged abuser revealed in the disclosure by the individual. Should a risk be deemed to exist the health professional should report the allegation to TUSLA or An Garda Síochána without delay and information must be carefully collated and shared between An Garda Síochána and TUSLA. The **National counselling service** has been set up to support those who have experienced abuse in their childhood. This free service can be accessed through a health care professional OR through self-referral (FREEPHONE 1800-477-477).
- Where there are **reports by a 3rd party** to a member of staff or volunteer it must be reported regardless of consideration in respect of confidentiality to TUSLA who's role it will be to investigate the report. If you feel reasonable grounds for concern exist information should be forwarded to the Duty Social Worker regardless of if the source wishes to remain anonymous. The source must be informed that the information is being reported to TUSLA.
- The following persons are not permitted to report anonymously.ⁱⁱ
 1. A designated officer of TUSLA
 2. The DLP of an external service, for example the DLP of the day nursery.

- In the event whereby a concern is expressed that a child is missing the nursery will employ the critical incident plan

Designated Liaison person

- All child Protection and welfare concerns should be reported to the Designated Liaison Person (DLP) or the Deputy Designated Liaison person (DDLp).
- The Designated Liaison person for the Day Nursery is the Day Nursery Manager Lesley Strahan; in the absence of Lesley Strahan, Sonya Ahern, the Day Nursery supervisor is the Deputy Designated Liaison Person. If neither Lesley Strahan or Sonya Ahern is available, Jennifer Labiche (Deputy Supervisor) is the DDLp.
- The DLP and DDLp can be contacted in the Day Nursery office (01-8962277) or via the nursery mobile phone (087-2621879) Monday – Friday 8:00 – 5:30 / 6:00.
- It is the responsibility of the DLP and the DDLp
 1. To act as a liaison with the outside agencies and as a resource for those for any volunteer or staff member who has a concern regarding a child.
 2. To ensure that the standard reporting procedures are followed ensuring that suspect cases are referred without delay to TUSLA or in the event of an emergency or in out of hours the Garda Síochána.
 3. To ensure that they are knowledgeable about child protection and undertake any training necessary.
 4. Be accessible to all staff.
- The Role of the DLP and the DDLp will be to
 1. Establish contact with the Duty Social Worker in TUSLA for the
 2. Provide advice and information on child protection within the Day Nursery.
 3. Ensure the Day Nursery's child protection policies and procedures are followed and to inform TUSLA of relevant concerns about individual children.
 4. Ensure appropriate information is available at the time of the referral and that the referral is confirmed in writing, under confidential cover using stand reporting forms.
 5. Liaise with TUSLA / An Garda Síochána and other agencies as appropriate.
 6. Keep relevant people within the organisation, particularly the Manager, informed of relevant issues, whilst maintaining confidentiality
 7. Ensure that an individual case record is maintained of the action taken by the Day Nursery, the liaison with other agencies and the outcome.
 8. Advise the organisation of child protection training needs.
 9. Ensure that they are knowledgeable about child protection and undertake and training considered necessary for their role as a DDLp or DLP.

Guidance on Confidentiality

- Where a concern regarding child welfare or child protection arises, the information is shared on a 'need to know' basis, with the best interest of the child being central.

- No undertaking of secrecy should be given to parties involved; however, the Day Nursery will ensure that information will be handled taking into account legal requirements relating to child protection.
- Information given to statutory agencies such as Tusla, relating to the protection of a child will not be deemed as a breach of confidentiality or a breach of data protection.
- Information gathered in relation to a child protection or child welfare must not be used for another purpose without consulting the person who provided the information.
- Training and / or information regarding confidentiality will be given to all staff working in the Day Nursery.
- Any professional who suspects a child welfare or protection concern must inform the parent / carers of such child unless doing so is likely to endanger the child.
- Other persons such as GP's or teachers may have relevant information to contribute to the assessment. In cases where the parents / carers have been informed that this will be occurring, an agency outside Tusla may be responsible for gathering relevant information. In the event where the parents / carers have not been informed due to the perceived risk to the child, Tusla can justifiably request this information citing the legal basis in the childcare act 1991 allowing non-HSE (currently Tusla) to act in such a manner. (See appendix 7 in Children's first).
- Records making reference to child protection or child welfare will be kept in a safe a confidential manner. The Day Nursery will ensure that we are in full compliance with the **Data Protection Act 1988 & 2003**; while a person is afforded the right to access personal information held about themselves (including information held by Tusla (formally HSE) and An Garda Síochána) it will not apply in cases relevant to a child welfare concern or in cases that identifies a third party where that third party has an expectation of confidence. (See C.P. 3.11.2 & 3.9.3). In the event of a request under the Data Protection Acts it would not be necessary to provide information which would identify a person making child welfare report.
- The Day Nursery will ensure clear procedures regarding record keeping of child protection and welfare concerns are operating effectively, taking appropriate account of the need to ensure that such records are stored securely. The Day Nursery will co-operate fully with Tusla on the sharing of records where there is an issue of child protection or welfare.

Record Keeping

- All records are confidential and remain the property of TCD Day Nursery. Under the **Freedom of Information Act 1997 and 2003**, members of the public have a right to access to records concerning them by any public body and a right to have information amended where it is incomplete, incorrect or misleading. Members of the public also have the right of explanation for decisions made concerning them. Such requests are made by the person to TCD Day Nursery. In the event of refusal of access, the decision may be appealed with the ultimate arbiter being the information commissioner.
- The **Data Protection Acts 1988 and 2003** affords similar to persons wishing to access personal data held about them by either public or private bodies including Tusla and the Garda Síochána but may not apply in circumstances relevant to a child welfare context. The right of access will not extend to information that identifies a 3rd party where that 3rd party has an expectation of

confidence. It is not necessary to provide information which would identify a person making a child welfare report in response to a request under the data protection acts.

- The Day Nursery will ensure that there is a clear procedure in place relating to record keeping in reference to child protection and welfare concerns and all such procedures are operating effectively taking necessary steps to ensure that all such records are securely stored. TCD Day Nursery will ensure that they co-operate fully with Tusla on the sharing of records where a child protection or welfare concern arises.
- All concerns which have been reported to Tusla will be acted upon immediately, formally recorded and followed up as soon as possible.
- All records relating to child protection and welfare concerns will be held centrally by the Day Nursery in a secure cabinet, with the following staff having access to such records.
 - Lesley Strahan (DLP)
 - Sonya Ahern (DDL P)
 - Jennifer Marie Labiche (DDL P)
- Relating to confidentiality no undertakings regarding secrecy can be given, this will be made clear to all parties involved in a child protection or welfare concern. However, TCD Day Nursery will ensure that all information will be dealt with taking full account of the legal requirements.
- TCD Day Nursery will ensure that all information is stored in compliance with **Data Protection Act 1998 & 2003**.
- All documents relating to the child welfare and protection concerns will be retained by TCD Day Nursery until the child in question is 21 years of age.

Safe Recruitment Procedures for Workers

- TCD Day Nursery will recruit all workers in line with the TCD college recruitment policy which can be found at the following link <https://www.tcd.ie/hr/assets/pdf/procedure07-recruitmentprocedures.pdf>

Safe Management of Workers

Support and supervision

- TCD Day Nursery will ensure compliance with the TCD probation policy, further information regarding this may be found at the following link https://www.tcd.ie/hr/assets/pdf/Guidelines_Probation_Review_Regulations_non-academic_staff.pdf
- TCD Day Nursery will ensure that a safe recruitment procedure is followed in line with TCD recruitment policy, including Garda vetting, taking up of references, good HR practicing in interviewing, induction training, probation and ongoing supervision and management.
- TCD Day Nursery will ensure that a work schedule is on display ensuring that all staff are aware of who is on duty.
- TCD Day Nursery will respond to any allegation or complaint made against a worker in line with the Day Nursery complaints procedure and the procedure for allegations of abuse against workers.

- TCD Day Nursery will ensure that there are sufficient workers to supervise activities and the children.
- In the event that a staff member is dealing or has dealt with a child protection and welfare concern or a disclosure the TCD Employee Assistance Programme (EAP).

Training and Induction

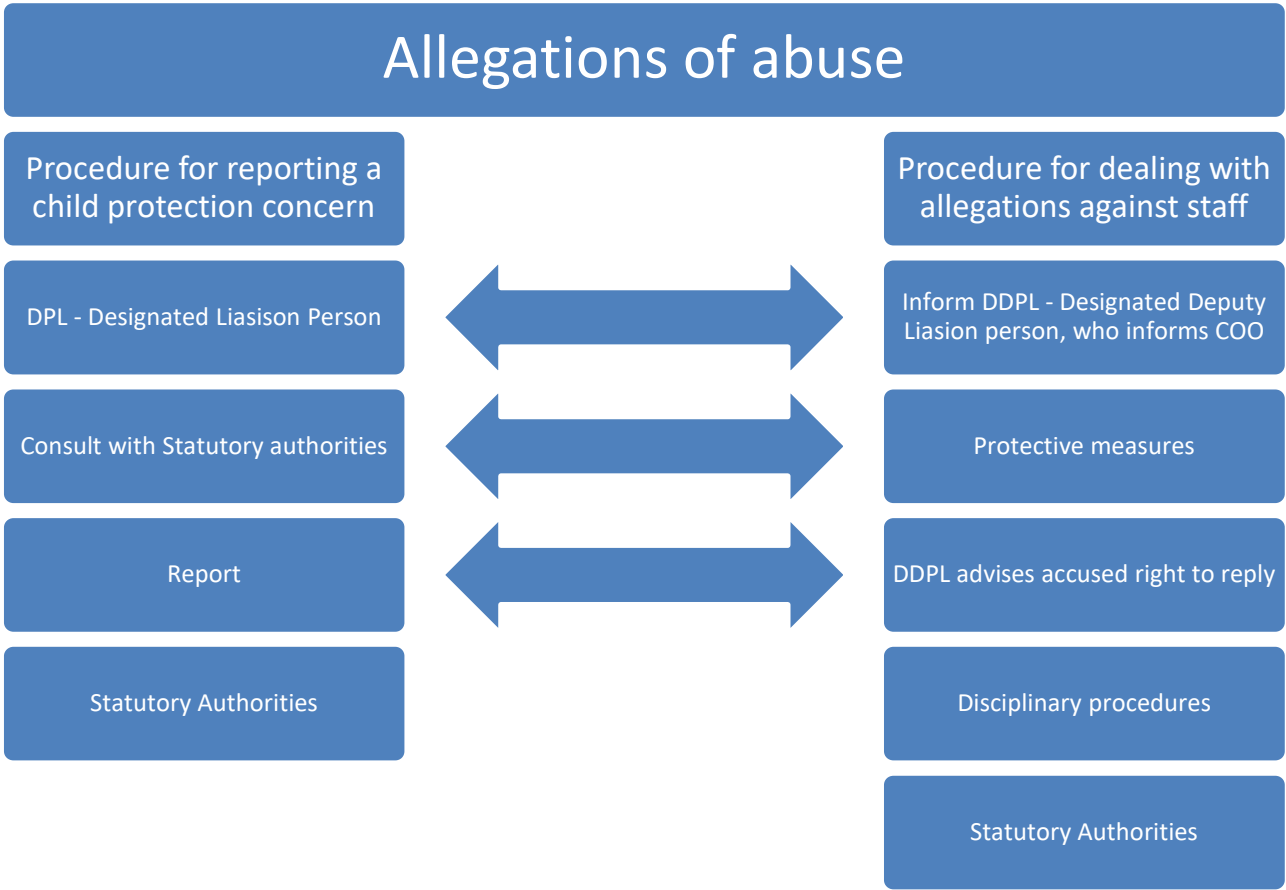
- TCD Day Nursery will ensure that a safe recruitment procedure is followed in line with TCD recruitment policy, including Garda vetting, taking up of references, good HR practicing in interviewing, induction training, probation and ongoing supervision and management.
- TCD Day Nursery will ensure that that staff and volunteers are aware of how to recognise signs of abuse or neglect.
- TCD Day Nursery will ensure there are guidance's and procedures for staff and volunteers who may have reasonable grounds for concern about the safety of the children within the organisation. Such procedures will be in line with **Children's First: National Guidance**.
- Lesley Strahan is the DPL and Sonya Ahern is the DDPL, in the event that Sonya is unavailable or acting up as the DPL, Jennifer Labiche will be the DDPL. In the event of a child protection concern it is the responsibility of the DPL (in the first instance) and the DDPL (in the second instance) to liaise with the relevant statutory bodies and as a resource for staff or volunteers who have a child protection concern.

Procedure for Allegations of Abuse against workers

In the event of an allegation of abuse is made against an employee the following procedure should take place.

- During an assessment / investigation Lesley Strahan as DPL will deal with any procedures relating to the child, for example reporting procedure outlined in this document.
- During an assessment / investigation Sonya Ahern as DDPL, with assistance from HR, will deal with any procedures relating to the staff, as set out below.
- When an allegation is received, the DDPL will assess the allegation promptly and carefully.
- Any action taken in reporting an allegation of child abuse against an employee should be based on an opinion formed 'reasonably and in good faith'.
- A decision should be made on whether a formal report is to be filed with Tusla, taking into consideration reasonable grounds for concern such as
 - An injury or behaviour consistent with abuse and an innocent behaviour however there are corroborative indicators which would support the concern that it may be an abuse case.
 - Consistent indicators of over time that the child is suffering from physical or emotional neglect.
 - An admission or indication by someone of an alleged abuse
 - A specific indication from a child that they were abused.
 - An account from a person who saw the child being abused.
 - Evidence that is consistent with abuse (an injury or behaviour) and which is unlikely to have been caused in any other way.

- The DDPL ensure that no child is exposed to unnecessary risk; all necessary protective measures should be taken as a matter of urgency. Such measures should be proportion to the level of risk and should not unreasonably penalise the employee who has been accused, financially or otherwise, unless it is necessary to do so to protect children. In situations where protective measures penalise the employee the DDPL will give early consideration to the case.
- Actions taken will be guided by agreed procedures, the applicable employment contract and the rules of natural justice.
- The Chief Operations Officer will be informed about the allegation as soon as possible.
- When DDLP has been informed of an alleged abuse of a child or children by an employee during the execution of that employee's duties, the employee should be informed of the following.
 - That an allegation has been made against him / her
 - The nature of the allegation.
- The employee is to be afforded the opportunity to respond, and the response will be noted by the DDPL. This information will be forwarded to Tusla if a formal report is made.
- All stages of the process will be recorded.
- Any actions taken by the DDLP will ensure that any actions taken will not undermines or frustrate and investigations or assessments taken by Tusla. The DDLP will liaise closely with the relevant statutory bodies to ensure full co-operation.
- Parents of the child will be informed of the actions planned having regard to the rights of others and the accused staff member.
- In the event of a formal investigation by Tusla the DDLP will be notified of the outcome of the investigation / assessment. Such outcomes will be taken into consideration when deciding the action to be taken regarding the employee.
- The Protection for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers within Tusla or a member of the Garda Síochána. Such protections also apply to organisations as well as individuals; if a claim is unfounded, a plaintiff taking an action would have to prove that the individual who reported the concern had not acted in good faith.
- A person who makes a report in good faith and in the best interest of the child may also be protected under common law by the defence of qualified privilege.
- The welfare of the child is paramount and in the event of a concern there should be no delay in reporting concerns to Tusla or to the Garda Síochána in the event occurs outside of office hours or if the child is at immediate risk.



Code of behaviour between Workers and children

College employees and students in contact with children should:

- Be familiar with and follow the Colleges policies on child protection, dignity and respect, mental health and social networking and social media and participate in related induction and training programmes provided within the department/activity.
- Treat all children fairly and as individuals.
- Treat all children equally and with dignity, sensitivity and respect.
- Be inclusive of children with disabilities or impairments.
- Provide encouragement, support and praise (regardless of ability).
- Listen carefully to what children say and want to say.
- Involve children in decision-making where appropriate and encourage feedback.
- Respect each child’s boundaries, personal space and privacy and help them to develop their own sense of rights as well as helping them to know what they can do if they feel there is a problem.
- Physical contact of a comforting and reassuring nature is a valid way of expressing concern and care for children, where such contact is acceptable and comfort-able to all persons concerned. Physical contact should be open (never secretive or hidden), occur for a good reason and should be initiated by the young person.

- Be sensitive to the risks involved in participating in some contact sports and exercise particular caution in areas such as swimming pools, showers, etc.
- Be visible to others when working with children whenever possible.ⁱⁱⁱ
- Be sensitive to the possibility of becoming over involved or spending a great deal of time with any one young person.^{iv}
- Prepare a child with whom you have worked over a period for the conclusion of the interaction.
- Use age-appropriate activities, teaching aids and materials.
- Set an example of appropriate behaviour (use of language, appropriate dress etc).
- Agree boundaries on behaviour and related sanctions with children and their organisation leaders/primary carers from the outset.
- Challenge and report inappropriate or potentially abusive behaviour. Seek assistance when required.
- Encourage children to report cases of bullying and bring complaints of bullying to the attention of the appropriate line manager, activity coordinator or College Child Protection Officer.
- Record and report any incidents, accidents or child protection concerns to the appropriate person.
- **Avoid** using sarcasm, discrimination, negative criticism, labelling.
- **Avoid** using language or behaviour of a sexual, suggestive or inappropriate nature in front of children.
- **Avoid** doing things of a personal nature for children that they can do for them-selves.
- **Avoid** being alone with a child where this is practicable. If necessary, consider leaving the door slightly ajar or informing another adult that you will be alone in the room with the individual in question.
- **Avoid** giving lifts to individual young people, especially for car long journeys.
- **Do not** single out a particular child for unfair favouritism, criticism, ridicule or unwelcome focus or attention.
- **Never** physically punish or verbally abuse a child or act in ways intended to shame, humiliate, belittle or degrade.
- **Do not** exchange personal contact details with children unless this is required by the activity.^v.
- **Do not** add a child with whom you are working as a friend on Face-book or another social network medium.
- **Do not** take a child to your own home or room, especially where they will be alone with you.
- **Do not** allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
- **Do not** provide children with alcohol, cigarettes or illegal drugs.
- **Do not** permit abusive youth peer activities such as bullying.
- **Do not** allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.
- **Do not** trivialise or exaggerate child abuse issues.
- **Do not** believe a disclosure “could never happen to me”.
- **Do not** “do nothing” in relation to child protection concern and if you consider that a child is at immediate risk, contact the TUSLA or Gardaí immediately (24 hours per day).

- **Do not** under any circumstances attempt to deal with any problems alone. Never promise to keep a secret in relation to a child protection concern.

Inclusion of Children with Additional Needs

Policy

The Day Nursery will afford equal rights to all children who attend or wish to attend the service. We are committed to the integration of children with additional/specific need with a view that their inclusion in the service and the input of such children's parents can only enhance the nursery for staff and children who attend. The nursery will facilitate, where possible, needs a child may have.

Procedure

- The Day Nursery will work with parents to ensure the best possible care in the nursery environment.
- Staff will be offered suitable training if available to aid in the care of a child with additional needs.
- If staff feel that a child has learning difficulties, then they will work in partnership with parents to look at the best ways to deal with any difficulties.
- Before a child with specific / additional needs starts their trial in the Day Nursery management may require a meeting with the child & parents so that their needs can be clearly understood, and a plan made for how to best meet that child's needs.
- Management may request that a report from the experts involved with a child with additional needs be returned with the registration packs.
- Management may request that the child's care team meet with Nursery staff to ensure that the child's needs can be fully met whilst attending the nursery and that the Nursery placement is in the child's, peer's and staff's best interest.
- In the event that further help is required, such as an AIMS support worker or support in completion of the Assessment of Needs forms, the nursery will, where possible and appropriate and in liaison with the child's care team, assist you in applying for this from outside agencies such as HSE, St. Michaels House.
- All children will be treated equally and given equal opportunity to engage in the nursery's activities.
- In cases where a child has specific additional needs and there are challenging behaviours which are consistent with their diagnosis and / or where the behaviours are challenging the Day Nursery will work with the child's care team / SNA / other appropriate agencies to ensure the child's needs are being met in a positive and constructive manner. All interventions will be developmentally appropriate for the child.

Outings

Policy

The Day Nursery aims to extend the children's experiences beyond what is offered within the Nursery. Excursions aim to be conducted in a safe and enjoyable manner. TCD Day Nursery (DN) will ensure that all excursions are safe and anxiety free for the children, staff and adults.

Procedure

- All excursions will be age appropriate and child centred and will have a 'person-in-charge' designated, who should be first aid trained, such a person will be a member of the day nursery team.
- All excursions (off site or on TCD grounds) must be approved by a member of the DN Management team in advance.
- Consent must be sought for every outing outside the College grounds. Where it is not possible obtain consent in the morning, consent in the form of an email from parents prior to leaving will be sought. Where consent has not been sought, it will not be possible to proceed with the outing/excursion.
- A member of the management team must accompany the staff on all outings outside of the college. This person must have completed first aid response training.
- The maximum adult: child ratio for all excursions is 1:3. If it is necessary to have a higher adult: child ratio on any excursion we may rely on parents to volunteer their help.
- No parent will be given sole supervision of the children; a staff member must always be present.
- Children with additional needs must always be under the supervision of a staff member and not a volunteer. The only exception to this may be if the parent of such a child is themselves supervising their child.
- In the event of only 3 children attending any excursion a minimum of 2 adults must accompany them; if there is an emergency one person can then deal with the emergency while the second person can ensure the safety of the remaining children.
- Intended areas for excursion must be advised to and approved by a member of the DN Management team in advance.
- A risk assessment will be carried out in the area prior to the excursion – assessments to approved area can be found in appendix. Appropriate insurance cover is required for all excursions.
- An excursion form must be completed prior to all excursions and should be completed a member of the management team.
- On returning to the Nursery the excursion form (see appendix) must be completed by the 'person-in-charge'.
- Head counts will be done on regular intervals at least every 15 mins in accordance with best practice.
- The Day Nursery mobile phone must be taken on all excursions by the 'person in charge'.
- In the **Event of a Child going missing** on an outing the following actions will be taken -
 - As soon as it is noticed that a child is missing, designated staff will recall their children, member of the management team will carry out a headcount to ensure that no other child has gone astray.

- One staff member searches the immediate area. A member of the management team will contact the local Garda station and report the child as missing and await and follow their instruction.
 - A member of the management team will contact the parent of the missing child and request that they make their way to the venue / outing destination. If appropriate / possible the other Staff will take the remaining children back to Day Nursery.
 - If a child goes missing in an indoor setting A member of the management team will contact the security of the venue and in the event that the child is not found the manager of the Day Nursery will contact the local Garda station.
 - A full review of Day Nursery practices will be carried out to determine how the incident occurred and findings will be acted upon.
 - A member of the management team will notify TUSLA using the TUSLA notification form. This will be carried out no later than 3 working days after the event.
- In the event that a staff member or child becomes ill while on an **outing off campus** the following actions will be taken.
 - In the case of a **minor incident**, the outing may be cancelled, and children and staff will return to the day nursery. All parents will be contacted by a member of the management team and notified of the return to the nursery. The next of kin of the ill child / staff member will be notified of the medical concern. Upon reaching the day nursery medical attention may be sought either from the TCD Health centre or from the staff members / child's GP.
 - In the case of a **major incident** whereby a staff member or child is in a serious condition it may be necessary to call an ambulance. A member of the management team accompanying the outing will call for an ambulance and they will follow the advice of the emergency services. Parents of the injured child will be notified. In the case of a staff member, their next of kin will be notified. The member of the management team will accompany the staff member / child to the hospital until the next of kin can attend.
 - The staff and children will return to the day nursery.
 - Parents of the children in attendance will be notified that an incident occurred, while also balancing the staff member's / child's right to privacy.
 - A member of the management team will notify TUSLA using the TUSLA notification form. This will be carried out no later than 3 working days after the event.
 - In the event a staff member or child becomes ill while on an **outing on campus** following steps will be taken.
 - In the case of a **minor incident**, the outing may be cancelled, and children and staff will return to the day nursery. The parent of the ill child will be notified of the medical concern. Upon reaching the day nursery medical attention may be sought either from the TCD health centre or from the child's GP.
 - In the event of a **major incident**, it may be necessary to call an ambulance and / or use a defibrillator. A member of the security team will be called by a member of staff on 01 896 1999 and a defibrillator unit will be requested. Security must be notified at the time of the call that an emergency response vehicle may be required.

- The next of kin of the staff member / child will be notified and in the event that the child / staff member requires hospital attention a member of the management team will accompany the staff member / child to the hospital.
- The remaining staff on the outing will return to the nursery.
- Parents of the children in attendance will be notified that an incident occurred, while also balancing the child's / staff member's right to privacy.
- A member of the management team will notify TUSLA using the TUSLA notification form. This will be carried out no later than 3 working days after the event.
- In cases of emergencies on outings where a staff member/child has become ill all practices will be reviewed to ensure that they are fit for purpose and any necessary adjustments will be made

On campus excursions

- The person in charge must have First Aid Response training.
- Should numbers allow children of all ages in the Nursery may spend up to 30 min on the College grounds outside of the Day Nursery grounds.
- The only places which are approved for such activities are.
 - The Rose Garden
 - The Rugby pitch
 - Walking around front square.
 - The cricket pitch

Off Campus excursions

- The ratio of 1:3 will be adhered to at all times, unless in the event of an additional danger
- In the event that children are going off site a member of the DN Management team must accompany them and will act as the 'person-in-charge'. This person will also have First Aid Response training
- A first aid kit must be taken by the 'person-in-charge' on all excursions.
- All safety measure must be observed, including but not limited to; crossing the road at designated areas and using pedestrian crossings where possible, being aware of additional risks such as large water areas, crowds and wearing appropriate clothing.
- Older groups may have scheduled trips which may be off site e.g., Zoo, Farm. Parents will be given prior notice of details, cost arrangements etc.
- In the event that there are issues arising from the selected mode of transport to or from excursions all children, staff and adults will remain with the children on the vehicle if it is safe to do so.
- In the event of offsite excursions parents will not be considered as drivers either to or from a location.
- Transport providers such as bus companies, must provide the day nursery with insurance forms and a copy of their driver's licence.
- If this is not possible a suitable safe area will be sought by the 'person-in-charge' until replacement transport can be arranged.

- All parents will be contacted by the Nursery should any problems arise. All parent contact details will be on the nursery mobile phone. Parents will be given the DN mobile number and the name of the ‘person in charge’ accompanying their children so they may contact them in the case of an emergency.
- Risk assessments are considering living documents that will be reviewed and amended as required.
- In the event of a need for consultation TCD safety officer may be consulted.

Excursion and risk assessment form – Trinity College Day Nursery

Date: _____

Time Leaving: _____ Time returning: _____

Assessed by: _____

Going to: _____

Purpose: _____

Staff/Volunteers present:

Task	confirmed
Are all children and staff wearing appropriate clothing? (eg) rain coats, sun hats, sun cream	
Has a risk assessment taken place – circle appropriate	YES NO
Have any hazards / risk been identified– circle appropriate	YES NO
Have all actions to reduce such hazards / risks been taken	YES NO

What security measures are in place? (ratios, roll call, emergency numbers on clothing, high vis vests)		
Who is carrying the first aid box?		
Are there any special restrictions/ requirements? i.e., allergies that require medication to be brought		
How are the group reaching the destination?		
What safety measure is in place to ensure transport to and from the location is safe?		
Staff/Volunteer	Child	Special restrictions

Roll Call

Child's name	Prior To leaving																on return to service

Please tick the boxes where appropriate, head counts should be done approx. every 15 min

Checked by:_____

Date:_____

Excursion consent for parents - Trinity College Day Nursery

The purpose of this off site (delete as appropriate) excursion is _____

_____ and will take in the following locations

_____ This excursion will take place on the following date _____ and
following time _____. The group will be leaving at ____:____ and will be due to
return at ____:_____.

I _____ (parent name), give my child carers, consent to bring _____
(child’s name) on an excursion on site / off site (delete as appropriate) as detailed in the paragraph
above. I understand that this consent applies to the excursion on the time and date listed above only.

Signed: _____ (parent name)

Print: _____

Date: _____

Promoting Positive Behaviour

Policy

A behaviour is an action or a response to the needs, feeling or emotions that a child is experiencing. Each child is unique and will display different behaviours at different stages of their development and children learn about the world around them through this means. The management and staff of the Day Nursery are firm promoters of positive behaviour. Positive, appropriate and consistent methods are always considered paramount for children in our care, and we are always mindful of the children's individual age, developmental stage and needs.

Procedure

- Challenging behaviour may occur with children for several reasons, for example.
 - The child is seeking your attention.
 - The child is unsure of what is expected of them.
 - The child is afraid or anxious.
 - The child is mimicking behaviour that they have seen.
 - The child is unable to express themselves.
 - The child is feeling unwell.
 - The child's needs are not being met in relation to
 - Hunger
 - Stimulation
 - Sleep
 - Emotional wellbeing
 - A sense of Security
- Behaviour and a child's ability to moderate a behaviour is interlinked with their developmental age.
 - 6 -9 months – The child begins to show fear and will become very attached often becoming upset when persons they are familiar are not present.
 - 9 – 12 months – The child will seek out adult attention by crying out. They will show happiness by laughing, show hurt by crying and show anger by screaming. The child can recognise these feelings in other children when their peers cry or through facial expression.
 - 12 – 17 Months – The child will look for adult approval but may not always do what is asked of them. They are sensitive to changes in their daily routine. They have the ability to self sooth and comfort but will also seek comfort from carers.
 - 18 – 24 Months – The child is beginning to test limits and may have temper tantrums when they don't get their own way. They are sensitive to adult's emotions and will become upset if the adult is irritated; they may cry in response to an adult's behaviour. They have a sense of self and will recognise themselves in a mirror.
 - 2 – 3 Years – The child can show a wide range of emotions and can show an awareness of their own and their peer's feelings. They are more assertive, and NO is used a lot, they will defend their own belongings. They are more social and will watch their peers playing and will join in, they are able to wait their turn whilst playing with their peers.
 - 3 – 4 Years – The child is beginning to problem solve on their own and is becoming more inquisitive asking 'how' and 'why' questions. They are more independent and will want to do more things for themselves. They are more able to share their toys and can focus on an activity for 5 – 15 minutes.
 - 5 years – The child is more co-operative but can still be demanding of attention. They can pick their own friends; they can understand and commit to rules. They will be more independent

- in what they can do for themselves and will want to please their friends and be empathetic to peers who are upset.
- When managing a behaviour TCD Day Nursery staff will use the following techniques according to age.
 - 6 -12 month - Staff will reassure the child and use calm tones when talking to a child. Staff interaction will always be positive and will include smiling and distracting the child with other interactions such as rocking / bouncing the child / bringing them to a different play area / showing them a different toy.
 - 12 months – 3 years – staff will acknowledge the emotion and manage the behaviour using a calm manner, speaking to the child at their level e.g. ‘I see that you are sad that Jack has that toy, but we have kind hands in nursery, no hitting our friends’. You may also distract them by bringing them to another area of the room or show them another toy ‘why don’t we play with this car until Jack is finished with that toy’ or ‘will we play with a different toy? Which one will we play with?’
 - 3 – 6 years – staff will ask the child to stop, the staff member will encourage the children to take a breath and the staff member will **stay calm** and **talk to the child at their level**. The staff member will ask the child how they are feeling and then further **acknowledge what the child has said** ‘I see that you are cross that you can’t have that toy’. **Encourage the child to problem solve** ‘What do you think we can do to fix this / help’. **Plan and talk it through with the child** ‘Will we ask Sean to let you have a turn with the toy when he is finished?’ The staff member will **support the child in following through with the plan and reflect on the outcome** ‘Sean gave you the toy, that was nice. Next time we could use our words and ask nicely’.
 - Challenging behaviour is dealt with in a caring, constructive manner throughout the nursery by using positive methods of discipline, which encourage self-esteem and co-operation as well as self-control.
 - The Day Nursery staff are clear in the knowledge that the child is not negative about him or herself (i.e., naughty), but that certain actions are not acceptable. Staff will ensure that children understand this by communicating in a clear manner.
 - Day Nursery staff will lead by example in demonstrating appropriate behaviour in every aspect of their work by not raising their voice, behaving in a positive manner and always remaining calm.
 - Day Nursery staff will set out clear and age-appropriate boundaries.
 - Day Nursery staff will speak to children in a clear sensitive manner, using appropriate eye contact and using a suitable tone of voice for the given situation.
 - Day Nursery staff will distract children to diffuse and manage conflicts with a view to deterring confrontations and inappropriate behaviours will be redirected into positive action where possible.
 - Where behaviour are unacceptable children may be told of the consequences if the behaviour does not stop ‘*Sean, if you throw that toy again you will not be allowed to play with it.* Where the child continues ensure that there is consistency ‘*Sean, I said that if you threw it again I would have to take that toy off you. Can you please give me the toy and play with something else?*’.
 - Where possible children will be given opportunity to make a decision, ‘*Jane, you have lots of cars and Sam would like to play with some, can you give him the yellow one or the green one?*’
 - Day Nursery staff will encourage the children to say sorry and make friends again if there are any conflict situations.
 - All children attending the Day Nursery will be treated equally.

- Day Nursery staff will be calm with pleasant tone and will not use inappropriate language around the children or when communicating with the children.
- Day Nursery staff will give the children positive attention through hugs, smiles and encouraging language.
- Day Nursery staff will interact with children at eye level and encourage the children to talk, share their feeling and listen to the children attentively.
- Day Nursery staff will praise children when appropriate.
- Children and their rights will be respected and treated with dignity.
- Children will be taught that bullying, fighting and hurting one another is not acceptable behaviour.
- Day Nursery staff will discuss with parents' behavioural problems to ensure consistency between home and Nursery.
- The following strategies for dealing with difficult behaviours are unacceptable and will not be used
 - Time out strategy
 - Reward charts
 - Corporal punishment
 - Exclusion of children
 - Raised voices
 - Physical restraints
 - Demeaning language
 - Withholding of food
- Staff who are suspecting of engaging in such actions or those who fail to report such actions may be subject to disciplinary procedures, with reference to the Day Nursery's Child Protection Policy.
- If a child's behaviour is challenging Day Nursery staff will talk to the child and if after correction they persist, they may be asked to play in another area to diffuse any conflicts which are arising.
- Day Nursery staff will be sensitive to children wetting and soiling themselves.
- A child's behaviour will be considered in a context of what other issues are occurring in the child's life. Parents will therefore be requested to update the Day Nursery if there have been any changes in the child's life or daily changes such as a poor night's sleep. Should parents wish to discuss their child's behaviour they are able to do so in confidence with a member of the management team.
- At hand over for any **minor incident** staff will endeavour to give a balanced hand over whereby the parent will, on a daily basis, be given positive feedback about at least one aspect of positive behaviours e.g., *'Sean did struggle a little with sharing today but he was really gentle with one of his friends when she was upset after nap-time and gave her a hug'*.
- If a **major & moderate incident** occurs (e.g. where a peer is seriously injured by a child) parents of the injured child will be contacted before collection to notify them of the injury. The parents of the child who has injured their peer will be contacted by a member of the management and informed of the incident prior to collection so as to avoid having a conversation that other children / parents may over hear. In cases where this is not possible the parent will be informed of the incident in a private and respectful manner (away from the children and other parents).
- In cases where a child had persistent **major behavioural** issue and / or repeatedly acts violently toward children and staff parents will be asked to meet with the supervisor to discuss the child's behaviour in the Day Nursery

- In cases where a child has specific additional needs, and the behaviours are consistent with their diagnosis and / or where the behaviours are challenging the Day Nursery will work with the child's care team / SNA / other appropriate agencies to ensure the child's needs are being met in a positive and constructive manner. All interventions will be developmentally appropriate for the child.
- Parents may be asked to work with the Day Nursery in ensuring that there is consistency in the manner in which the behaviours is addressed. Reward charts and a time out system will not be used.
- If behaviours continue the child may be asked to have some time away from the nursery or have shorter days.
- Parents may be asked to seek professional help, if parents fail to engage with professionals outside the nursery for the benefit of the child, the nursery may request the child be withdrawn until such time as the parents engage with an appropriate early intervention organisation.

Childcare health and Safety

Accident and Incidents

Trinity College Day Nursery will provide a safe and adequately supervised environment for children and staff in the nursery. The nursery will comply with the **safety, health and welfare at work act 2005 and general application 2007** and will follow all **Child Care Act 1991 (Early Years Service) regulations 2006**. However accidents can happen. In such cases the steps below will be followed.

Procedure

- Minor accidents can be treated by using a cold compress and basic first aid and all accidents are recorded using the accident form.
- A fully stocked First Aid kit is available in the office for excursions with a fixed First Aid kit accessible in the Kitchen. Both First Aid kits are checked monthly and refilled as needed.
- A minimum of two staff will be trained in First Aid, one of which will be onsite at all times, First Aiders will update their training as appropriate and necessary.
- First Aid substances are always stored out of reach of children.
- Accident Forms are a system of recording all accidents that occur in the Nursery, and they are completed as soon as the accident occurs.
- A copy of the accident form will be kept on the child's file as well as in the designated accident reporting file. A further two copies will be sent to staff in Estates and Facilities (check with Day Nursery Manager for names of individuals) for health and safety reporting and insurance reporting.
- All accidents and incidents will be reported to next of kin upon collection unless specified otherwise. In the event of an emergency the next of kin will be contacted by a member of the management team using contact details from the child's registration pack. These packs are held in the office and in the child's classrooms. If the registration pack is not available in the child's room, there is a list of all parent's names and contact details in all rooms. All head injuries will be reported to next of kin and recorded when they occur. The child will be closely observed, and staff will keep next of kin up to date on their child's condition throughout the day.
- In the case of a more serious accident next of kin are contacted and if possible, a Doctor in the student medical centre will see the child.
- In the event that the child cannot be seen by a Doctor in the medical centre the next of kin may be asked to take the child to their own GP.
- In the event of an emergency security will be rang on ext:1999.
- In the event that the next of kin and emergency contact person for the child cannot be contacted and a child needs to be taken to a hospital a member of the management team will accompany the child to the hospital until such time as a parent/guardian/the child's emergency contact person can attend.
- The member of the management team will take the child's registration pack to the hospital as reference for the medical team dealing with the child
- TUSLA will be notified of the following incidents using the notification template as per appendix.

- Death of a child in the service
- Death of a child in hospital / home following transfer from service
- Diagnosed infectious disease child
- Diagnosed infectious disease staff member
- Irregular closure of the service
- Serious injury to child
- Child missing from the service
- Child removed from the service without consent.

Anaphylaxis Policy

What is Anaphylaxis

Anaphylaxis is an allergic reaction by a person's immune system in response to an allergen. It is a severe, potentially life-threatening, allergic reaction. Allergens can include foods, insect bites, medications, chemicals and plants. In some cases it will only take a small amount of the allergen to trigger anaphylaxis. When an allergen is detected by the body, chemicals such as histamines are released into the body. These chemicals act on blood vessels causing swelling and lowering blood pressure, on the lung these chemicals can trigger asthma. Anaphylactic shock occurs when the blood vessels leak, bronchial tissues swell and blood pressure drops, causing you to choke and collapse

Policy

- Trinity College Day Nursery will do all that is reasonably possible to reduce the risk of a child or staff member becoming ill due to anaphylactic shock. Common causes of anaphylactic shock are peanuts, tree nuts, sesame seeds, fish, shell fish, dairy products, eggs, soya, insect bites, rubber, and medication such as penicillin. Peanuts are one of the most common food allergies and all food must be checked for nut content. They may not always be named on packaging as peanuts; they may also be labelled as earthnuts, ground nuts, goober peas, *Arachis hypogaea*, monkey nuts, pygmy nuts and pig nuts. They may be found in baked good, cereals, cakes, salad dressings, hydrolysed vegetable protein, sauces, oils, and vegetarian meat substitutes. Other nut allergies may include tree nuts such as Brazil nuts, cashews, chestnuts, hazelnuts, hickory nuts, macadamia nuts, pecans, pine nuts (pinon, pignolias), pistachios, shea nuts and walnuts.

Procedure

- Parents are requested to inform in writing the nursery of all possible OR suspected allergens to their children. Parents may be asked for further detail such as how the reaction can be observed in the child, do they require medication for the allergen.
- The nursery may request further medical confirmation of the child's allergic status.
- If a child require medical treatment for an allergen the parent is required to supply the medication at all time. This must be accompanied with confirmation of allergen from a GP / Doctor.
- In the cases of severe reactions which may lead to anaphylactic shock such as peanut allergy the child will not be permitted on site without an adrenal pen (Anapen or Epipen). This must be within close proximity to the child at all times and if the child is leaving the nursery grounds the adrenal pen must go with them.
- This must be accompanied with confirmation of allergen from a GP / Doctor.
- Where necessary staff will be trained how to administer the Epipen / Anapen in cases of exposure to or suspected exposure to an allergen.
- An individual may have the following symptoms indicating exposure to an allergen
 - Swelling of the mouth or throat.
 - Difficulty swallowing or speaking
 - Change in heart rate

- Difficulty in breathing due to severe asthma or throat swelling
 - Hives especially large hives on the body
 - Flushed skin
 - Stomach cramps, nausea and vomiting
 - Sudden weakness or floppiness due to a drop in blood pressure
 - Unconsciousness
- If it is suspected that an individual is experiencing symptoms of Anaphylaxis administer the adrenaline injection immediately into the muscle on the outer thigh of the individual. The EpiPen will automatically release the adrenaline when jabbed against the outer thigh and the Anapen has a button which must be pressed.
- Hold the EpiPen / Anapen in place for 10 seconds to ensure the full dosage has been administered
- Seek medical attention immediately by dialling 1999 (college security centre) informing them that the individual may be anaphylactic and inform them that the adrenaline has been administered.

Critical Incident Plan

Introduction

In the event of an emergency the nursery will employ every means possible to ensure that the staff, the nursery parents and children safety is paramount. This policy is designed in line with the '***Critical incident plan – toolkit for childcare providers (Galway city and county childcare committee', 'Trinity College Dublin Emergency Response Plan (Web Version 1.0 September 2012' & 'TCD Technical guidance manual for on-site responses (for emergencies & serious & imminent dangers)***'.

Definition

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the nursery and disrupts the running of the nursery. The nursery plan has been adapted from the Emergency Response Plan which can be located at the following link <https://www.tcd.ie/coo/current-projects/assets/ERP%20web%20version.pdf>

Policy

Emergency incidents can happen spontaneously and can result in injury and in serious cases death of an individual. This plan aims to outline basic emergency planning should one arise in TCD day nursery. This plan should minimize the risk of any incidents, have an effective response procedure that can be flowed, identify supports in the event of an incident such as counselling and identify and execute appropriate information and training resources for staff, service users and children involved in the nursery. The critical incident plan will address the following emergencies

- Natural disasters
- Missing child/children
- Medical emergencies
- Potentially violent situations such as an intruder, unauthorised or suspicious person/persons.
- Fire / Smoke emergencies.
- Disgruntled parents
- Gas Leak
- Utility failure
- Hazardous materials and / or chemical spill
- Bomb threat
- Pandemic episode
- Evacuation process and process for sheltering off site.

Objectives

The critical incident plan will aim to achieve the following objectives:

- Education and awareness
- Emergency Management

- Emergency Preparedness
- Damage limitation

Procedure introduction

- TCD standard response will follow these general steps
 - Assessment and notification
 - Resource mobilization
 - Resource co-ordination
 - Recovery and restoration
- TCD standard response will follow these general steps
 - Assessment and notification
 - Resource mobilization
 - Resource co-ordination
 - Recovery and restoration
- Emergencies will be categorised into 4 tiers; in accordance to impact and severity. Tier 1 & 2 are grouped together as have tier 3 & 4.
- Tier 1 is a localised emergency; it is unlikely that such an emergency will result in personal or extensive physical damage. For example broken water pipe. This may not need the activation of the critical incident plan.
- Tier 2 is an emergency that may result in personal or physical damage but one that can be dealt with using college resources or limited outside assistance. For example a minor fire. These emergencies may also include risks to students, children or staff. For example assault or bomb threat.
- Tier 3 is an emergency which cannot be managed internally and has the potential to cause serious harm to members of the college, and / or external community. An immediate implementation of the critical incident plan is required. A tier 3 has the potential to escalate into a tier 4 disaster. An example of a tier 3 emergency may include a bomb incident, an outbreak of a high risk infectious disease
- Tier 4 is a disaster that cannot be managed internally and constitutes a risk to a major portion of life or property for members of the college and / or external community. The immediate activation of the emergency response plan is required. This may include natural disasters, major explosions, active shooters or hostage situation. Such disasters may be single or multifaceted.

Tier 1 & Tier 2 procedure

- Stage 1: - The first person on the scene (Security/facility staff/local supervisor) will
 - Take action in line with college training and policies and procedures to ensure the safety and wellbeing of life and property.
 - Notify relevant emergency services
 - Contact the facilities manager on duty.
 - The facilities manager on duty will attend the scene to assess the emergency (if appropriate).
 - He / She will confirm that the relevant emergency services are been notified.

- Classify the event in accordance with the appropriate tier and execute appropriate action.
- Stage 2: - In the event that the incident does not require an activation of the critical incident plan the facilities manager will
 - Mobilise the internal resources needed to deal with the emergency
 - Notify the selected individuals/department of the emergency as per emergency contact list (**put in place list of contacts**)
 - Instruct emergency contacts to take action as per the relevant business continuity plans (**put in place list**)
- Stage 3: - in the cases of all emergencies the facilities manager on duty will
 - Maintain a physical presence as close to the scene of the incident.
 - Oversee the co-ordination of resources in accordance to established priorities.
 - Only in exceptional circumstances the major emergency management team may be convened for tier 1 & tier 2 emergencies.
 - The emergency / site co-ordinator will be either the director of buildings or the facilities manager on duty as designated by the COO.
 - The co-ordinator is responsible for
 - Establishing a team, of the appropriate staff, to deal with the emergency where the major emergency management team is not required.
 - Assess the psychological and social response required.
 - Monitor the deployment of resources to minimise risk to children, staff and students.
- Stage 4: - it will be the responsibility a designated officer to determine when an emergency situation has been concluded.
 - In Tier 1 & 2 this person is likely to be the facilities manager, the director of buildings, the COO, the VP or the CAO.
 - The emergency response review team will request situational report from each relevant area detailing the operations and financial aspects of their area's participation in the emergency, including future recommendations.

Tier 3 & Tier 4 procedure

- Stage 1: - The first responder will
 - Take immediate action in accordance with the college's training, procedures and policies to ensure the safety and wellbeing of life and property.
 - Ensure the relevant emergency services have been notified.
 - Contact the facilities manager on duty.
 - The facilities manager on duty will possibly attend the scene to assess the emergency (if it is deemed safe to do so).
 - Verify the emergency services have been notified
 - Classify the event according to the emergency response tier and initiate the appropriate action.
- Stage 2: - The communication order for college decision makers as the emergency manager and spokespeople in order of priority is › Provost › COO › College Secretary › Director of Human resources.

- The facilities manager on duty will contact the appropriate senior manager who is also a member of the major emergency management team to recommend that they activate the college emergency response plan
- The college has authorised the following post holders to have the authority to activate the college emergency response plan if required.
 - The Provost (or assignee, which is likely to be the Vice Provost (VP), Chief Academic Officer (CAO) or the Chief Operating Officer (COO)
 - The VP / CAO.
 - The COO.
 - The Director of Buildings / Deputy Director of Buildings
 - The Secretary to the College (who will co-ordinate the flow of information in and out of the control centre).
 - The Facilities Manager on Duty.
- The above have the authority and responsibility to
 - Categorise the level of emergency
 - Determine whether a limited local response is sufficient or if activation of the plan is necessary.
- If determined that the emergency response plan is to be activated all the members of the major emergency management team will meet to co-ordinate the college's response to a tier 3 or tier 4 disaster.
- The management team will be joined by the Communications Officer, the Coordinator of the Psychological response team, support staff from the Provost office, the COO's office and the Secretary's office.
- The Major Emergency Management Team will meet in one of the designated areas; these areas will have been identified as spaces that have the necessary communication and space requirements to facilitate the team.
- The role of the Team will be subject to parameters set by external emergency authorities who have overall statutory site control.
- The provost will
 - Attend the site, if safe to do so
 - Provide guidance and direction.
 - In consultation with the Major Emergency Management Team determine whether the college closes or remains open.
- In the event the Facilities Manager is unable to contact a member of the Major Emergency Management Team, they will activate the plan in accordance with the Technical Guidance Manual.
- Stage 3: - in the cases of all emergencies
 - The Facilities manager on duty will
 - Maintain a physical presence as close to the scene of the incident.
 - Oversee the co-ordination of resources in accordance to established priorities.
 - Provide regular briefings to the Major Emergency Management Team and the Emergency Control room on the status of the emergency and resource requirement.

- Monitor the deployment of resources to minimise risk to children, visitors, staff and students.
- The Major Emergency Management Team will
 - Activate and call upon emergency support staff deemed necessary and appropriate.
 - Provide overall direction to college staff in relation to Emergency Resource Deployment Strategy and departmental Business Continuity Plans.
 - Restrict service and campus access where necessary
 - Co-ordinate communication and activities by acting as the central liaison.
 - Establish and support staging area.
 - Ensure staffing is adequate to provide effective emergency response, that staff needs are addressed and that opportunities for relief are sufficient.
 - Establish procedures for record keeping and routine updates.
- The Emergency Support Staff will
 - Carry out their duties as directed by the Major Emergency Management Team and in accordance with specific responsibilities.
- The Communication office will
 - Collate the information
 - Activate the ERP helpline as deemed necessary. Brief and provide updates to the ERP team as the situation develops
 - Liaise and brief the press officer. The press officer will liaise with the external emergency authority's press office in relation to all press releases and statements.
 - Liaise with the Assistant Communications Officer in relation to the dissemination of information to internal and external audiences using the appropriate channels.
 - Communications officer personnel will brief the Major Emergency Management Team on the ERP helpline, media and social media.
- Stage 4:-
 - For all emergencies it will be necessary for a designated officer to determine that the emergency situation has concluded.
 - In the event of a Tier 3 / Tier 4 emergency the Provost will
 - Make a public announcement when a campus emergency has concluded.
 - Oversee the Major Emergency Management Team in mobilising college resources to facilitate recovery and restoration.
 - Oversee the organisation of debriefing for all staff involved in the emergency and larger college community if warranted
 - Oversee the standing down of the Emergency Control Room
 - The Emergency Response Review Team will
 - Request situational reports from each relevant area and financial aspects of their area's participations in the emergency, including recommendations for future response arrangements.

Fire Safety Policy

Policy

It is the policy of TCD day nursery to ensure that we comply with all relevant fire regulations and follow the recommendations as advised by the ***Child Care act 1991 (Early Years Services) Regulations 2006 (department of health and children) & fire safety in preschools 1999 (dept of the environment)***. TCD day nursery will take all reasonable measures to guard against the outbreak of fire, provide reasonable fire safety measures, prepare and provide appropriate fire safety procedures, ensure that the fire safety measures and procedures are applied at all times, and ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

Procedure

- Parents are asked to note the fire exits, fire drill procedures and meeting point as posted on the main notice board.
- Parents, staff and visitors are requested to assist the day nursery by ensuring they do not block exits or safety routes with equipment or buggies. Buggies may be stored in the designated storage area outside the office.
- Furniture, fabrics & bedding are made of fire-resistant material and comply with European standards.
- Fire exits are clearly marked and kept free of obstructions.
- All staff will be familiar with the procedure to be followed in the event of a fire or a fire drill.
- TCD will ensure that all necessary fire equipment is in place. These include fire blankets, fire extinguishers, smoke alarms, and emergency lighting
- Every 6 – 12 months all fire equipment is checked by a contracted company.
- Fire wardens (Aoife Cox, Sonya Ahern, Samantha Woolnough) will carry out regular visual fire safety checks.
- Fire evacuation instructions are in each room with a diagram of escape routes clearly visible.
- Attendance records for staff, children and visitors are kept up to date.
- Fire drills are practiced monthly in the nursery.
- When the alarm is triggered, all staff will lead their children to the closest fire exit.
- TCD College 24 Hour Security Centre (01 896 1999 – for all emergencies) must be contacted in cases of emergencies.
- The fire warden will set up the evacuation cots in the hallway outside the wobbler room.
- The fire warden will assist the baby room staff in placing the children into the evacuation cots. Children from other rooms who are less mobile may be placed in the evacuation cots also.
- All staff must leave the building in a calm and safe manner.
- The fire warden will check all rooms and toilets to ensure that the building has been vacated.
- All staff will gather at the designated fire assembly point which is located on the foot path beside the rugby pitch.
- A head count will be done using the staff sign in book, the visitor's book and the children's register to confirm that everyone is present.
- Upon confirmation that there is no risk to the staff, children and visitors' people may return to the building

- A fire drill report will be written up and signed off on by the fire warden. A copy of this will be sent to Karl Flynn and a copy will be stored in the fire safety register folder located in the hallway
- The emergency contact numbers are as follows
 - Director of buildings 2262 / 4705
 - 24 Hour Security Centre 1999

Smoking Policy

Policy

Under the Tobacco Smoking (Prohibition) Regulations, 2003, tobacco smoking in College buildings and enclosed workplaces is prohibited.

Procedure

- It is the policy of the Provost, Fellows and Scholars of the University of Dublin, Trinity College to comply with the legislation on smoking and with legislation designed to protect the Safety, Health and Welfare of employees and others in the workplace.
- It is College policy to promote and facilitate good health among staff and students of the College. To this end all buildings and vehicles in the ownership or use of College are 'smoke-free' and smoking is prohibited within such buildings or vehicles, in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos.
- The Head of School/Unit/Area is responsible for implementation of this policy in his/her area of responsibility.
- The Head of Building is responsible for implementation in common areas in multi-user buildings.
- If the Head of Building or Head of School/Unit/Area is unable to satisfactorily resolve any issue covered by this policy the issue may be referred to the appropriate Senior Officer.
- This is the Faculty Dean or Senior Dean in the case of academic staff, the Junior Dean in the case of students and the Chief Operating Officer in the case of non-academic staff.
- Advice and assistance for smokers who would like to quit smoking is available from: The College Health Service, College Health Centre, Houses 47/52, College, Tel. 896 1556 and from The Student Counselling Service, 199-200 Pearse Street, Trinity College, Dublin 2. Entrance via College. Tel.: 8961407 E mail: student-counselling@tcd.ie
- The College Safety Committee will review this policy with changes in the legislation and will consider the experience of Schools/Units/Areas in implementing this policy.
- The College Safety Committee welcome comments and submissions on the Smoking Policy.

Staff policies

Mobile Phone Policy

Policy

Trinity College Day Nursery will ensure that children attending the Day Nursery are protected against violations of data protection and will ensure that those working directly with the children attentions are not compromised

Procedure

- Staff are not permitted to have their mobile phones on their person during their working hours as this may cause staff members to become distracted
- As many mobile phones have built in cameras and may have access to internet / social media programmes there may be potential of a breach of confidentiality and child protection.
- Staff may store their phones in their lockers on silent mode so as not to disturb other members of the team who may be utilising the staff room throughout the day.
- Use of the internal phones for personal reasons is prohibited. All lines must be kept free so communication between parents and staff, staff and management & within the team can be facilitated.
- In cases of emergency the manager must be informed that contact may need to be made with a staff member; in this event the nursery mobile phone number (087 2621879) and the office number (01-8962277) may be given as a point of contact. In the event where this is not sufficient staff member may be provided with cover where possible to check their phones at regular intervals.
- In the event of an emergency and all other possible points of contact are not possible staff may give their rooms phone number as a point of contact.
- If the above steps are not possible staff may, in extenuating circumstances, have their personal phone on their person for a limited time. This must be cleared with a member of the management team prior to such action taking place.

Multimedia and Information and Communications Technologies Policy

It is the Policy of Trinity College Day Nursery to ensure that this service follows best practice regarding multimedia and ICT in the Day Nursery. This policy will draw on research and best practice from the HSE and current early years advisory groups such as Early Childhood Ireland.

Current Research

- The Day nursery acknowledges the role that ICT is more commonplace within our daily routine, however the HSE¹ has advised the following limits to screen time for children ages 0 – 5 years of age. These recommendations are for the day in total (e.g. home and preschool)
 - 0 – 18 months: apart from video calls screen time is not advised for this age group
 - 18 – 24 months: this group should spend as little time as possible using screens.
 - 2 – 5 years: this group should spend no more than 1 hours per day in total using screen.
- Use of screen time has been linked to the following outcomes ².
 - There are increasing levels of concern about the negative impact of screen exposure on a child's brain development
 - The American Academy of Paediatrics has concluded that there was higher risk of speech and language delay in children under the age of 2 where they have more screen time than peers. They have recommended that children under the age of two have no screen/TV time at all.
 - To encourage cognitive and brain development, unstructured play is more beneficial than screen time. This cognitive development is crucial in nurturing creativity and problem-solving skills
 - When children are playing in a room where there is a TV on, the quality and complexity of play diminishes.
 - Where there is reliance on media, there is less engagement with literacy. Children are less likely to look at books and are less likely to be read to.
 - Where there is a reliance on screen time there is less opportunity for eye-to-eye interactions, these opportunities are key in high quality interactions.
 - Where children have reliance on screen time there is a higher probability of obesity. Children who have a TV in their room are more likely to be overweight in comparison to peers who do not have a TV in their rooms. Where children spend more time using multimedia there is lower physical activity levels / outdoor play.
 - In children aged 0 – 3 years, there is an association between screen time and irregular sleeping patterns. These irregular sleeping patterns negatively impact the child's mood, behaviour, and learning.
 - In school age children high levels of screen time (2 hours or more), there is a higher risk of behavioural problems such as attention, social, and emotional difficulties. It is linked to poorer academic outcomes with children who have high levels of screen time being outperformed in tests by those who don't.

¹ <https://www2.hse.ie/wellbeing/child-health/screen-time-and-young-children.html>

² <https://www.earlychildhoodireland.ie/tv-in-pre-school-yes-or-no/>

Procedure

- Children under the age of 3 will not have any access to TVs/ screen time.
- The internet will not be available to the children.
- Mobile phones are not permitted in the classroom.
- Documentation of learning will be done using the classrooms digital camera. There are to be no images of the children taken on personal mobile phones.
- Exceptions may be made when the media is linked to the curriculum in the older classroom (e.g. Montessori). Where this occurs, staff must seek informed consent from the parent to use this educational support. Parents must be given adequate notice. Where a parent does not consent to this an educationally appropriate alternative must be offered to the child. This informed consent must set out the following
 - What will be watched.
 - The length of time that it will be watched for.
 - The rational for this use including why this is being used as opposed to another non screen type educational tool.
- Educational resources which fall under the MPLC licencing will not be permitted for use in the nursery setting. These include, but are not limited to, the following companies.
 - MGM
 - PIXAR
 - Warner Bros.
 - Dreamworks
 - Miramax film
 - Paramount studios
 - Walt Disney
 - Lionsgate
 - 20th Century Fox
 - Universal
 - Sony Pictures

Where a parent does not consent to this an educationally appropriate alternative must be offered to the child.

Volunteers and Students

Policy

TCD Day Nursery recognises the value of students and volunteers in the workplace and as such will aim to provide individuals with the opportunity to work as part of a team, develop skills, share experiences and ideas with the Day Nursery team and reinforce learnt pedagogy with practical experiences. All Policies of TCD Day Nursery will be applicable to both volunteers and students.

Procedure

- Those seeking work experience / volunteering in the Day Nursery should ensure that they allow sufficient time the policy and procedure to be followed.
- All applicants should be done in writing via letter OR email for the attention of Aoife Cox or Sonya Ahern.
- Places will be allocated where and when possible on a 'first come, first served basis' where the Day Nursery can accommodate the needs of the individual.
- If the Day Nursery has already committed to another volunteer / student it may not be in a position to facilitate an additional student.
- All students/volunteers are required to attend for a meeting in advance of any decision of allocation being made to discuss what is expected of the student and the expectations of the student in regard the service.
- All students/volunteers must complete a questionnaire (see appendix) as well as submitting full a copy of the student's insurance.
- Students / volunteers must complete Garda vetting, access to the Day Nursery will not be permitted until this has been completed.
- All students/volunteers must submit two written references which will be followed up by an internal reference check using the TCD Day Nursery students/volunteers reference questionnaire (see appendix).
- The Insurance department in TCD must be notified of the intention of the Day Nursery to take on any volunteer / student and a copy of the Garda vetting and insurance documentation must also be submitted.
- All students / volunteers must be over the age of sixteen.
- Childcare students must not be left on their own / unsupervised with a child / children.
- As part of their induction, students are requested to read the policies and Procedures of both the Day Nursery and TCD where applicable.
- Students are not included in the adult/child ratio and are never used in place of staff.
- Students are supported through regular supervision meetings. Support and information is also provided, if assistance is needed with projects or assignments.
- Management will decide on what information the students can have access to and what meetings they attend.
- TCD day Nursery must have ongoing contact with the students/volunteers college.

Student / volunteers responsibility

Students / volunteers are expected to

- Be professional in your contacts with service staff, parents, children and service users.
- Keep confidential all information obtained regarding children staff and families.
- Obtained permission from the Day Nursery manager / supervisor & Parent for any observations, information used in assignments course work carried out.
- Take responsibility for your own learning
- Participate in all tasks / activities associated with the role of childcare worker.
- Read and become familiar with Child Care act 1991 (early years Services) Regulations 2016.
- Arrive punctually and in the event that you are delayed in arriving to placement or will not be able to attend the Day Nursery manager / supervisor / deputy supervisor must be contacted by telephone. Text messages will not be considered appropriate or professional.
- Take direction from child care in the Day Nursery

Day Nursery responsibility to student/volunteer

- The Day Nursery Manager / Supervisor / Deputy Supervisor will ensure that the student has an induction period to become familiar with
 1. Day Nursery policies and procedures
 2. Early Years' Service regulations
 3. Child protection policy
 4. Confidentiality policy
 5. The layout of the building
 6. Day Nursery Safety statement
 7. Student and volunteer policy
 8. Dress code
 9. Designated officers such as health and safety, first aid and child protection.
- The Day Nursery Manager / Supervisor / Deputy Supervisor will ensure that
 - The student / volunteer has signed off on the policies and procedures including the confidentiality policy.
 - The student / volunteer is aware of their starting time and finishing time.
 - They have been introduced to all staff and families (where appropriate).
 - Appropriate information is shared with the student
 - The student / volunteer has an assigned member of staff who will support them during their time in the nursery, who will agree to support the student / volunteer and provide feedback on the student / volunteer.
 - The written records required by the college are signed off on.
 - The student / volunteer is aware of who to speak to in the event of difficulties and concerns while on placement.
 - The student / volunteer has signed off on the confidentiality policy.
 - The student / volunteer is supported and arrange regular support meetings.

- The student / volunteer is **not** left unsupervised / alone with the children.
 - The student / volunteer is **not** included in the child: adult ratios.
 - The student / volunteer is **not** required to administer medicine.
 - The student / volunteer is **not** required to attend injured children
 - The student / volunteer is **not** required to deal directly with parents unless instructed and supervised.
- Failure of the student / volunteer to adhere to the policies and procedures of the Day Nursery and TCD may result in an immediate termination of the placement or research position.

Administration Policies

Holiday, Closure and Absenteeism Policy

Policy

Trinity College Day Nursery will close in line with public holidays and religious holidays such as Good Friday. Parents will be notified of closures outside these times via letter, signage or e-mail.

Procedure

- Fee must be paid even when the child is absent due to illness.
- Fees are not reduced due to closures on Bank Holidays and Public Holidays.
- Parents are permitted to withdraw their child for holidays; 3 weeks for staff users (one to be kept for Christmas closures) and 6 weeks for students (with one to be kept for Christmas closures). There will be no charge for such weeks however the nursery must be notified in writing a minimum of 4 weeks prior to such requests.
- Undergrad Students are requested to dispense their holiday weeks during the summer months. Post-grad students may dispense their holiday weeks at any stage.
- All holidays (both staff and student) must be put in writing before the end of April. If holidays are not booked staff and students will have to pay for time off during the summer.
- In the event that your child will not be attending the nursery OR if your child will be at a later stage throughout the day, we would ask that parents ring the nursery before 10 am; we will then be able to ensure that your child is included in meals OR we may be able to facilitate storing their lunch / snack until such time as they come in.

Health and Safety

Introduction

In the health and safety afforded to the staff member and users of TCD Day Nursery is paramount to the effective daily running of the service. We will take all reasonable precautions to ensure that any individual who uses, works, or attends the nursery is protected from any risks as identified in current risk assessments. Up to date risk assessments for the nursery are in the nursery Health and Safety statement. The nursery will consider all relative legislation and guideline when following and updating policies and procedure relating to health and safety for example ***‘the childcare (pre-school services) regulations 2006; children’s first – national guidelines for the protection and welfare of children; our duty to care – the principles of good practice for the protection of children and young people and Safety, Health and Welfare at work act 1989.***

Infection control policy³

Policy

It is the priority of the Day Nursery to ensure that appropriate infection control mechanisms are in place to prevent the spread of communicable illnesses and to protect all persons who access this service. Infection can lead to serious ill health among young children and adults. The use of infection control procedures helps to reduce the risk of children becoming ill through good hygiene and by risk minimisation. All areas of the following policy will be reviewed in line with guidance from relevant governing bodies.

Procedure

Introduction of play-pods:

Children and staff will be organised into play pods, the same children and staff will stay together for the day and will not mix with other play pods in so far as possible. The idea is to limit interactions and sharing of facilities and equipment. It is not reasonable to expect children to observe social distancing and not possible to care for children effectively using social distancing between carer and child. Play pods within the service will be organised according to age of the children. Where reasonably possible two staff will remain with their

³ This policy links with the following policies

- Medical administration policy
- Hand hygiene policy
- Vaccination policy
- Exclusion and illness policy
- HACCP policy
- Sleep policy
- Nappy changing policy
- Covid-19 Policy

play-pod at a level which will permit the staff to cover their own lunches and tea break thus minimizing the needs for auxiliary staff to enter the room unless deemed essential.

Prevention & infection control measures:

- The Day Nursery has a hand washing policy which staff promote and model for children, after using the toilet, before eating / preparing food, after wiping noses, waste disposal and mopping up spills.
- The Day Nursery has an immunisation policy which will be always followed
- Parents are requested to keep children at home if they have an infectious illness in line with the illness and exclusion policy which is based on guidance by the Health Protection Surveillance Centre – Management of infectious diseases in childcare facilities and other childcare settings.
- Staff will also adhere to the illness and exclusion policy
- If a staff member / child is diagnosed with an infection the HSE guidelines for exclusion will be followed.
- Staff will reinforce good practice regarding keeping the environment clean and safe
- Daily, weekly and monthly cleaning schedules are in place and records are kept.
- Trinity College Dublin removes all waste which is placed in the designated refuse area.
- The Day Nursery reports any rodent sighting to estates and facilities and Trinity College Dublin has a contract with a pest control company. All inspection reports relating to the day nursery are held in the Day Nursery.
- The Day Nursery carries out and maintains a good level of cleaning productions and tools to ensure that hygiene practices can be always carried out to an appropriate level
- The nursery provides parents and nursery staff with information on immunizations schedules, hygiene and prevent of illnesses.

Hygiene procedure:

- All staff are aware of their role in maintaining a high standard of hygiene. Toilets, floors, tables and chairs and other areas are cleaned daily to decrease the spread of infection.
- Oxivir plus (cleaner and Disinfectant) diluted to a ratio of 1 pump to 500ml is used to clean up bodily fluids.
- Est-eem (cleaner sanitiser) diluted to a ratio of 30ml: 750ml water is used to clean all other equipment, this is also used in food preparation areas.
- A wash basin is located in the following areas, staff room and staff toilets, kitchen, Montessori room, play group room, baby room, all children's toilets
- All linen is washed once per week and more frequently if necessary. Children have separate bed linen and in cases where cots are rotated between children separate bed linen is used. Sheets and blankets are stored separately.

Procedure for managing an infectious illness:

- Staff will report any illness to a member of the management team,
- Unwell children with a temperature and / or specific signs and symptoms, may be excluded until a diagnosis can be made.
- Children who are suffering from general vomiting or diarrhoea will be excluded for 48 hours from their last episode of vomiting or diarrhoea.

- A plan will be drawn up to help prevent the spreading of the illness following HSE guidelines.
- In the case of notified diseases or if the illness spread the manager will notify the local TUSLA office and the HSE public health department.
- Parents will be informed in writing if an outbreak occurs and instructions on infection control will be given.
- In line with article 31 the nursery must notify Tusla of any notifiable incident within 3 working days of becoming aware of said incident. Incidents include being made aware of a notifiable disease, Covid-19 is now included within the notifiable diseases.

Medical Administration

Policy

Trinity College Day nursery can facilitate the administration of the medicines-prescribed, homeopathic and non-prescribed, which can be administered for non-contagious conditions OR for conditions where the exclusion periods above have been adhered to. Staff and management must be informed if a child has taken any medicines prior to coming into nursery and if they require further treatment when the child is being brought into nursery.

Procedure for prescribed medication

- Parents are required to complete and sign a medicine consent form contained in the registration pack.
- Labels on the child's medication will be checked against the child's details.
- In an event that a prescribed medicine does not have the below details in English it will not be given to a child until such details listed above can be provided by the medical practitioner who prescribed it OR by the chemist who dispensed
 1. expiration date,
 2. name of the medication,
 3. the child's name,
 4. dosage,
 5. number of doses,
 6. directions for usage and storage directions
- If the details above cannot be obtained the nursery WILL NOT administer said prescription, parents / guardians will be requested to administer the medication in the nursery themselves or administer the medication at home.
- All suspensions will be stored according to the directions on the container. Items which must be kept in a cold environment will be stored in a clearly labelled box in the fridge – located in the kitchen / child's dining area. Medicine will not be given unless written parental consent, has been given. This consent form may be used for days following provided the purpose remains the same.
- Medicines may only be administered once management have been informed and two staff members must be present when administered. The second staff member must sign the document as the witness.
- Dosages will be administered in line with recommendations of the medication.
- If a child needs medicine to be administered during the day, the parent will be contacted by a member of the management team using contact details from the child's registration pack. These packs are held in the office and in the child's classrooms. If the registration pack is not available in the child's room, there is a list of all parent's names and contact details in all rooms.
- The nursery will complete the medical form as far as possible, and parents will be requested to sign the medical consent form on collection of their child.
- Staff are permitted to give doses according to the manufacturers stated amounts.
- If a child has been given medication, staff will give parents regular updates throughout the day.

Procedure for non-prescribed medication

- Parents are required to complete and sign a medicine consent form contained in the registration pack.
- If a parent is unwilling to sign consent for admission for non-prescriptions medication to be given to their child, parents must be available to administer the medication themselves or take their child

home. Where a child has a temperature, parents must collect their child and in line with HPSC Covid-19 guidance seek the advice of their GP

- Parents are requested to bring in antipyretic medication for their child which is to be left in the nursery. The child's name must be clearly written on the container. It will be stored in the kitchen and will be checked at regular intervals throughout the year. Parents may then be informed if they need to bring in additional medicine.
- All suspensions will be stored according to the directions on the container. Items which must be kept in a cold environment will be stored in a clearly labelled box in the fridge – located in the kitchen / child's dining area. Other medicines must be contained in the kitchen with any antipyretic medication in a locked cupboard which is out of reach from the children.
- Medicine will not be given unless written parental consent, has been given. A medical consent form must be completed for all medicines (including alternative medicines such as homeopathy) on the day that medicinal care is required. This consent form may be used for days following provided the purpose remains the same.
- Medicines may only be administered once management have been informed and two staff members must be present when administered. The second staff member must sign the document as the witness.
- Dosages will be administered in line with recommendations of the medication.
- Non-prescription medication will only be administered to reduce a high temperature (37.7°C or above) or if a child is in pain.
- If a child develops a temperature in the Day Nursery, as per HPSC Covid-19 guidance, the child may not stay on site and must be collected. It is the responsibility of the parent/guardian to contact a GP, notify the GP that the child has symptoms consistent with Covid-19. All directions from the GP must be adhered to and for a child to return to the nursery they must give the nursery a letter confirming that the child is not Covid-19 positive.
- If a child needs medicine to be administered during the day, the parent will be contacted by a member of the management team using contact details from the child's registration pack. These packs are held in the office and in the child's classrooms. If the registration pack is not available in the child's room, there is a list of all parent's names and contact details in all rooms.
- The nursery will complete the medical form as far as possible, and parents will be requested to sign the medical consent form on collection of their child.
- In an emergency event where the child's health is at risk due to escalating temperature and when neither parents nor emergency contact person can be contacted, management will administer an antipyretic when the child has been in the nursery for a length of time that would indicate that they can safely receive medicine, for example if a child has been in the nursery for 4 hours and no Calpol has been given in that time then more Calpol may be given, if a child has been in the nursery for 6 – 8 hours Nurofen may be given.
- Staff are permitted to give doses according to the manufacturers stated amounts with a maximum of 5mls.
- Staff are not permitted to give Nurofen and Calpol at the same time to reduce a temperature. Should a child require both medicines they may be considered too ill to attend the nursery.

If a child has been given medication staff will give parents regular updates throughout the day.

Hand Hygiene policy

Hand washing Policy

Hand washing is the most effective way to prevent the spread of infection. Germs picked up on hands can be effectively removed by thorough handwashing with liquid soap and warm water. Handwashing protects children, staff and those who access the Day Nursery. Nails should be kept short, clean and free of nail varnish. Staff are not permitted to have acrylic nails. Staff should ensure that hands are well moisturised and that all cuts and abrasions are covered with a waterproof dressing. Nail brushes are not to be used as they can carry germs. Staff should wash hands before starting their shift, eating, and preparing/handling food, assisting or feeding a child.

- Children are encouraged to wash their hands under supervision after visiting the toilet, having their nappy changed, before eating and after playing outside.

Staff must wash their hands, before preparing or serving food, before feeding children, before eating or drinking, after going to the toilet, assisting children going to the toilet, nappy changing, dealing with bodily fluids, cleaning procedures, caring for sick children, handling soiled clothes, dealing with waste and after removing disposable gloves and handling pets or equipment related to pet care.

Hand washing Procedure

All those accessing the Day Nursery should follow the following procedure

- Wet hands under warm water running to wrist level.
- Apply liquid soap, lather it evenly covering all area of the hands for at least 10 seconds. Include the thumbs, fingertips, palms and in between the fingers, rubbing backwards and forwards at every stroke.
- Rinse hands off thoroughly with warm running water.
- Dry with a disposable paper towel using a patting motion to reduce friction, taking extra care between the fingers.
- Use the paper towel that was used to dry hands to turn off the tap.
- Dispose of the paper towel in a foot pedal bin
- Children must be supervised when washing hands and assistance should be given where needed.

Alcohol Gel Policy

When soap and running water are not readily available an alcohol-based hand gel with an alcohol content of 60% may be used. The gel must be applied vigorously over all the hand. These gels are only effective if hands are not visibly dirty, in such cases running water and soap must be used. Gels can be used on children's hands providing there is suitable adult supervision. Gels must be stored out of children's reach.

Hand washing Procedure when using gel

- Apply the gel to the palm of one hand and rub the hands together. The amount of gel used should be sufficient to keep the hands wet for at least 15 seconds.
- Ensure all surfaces of the hands and fingers are covered with the gels and keep rubbing until the hands are dry. As with any other household products care should be taken to ensure that they are not accessible to children.

- Avoid touching the area around a child's eye just after using the gel as the child may experience a slight stinging sensation.
- In the event that a child has ingested alcohol gel contact Beaumont hospital poisons unit on 01 8092566 or 01 8379964

Vaccinations Policy

Policy

It is the policy of the Day Nursery to ensure the safety of not only its users, but the greater Trinity College Community. Trinity College Day Nursery therefore require that children attending the Day Nursery must have had all age-appropriate vaccines as this action ensures the maximum level of disease prevention. Infants, pre-school children and other vulnerable groups (such as pregnant women and immune compromised individuals) are at considerable risk of complications from vaccine preventable diseases. Measures to ensure optimum immunization are essential in preventing serious consequences to such groups

Procedure

- The Day Nursery will require proof of all vaccines which are age appropriate to your child. This must be completed on your registration pack PRIOR to your child starting in the nursery.
- Children in Ireland can be vaccinated free of charge under the 'Childhood Immunisation Programme' by their GP.
- Vaccines are currently given at the following ages^{vi}
 1. **At birth:** The BCG vaccination (protects against tuberculosis) is normally administered in the maternity hospital where the child is born, but is recommended within the first month of life.
 2. **At 2 months:** The first of three vaccinations against diphtheria, tetanus, whooping cough (pertussis), polio, hepatitis B and HiB (Haemophilus Influenzae Type B) is provided in one single injection (the "6 in 1"). The first of two pneumococcal conjugate vaccines is also administered.
 3. **At 4 months:** The second of three "6 in 1" injections is given. The first of two meningococcal C vaccines is provided.
 4. **At 6 months:** The third of three "6 in 1" injections is given. The second of two pneumococcal conjugate vaccines and the second of two meningococcal C vaccines are administered.
 5. **At 12 months:** The MMR vaccine, which protects against measles, mumps and rubella, and the pneumococcus (PCV) vaccine are administered.
 6. **At 13 months:** The Hib booster and meningococcal C vaccines are given.
 7. **At 4-5 years:** Your child should receive a booster injection for continued protection against diphtheria, tetanus, pertussis and polio (these are administered together as a 4 in 1 vaccine). An MMR booster is also given at this age.
 8. **At 12-14 years:** Children should be given a tetanus and low dose diphtheria vaccine.
- Trinity College Day Nursery will require all parents to regularly update the Day Nursery with all remaining vaccines as the child receives them.
- This can often be easily adhered to by providing the Day Nursery with a legible photocopy of the childhood immunisation book which is completed by the family GP.
- When a child receives their vaccines, and any booster immunisations extra precautions may be taken and the child will be monitored for any reaction.

- In some cases a child may be exempt from immunisation or may have their immunisation delayed due to medical reasons. Such exemptions must be accompanied by a letter from the individual's GP. These may include
 1. A brain disorder
 2. Elevated temperatures
 3. Bad reaction to previous immunisations
 4. Cancer treatment
 5. Bleeding disorders
 6. Severe reaction to consumption of eggs
 7. If the individual is taking other medication e.g. immunosuppressant's
 8. If the individual or a family member has an illness which affects the immune system
 9. An allergy to any antibiotic
 10. A history of convulsions
 11. If the individual had a blood transfusion, immunoglobulin, or another vaccine recently.

Illness and Exclusion policy

Policy

The health safety and wellbeing of the children in the Day Nursery is paramount and central. The Day Nursery will take every reasonable step to ensure that the spread of infectious illnesses is prevented where possible.

In the event that a child had a recurring elevated temperature or has an elevated temperature that will not respond to medication a parent may be requested to seek medical attention and to provide the day nursery with a certificate of fitness before the child may be re-admitted to the day nursery, Children who are unable to take part in the nursery activities due to illness may be excluded from the day nursery until fit to fully engage in the daily routine. In cases where a child is not showing an elevated temperature but may be displaying other symptoms (such as irritability, isolating themselves, poor appetite) parents may be requested to seek medical attention. If a child is sent home for medical reasons, they will be excluded for 48 hours to be observed at home.

The list below is non exhaustible and has been put in place in accordance with the advice of the College Medical Centre, HSE, Health Protection surveillance Centre (HPSC) and Department of Health.

Procedure

Illness	Incubation	Exclusion Period	Exclusion of Contacts
Antibiotics (Oral)	N/A	48 Hours from start of treatment, longer if specified due to specific illness.	Not necessary
Antibiotics (Topical)	N/A	No exclusion, exemption may apply to specific illnesses e.g. scabies/impetigo	Not necessary
Chicken Pox/Shingles*^	21 Days	7 days, assuming all scabs have dried	Medical advice should be sought for those who are pregnant or who have impaired immunity.
Conjunctivitis (Bacterial)	N/A	48 hours from the start of treatment.	Not necessary
Conjunctivitis (Viral)	N/A	Until the eyes are clear from discharge	Not necessary
Positive Covid-19* ^	As per HSE guidelines	Your child needs to self-isolate for 10 days from when the signs of COVID-19 started, with no fever for the last 5 days If your child does not have signs of COVID-19, they must self-isolate for 10 days, starting from the date of the test. This guidance is subject to change in line with HSPC guidance	Close contacts must restrict their movements for 14 days after last contact with case. Close contacts will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is “Negative/Not Detected” and the close contact has no

			symptoms of COVID-19, they can stop restricting their movements. Where the individual with Covid-19 cannot self isolate from other household member (e.g. where a child is ill) all other household contacts must isolate for 17 days from the start of symptoms. This guidance is subject to change in line with HSPC guidance
Cryptosporidium	N/A	48 hours from the formation of the first formed stool	Not necessary
Campylobacter	N/A	48 hours from the formation of the first formed stool	Not necessary
Diarrhoea (2 movements in a 24 period)	N/A	48 hours from last incident of diarrhoea. Diarrhoea is classified using the Bristol Stool Chart (please see appendices)	Not necessary
Diphtheria* ^{^v}	5 Days	Until a medical letter of fitness from a can be provided.	Contacts must be excluded until a letter of fitness can be provided.
Fever	N/A	Children must be medicine and / or fever free for 48 hours before returning if sent home due to a non-response to administration of antipyretic medicine in the nursery OR where the fever has been present for more than 2 days consecutively. Where there are clusters of fevers within the rooms/close contacts a letter of fitness will be required. Where the fever is consistent with Covid-19, HPSC isolation guide should be followed.	Not necessary
Gastroenteritis/ Food Poisoning	N/A	See Campylobacter/Cryptosporidium/Salmonella/Shigella/VTEC/Norovirus.	Not necessary
Glandular Fever	8 weeks	Until declared fit by a GP	Not necessary

Hand, Foot and mouth*	6 Days	Until the child is well, no longer infectious and declared fit by a G.P. Where there is evidence of transmission in the service, exclusion until spots have gone from hands may be required.	Medical advice should be sought for those who are pregnant.
Haemophilus influenzae type B (HIB) ^y	N/A	Until the child is well, no longer infectious and declared fit by a G.P.	Not necessary
Headlice	4-8 Weeks	Until appropriate treatment to remove the lice has been carried out	Not necessary
Hepatitis A^y	2-6 Weeks	7 days after the onset of Jaundice, until the child feels well and declared fit by a G.P.	Clinical surveillance of contacts that shared food and drink or had close household contact with a case during their period of communicability.
Hepatitis B^y	N/A	Until well enough and declared fit by a G.P.	None required
HIV/AIDS infection	N/A	None required	None required
Impetigo	N/A	48hrs from first dose of treatment / or until lesions are crusted and healed	None required
Influenza & Influenza-Like-illness^xy		Suspected and confirmed cases should remain at home for 7 days from when the symptoms begin, until the temperature has returned to normal and until declared fit by a G.P.	None required
German Measles/Rubella^xy	14-21 Days	For 7 days after the onset of the rash and whilst unwell	Not necessary
Measles^xy	7-21 Days	Until clinical recovery usually 7-10 days.	Not necessary
Mumps^yx	12-28 Days	Until disappearance of all swelling, usually takes 7-10 days.	Not necessary
Meningitis^	2-10 Days	Until clinical recovery and bacterial examination is clear.	Not necessary
Meningococcal Diseases (type C^)^y	2-10 Days	Until clinical recovery	Not necessary
Molluscum Contagiosum	Not necessary	Not necessary	Not necessary
M.R.S.A		Until declared fit by a G.P.	Not necessary
Norovirus^y		At least 48 hours from last incident of vomiting and 48 hours from the formation of the first firm stool post diarrhoea. Diarrhoea is categorised using the Bristol stool chart which is included in the appendices of this document.	Not necessary

Pharyngitis/Tonsillitis		Children can return once they have been on treatment for 48 hours and are well.	Not necessary
Pneumococcus^	1 – 3 days	Until declared fit by a G.P.	Not necessary
Polio		Very specific exclusion criteria apply and will be advised on by the Department of Public Health.	
Respiratory Syncytial Virus (RSV) ^	4 weeks	8-15 days from the onset of the illness, until all symptoms have cleared, temperatures have returned to normal and declared fit by a G.P.	Not necessary
Ring worm	2 – 21 days	Until treatment has been commenced and declared fit by a G.P.	Not necessary
Scabies	Up to 8 weeks	Until declared fit by a G.P.	Not necessary
Scarlet Fever/Scarlatina	1 – 7 days	48 hours from first dose of antibiotic.	Not necessary
Slapped Cheek Syndrome*	4 – 21 days	Until declared fit by your G.P.	Not necessary
Salmonella ^y	6 – 72 hours after exposure.	At least 48 hours from the formation of the first firm stool.	Not necessary
Shigella(Dysentery) ^y		At least 48 hours from the formation of the first firm stool diarrhoea OR Until 2 consecutive negative faecal specimens after the first firm stool. Samples should be at least 48 hours apart.	Not necessary
Tetanus		Children with the disease will be too ill to attend the school/nursery.	Not necessary
Tuberculosis (TB)		The Department of Public Health will advise on each individual case	
Typhoid & Paratyphoid		Very specific exclusion criteria apply; your local Department of Public Health will advise.	
Verrucae (Plantar Warts)		Not necessary	Not necessary
Viral Meningitis		Children with the disease will usually be too ill to attend the school/nursery.	Not necessary
Verocytotoxigenic E.coli (VTEC)		Excluded until they provide two consecutive negative faecal specimens taken after the first normal stool at least 48 hours apart. Close contacts of these risk groups also require screening. If two cases of VTEC develop in a childcare facility, this is considered an outbreak and because of the high mortality rate from VTEC, the local Department of Public Health may advise closure of the facility to allow thorough investigation.	Close contacts of these risk groups also require screening

		They will also give advice on exclusion for staff and children.	
Whooping Cough/Pertussis^	5-14 Days	Until vomiting stops and seven days from start of appropriate antibiotic OR from 21 day of the onset of the illness if no antibiotic treatment has been given and declared fit by your G.P.	
Worms		Not necessary	

^ Immunisation available.

* may pose additional risks to pregnant women or individuals with an impaired immunity, GP consultation may be advised.

† Notifiable to the HSE

The following incidents must be notified to Tusla.

1. Diagnosis of a preschool child attending the service, an employee, unpaid worker, contractor or other person working in the nursery who is suffering from an infectious disease under the notifiable diseases as set out under the infectious disease regulations 1981 (SI No 390 of 1981) and amendments. <http://www.hpsc.ie/notifiablediseases/listofnotifiablediseases/>
2. Any incident in the service which results in the service being closed for a length of time, this would include closures due to outbreaks of illnesses.

Equipment cleaning policy

Policy

- In the Nursery toys may become contaminated for several different reasons unwashed hands, germs, different source of fluids, or by children putting items in their mouths
- To reduce the risk of cross contamination, all toys should be cleaned on a regular basis. Toys that are shared should be cleaned between uses.

Procedure

- Discourage children from putting shared toys in their mouth.
- Jigsaws, puzzles and toys that children would put in their mouths must be able to be washed and disinfected before another child can play with them
- Do not allow toys to be taken into the toilet/changing area.
- Toys should be stored in a clean container/cupboard. Toys must not be stored in the toilet/changing area.
- Staff should always wash their hands after handling contaminated toys and equipment.
- If cloth or soft toys are used they must be machine washable at a high temperature
Toys that are easy to clean, disinfect and dry should be chosen.
- All equipment should be checked regularly for signs of damage. If these items cannot be repaired or cleaned they must be discarded.
- The manufacturer's cleaning instructions should be followed.
- In the case of an outbreak the use of certain toys (soft/stuffed toys & play dough) may need to be curtailed.
- All toys should be cleaned on a regular basis (including toys not currently in use) i.e. weekly, this will remove dirt and germs.
- All toys that are dirty or contaminated with blood or any other body fluids must be taken out of use immediately for cleaning or disposal.
- Toys that are used by young children should be washed daily.
- Soft toys need to be machine washed on a hot cycle. Follow manufacturer's instructions prior to use by another child.
Toys used by older children and larger play equipment should be cleaned weekly.
- Soft modelling materials and dough should be replaced regularly.

Technique

- Wash toys in warm soapy water, using a brush to get into the crevices.
 - Rinse the toys in clean water.
 - Thoroughly dry the toy
- 1) Hard plastic toys may be suitable for cleaning in the dishwasher.
 - 2) Toys that cannot be immersed in water i.e.: electronic or windup toys should be wiped with a damp cloth.

Procedure for disinfection

- In some situations, toys/equipment may need to be disinfected following cleaning i.e.:
 - Toys /equipment that children will place in their mouths.
 - Toys/equipment that have been soiled with blood or body fluids
 - During an outbreak of infection.
- If disinfection is required:
 - Oxivir Cleaner and disinfectant should be used.
 - Rinse and dry toys thoroughly.
 - Written records should detail cleaning schedule how and when equipment has been cleaned and the cleaning product used.
 - Always follow manufacturer's cleaning instructions
 - All crevices should be cleaned and dried properly
 - Children's hands should be washed before and after water/sand or ball pool play
 - Outdoor areas should be checked for animal fouling prior to children playing out.
 - Water play equipment should be drained, cleaned and dried at the end of the session and stored dry until next session
 - Sand pits should be covered to prevent contamination by animals' faeces, and the sand pit kept clean by regularly sieving. Sand should be changed regularly.
 - Cleaning methods and schedules should be documented

Sleep Policy

Policy

Trinity college Day Nursery will ensure that appropriate actions and equipment is provided to the children attending the Day Nursery to facilitate safe sleep and access to sleep where and when needed in accordance with TUSLA regulation and guidelines updated 2024.

Procedure

- Each child will use their own linen and blankets which are supplied by the Day Nursery and will be laundered on site.
- Linen will be laundered weekly or more often if required.
- Children are not permitted to have bottles in the cots
- Children are not permitted to have soft toys in the cots, however if the soft toy is a transitional item / comfort item required to soothe the child to sleep it will be permitted until they have fallen asleep. Once the child has fallen asleep, the transitional item / comfort item must be removed from the cot to prevent suffocation risk.
- Fluffy blankets are not used in the nursery. Children sleeping in cots will use cotton cellular blankets only.
- Children are not permitted to be settled to sleep or sleep in car seats while in the Day Nursery.
- Children will have access to proper sleep facilities where and when needed, sleep should be child led.
- Children may have difficulty in sleeping in the cots; should this occur with a child the staff caring for the child will communicate and work with the parents of such children to establish a cot-sleeping routine.
- For infants who have not slept in a cot prior to attending the nursery the staff members working with the children will reassure the child of the new experience and gently encourage a sleep pattern.
- Should parents experience difficulty with their child's sleep pattern the staff members who work with the child should be informed of this.
- Children who are in the Baby room and Wobbler room will have access to cots which are in adjoining rooms to the Baby and Wobbler room.
- Children aged 15 months and under will sleep in a cot.
- The temperature in the cot rooms will be maintained between 16°C and 20°C and will be checked every 10 minutes while children are sleeping in the room.
- Additionally, the child's sleeping position, breathing and skin tone are documented every 10 minutes for each child.
- Monitors are used in both the Baby and Wobbler room which will alert Nursery staff to children should they wake.
- The Cot rooms are ventilated a minimum of twice daily, once in the morning (prior to a child sleeping) and once in the afternoon (after the children have slept).
- All blankets and sheets are tucked in when the cot is made up in the morning ensuring the blankets come up no further than the child's chest

- All outer layers of clothing as well as restrictive clothing and other items such as bibs will be removed prior to the child going down for sleep.
- Children who are using cots will be placed near the base of the cot on their back. As the child gets older, they may roll into a preferred sleeping position. Carers will monitor this as it occurs.
- The child's carer will gently reassure the child and comfort them to encourage a peaceful sleep time.
- Sleep times will be logged, and children are checked every 10 minutes with the temperature of the room also being logged. All this information is logged on the internal sleep sheet and, on the child's, daily records where appropriate.
- Children in the Toddler and Playgroup room will have access to day beds with their own linen which is treated in the same manner to that of the cot linen.
- Children's mattresses are labelled with their names and will be covered with their own individual sheet.
- Duvets will be provided for the children in the Toddler and Playgroup room.

Nappy changing Policy

Policy

The nappy changing facilities are to be considered a high-risk area in the spread of infection. Hygienic nappy changing practice is essential to prevent the spread of germs to other areas and to other children and staff. Staff engaged in food preparation should not undertake nappy changing activities. The area must have adequate ventilation. Surface areas should be smooth, durable and easy to clean. The area must have a hand basin with hot and cold running water, liquid soap and disposable paper towels. Any breaks or tears in the changing mats must be notified immediately and they must be replaced. All hygiene equipment should be single use only and freely available. Shelving and storage should be appropriate to accommodate storage of children's toiletry items. Potties are not permitted to be used in the nursery. Children who are toilet training do so by using the child sized toilets.

Procedure

- The nappy changing area should be cleaned and sanitised after each nappy change with Oxivir Plus diluted to the level of 1 pump: 500 ml. Dry with a paper towel.
- Wash hands with liquid soap and dry with a paper towel.
- Ensure that materials needed beforehand are close to hand by gathering spare clothes (if required) and child's toiletries. Use labelled creams and wipes when supplied by parents, any unlabelled items are to be disposed of.
- Use gloves on both hands and aprons provided. Use a new set of gloves for each child.
- Wet and soiled nappies are to be wrapped individually and placed in a lidded bin which is emptied twice daily.
- Remove any stained / wet clothing and place in a bag for parents to collect and clean at home.
- Clean the child's bottom and genital area
- Remove gloves, peeling them from the wrist, turning inside out and putting in the lidded bin.
- Place a clean nappy on the child.
- Dress the child.
- Wash and dry the child's hands
- Take the child away from the changing mat.
- Clean and disinfect the changing mat with the cleaning solution provided and disposable centre pull roll
- Wash hands.
- Return the child to the play area.
- **Never** leave a child unattended.
- Complete nappy changing record section on the internal room sheet and on the child's daily record (in the cases of the younger children) The following should be recorded for handover to the parents
 - Any change in colour, consistency, or frequency
 - If blood is found in the stools.
 - Infrequent urination
 - Watery stools and unpleasant smell.
 - Passing urine less frequently or urine that is dark in colour / strong smelling.
 - If the child is in pain when having a nappy change carried out.
 - If the child has nappy rash.

Access to the Nursery / Security Policy

Policy

It is the policy of the nursery to ensure staff, user and children safety from danger by controlling who has access to the nursery.

Procedure

- Access to the nursery is from the main door by intercom system, this must be used to access the building.
- Parents or guardians and visitors are asked to state their name and purpose clearly; Parents or guardians and visitors will not be admitted unless their face AND voice can be clearly seen and heard by the staff members in the room.
- Staff are not permitted to grant access to those who they do not know themselves and / or those who have not been authorised by a member of the management team to be onsite.
- If there is any doubt a member of the management team may be called to verify identification.
- It is vital that nursery users ensure the door is securely closed after them and anything suspicious is reported to a member of the management team.
- The access doors to the nursery must never be left in a 'locked-open position' as this may give access to members of the public and unauthorised individuals by-passing the need to use the intercom system.
- The nursery would ask that parents do not allow others to 'tail-gate' and gain entry to the nursery as those attempting to gain entry may not be authorised to do so.
- All visitors must immediately report to the office and notify a member of the management team of their presence in the nursery before they enter the rooms.
- All visitors must sign in the visitors' book.
- Management will reserve the right to refuse admission to the nursery in cases where they deem necessary.
- Potential Day Nursery users must arrange an appointment with a member of the management team as we cannot facilitate unscheduled visits.

Safety Statement

In TCD day nursery your child's safety is paramount. We will ensure that we will do every in our power to keep your child safe from hazards; both indoors and outdoors. Management and staff will also ensure that your child becomes familiar with safety procedures in the nursery for his/her own safety. The following incidents must be notified to Tusla.

1. The Death of a preschool child while attending TCD Day Nursery. This includes the death in hospital following transfer to a hospital from the nursery.
2. Diagnosis of a preschool child attending the service, an employee, unpaid worker, contractor or other person working in the nursery who is suffering from an infectious disease under the notifiable diseases as set out under the infectious disease regulations 1981 (SI No 390 of 1981) and amendments. <http://www.hpsc.ie/notifiablediseases/listofnotifiablediseases/>
3. Any incident in the service which results in the service being closed for a length of time.
4. A serious injury to a preschool child while attending the service that required immediate medical attention / treatment by a registered medical practitioner whether in hospital or otherwise.
5. An incident which results in a children going missing from the service.

Food & Nutrition Policies

Introduction

Children need energy, in the first 5 years of their lives as the rapid brain, bone and muscle growth. If a child does not get sufficient nutrients and energy daily development can be delayed. It is the policy of TCD Day Nursery to follow a healthy eating policy and provide all food to the children attending our service who are over 6 months of age.

Infant Nutrition

Policy

It is the policy of the day nursery to ensure that infants receive high quality standards and storage of all foods and liquids. This policy has been developed in line with ***‘guidance note no.22 information relevant to the development of guidance material for the safe feeding of reconstituted powdered infant formula (FSAI; 2012)’ & ‘Childcare (Early Years services) regulations 2006 (Dept of Health & Children)’***.

Procedure – Powdered infant formula

- All bottles must come into the nursery premade. The nursery is unable to provide a dedicated area to make up bottles.
- In the event that a parent is unable to make up a bottle in the home they may use a sterile ready-to-feed formula; this must be transferred to a sterilised bottle by the parent.
- The pre-made bottle should ideally be transported in a clean cool-box or cool bag to maintain at 5°C or below if they are being transported from a fridge.
- All bottles must be clearly labelled with the child’s name.

Procedure – Breast milk & nursing mothers

- Breast milk must be labelled with the mother’s name and / or the child’s name and the time and date that it was expressed.
- Breast milk can be stored for up to 5 days at 5°C or lower. If frozen it may be stored in a freezer for up to 6 months. The nursery currently does not have the facility to freeze / store frozen milk.
- For parents who wish to nurse their child TCD day nursery provides a parent’s room which can be used as they wish.
- TCD day nursery will provide a place in the fridge to store expressed milk. Again, this must be in a bottle to reduce the risk of contamination when preparing bottles.

Procedure for feeding a child a bottle.

- Following a child’s feed; staff will rinse out bottles and place them back in the child’s bag/box. It is the responsibility of parents to sterilise their child’s bottles.
- Bottles are heating in bottle warmers; under no circumstances will bottles be allowed to be heated in the microwave as this can lead to hot spots.
- Bottles may not be heated for more than 15 min.

- Water in the warmer must not come in contact with the teat of the bottle.
- Staff will thoroughly wash their hand before and after feeding a child a bottle and shake well to remove any hot spots that may have formed during the heating up process.
- Staff will check the temperature of the milk by placing a drop of the liquids on their inner wrist – it should be lukewarm.
- Any liquid remaining must be discarded after two hours of heating.
- During bottle feeds staff will interact on a 1:1 basis and give strong eye contact to the infant while holding them.
- All bottles will be stored in the fridges in the kitchen. The fridge temperatures are taken twice daily and monitored to ensure that the temperature remains as 5°C or ideally between 2 – 5 degrees.

Procedure for feeding Solid foods

- ☐ The nursery will provide food for infants over 6 months of age once they are on solids. In the settling in period food will not be ordered for the child. Parents will be expected to bring in food during this time.
- ☐ No home-made food can be accepted due to a risk of food poisoning caused by incorrect storage during transport to the nursery.
- ☐ Food will not be accepted if the container seal is broken.
- ☐ Children under the age of 20 months will only be fed solid foods when they are in highchairs or in age-appropriate seating facilities.
- ☐ The following health and safety protocols will be used when children are in highchairs.
 - o All safety harnesses must be closed
 - o The tray must be clipped in and staff must ensure that the tray cannot be pushed open with force.
 - o Children must be always supervised when in highchairs.
 - o Highchair must stay in the designation eating area for mealtimes
 - o Highchairs must only be moved when empty.
 - o When a child is in a highchair there must be a safety mat in front of the chair

Nutrition policy

Policy

- TCD operates a healthy eating policy and will provide all meals, where reasonable and possible, to all children attending the nursery who are over 6 months of age. The nutrition policy had been developed in line with ***'food and nutrition guidelines for preschool (Dept of Health & Children)', 'Childcare act 1991 (early years services) regulations 2006 (Dept of Health & Children)', 'Hygiene in the catering sector (FSAI)' 'guide to food safety training – level 3 (FSAI)' & 'guide to food safety training – level 2 (FSAI)'***.

Procedure

- Where possible the Nursery will strive to provide alternative food choices for children who have specific dietary needs.
- TCD day nursery follows the food and nutrition guidelines for preschool.
- Records are maintained to ensure that all correct steps have taken place in the food preparation area. (Please see HACCP policy).
- Children will have access to bread/cracker/rice cakes or fruit if they are hungry between scheduled meal & snack times.
- Children will be allowed to have their dessert if they do not eat their main meals.
- Withholding food will not be used as a form of punishment; staff member who engage in such behaviour may be subject to disciplinary procedures.
- Children must have their breakfast before they come into the nursery in the morning.
- The lunch is provided by an Irish based company called little dinners. (www.littledinners.ie) Please see supplier policy for more information.
- Parent's suggestions are welcomed by the nursery and where possible may be put in place.
- No food from the home can be brought into the nursery; in this way we can reduce the possibility of illness arising from incorrect transportation and heating of food. It also allows us to correctly monitor the child's daily intake.
- We encourage physical activity, both indoors & outdoors, to give the child a good appetite.
- Children are encouraged to eat fresh fruits and yoghurts daily.
- Milk and water are freely available to the children throughout the day. We do not allow children to be given cordials or juices (pure or diluted) as the high levels of sugar contained in such products are damaging to the child's dental care.
- Parents will be told if their child is not eating well.
- Parents are not allowed to send in fizzy drinks, sweets or crisps. Treats are allowed with a birthday cake on the child's birthday, and other special occasion. We would ask that ONLY a cake and some chocolate buttons be supplied by the parents.
- Children are taught to sit and behave at the table.
- Children are supervised while eating.
- All food/drink items must be served to children on plates/bowls/cups. It is not appropriate to place food directly on tables.
- A member of the team will sit with the children during mealtimes to enhance the quality of the mealtime and to encourage positive interactions and attitudes to food.
- Children are never forced to eat if they are not hungry or dislike certain foods.
- We encourage the children to eat healthily and to develop a positive attitude to food.
- A calm atmosphere is created to aid digestion.
- Time is taken over mealtimes. When it is obvious that no more food is going to be eaten food will be removed from the child.
- Meals are served at regular times.
- The children are given a midmorning snack between 10 – 11. This may include fresh and dried fruits, crackers, bread and toast. The children will also be given the choice of milk or water.

- Dinner is served at the following times: Baby room – 10:30 - 11:00; Wobbler room – 11:00 11:30; Toddler room – 11:30 – 12:00; Playgroup room – 12:00 – 12:30; Montessori room - 12:30 – 1:00.
- Afternoon snack is served at approx. 2:00 – baby room & Wobbler room; 2:30 – toddler room; 3:00 playgroup room & 3:30 Montessori.
- TCD day nursery would ask that parents do not bring in nuts or food containing nuts into the nursery as some children can have serious allergic reactions (anaphylaxis) to such foods. These are also a potential chock hazard. Please see Anaphylaxis policy for further information
- Pop - corn is not permitted in the nursery as they can be choking hazard.
- High sugar foods, such as sweets & lolly pops are not permitted in the nursery.

Food suppliers

Policy

TCD will endeavour to source the best quality and fully traceable food products. They will be store and details recorded in accordance with HACCP procedures.

Procedure

- Dinners are supplied by 'Little dinners'; a Wicklow based company who specialise in providing wholesome, tasty and traceable food products for little mouth. More information on 'Little Dinners' can be found on www.littledinners.ie
- Little Dinners can supply TCD with 3 types of textured food.
 - Pureed suitable for children 6 months.
 - Chopped suitable for children 7 – 9 months upwards.
 - Regular suitable for children aged 1 upward or children who are eating lumpy food with ease and are comfortable with chunky finger foods.
- When 'Little dinners' deliver the chilled food to the nursery the temperature is taken. Any food that does not read below 5°C will be rejected.
- Little dinners can alter their menu to suit your child's dietary requirements.
- All other goods, for example dry goods, cold meat and cheeses, fruit, cereals and breads are supplied Tesco. On delivery the products will be checked to ensure that they are sealed, within their sell by & use by dates, and are free of spoilages. Products which do not meet the required standard will be rejected. Deliveries are 1 – 2 times per week depending on the services needs
- Once meats or cheeses are opened the date of opening will be clearly visible on the container and the produce will be used within 3 days or as recommended by the supplier.
- Specialised items such as rice milk are ordered if possible, from Tesco etc. If this is not possible parents may be asked to supply these to the nursery.

HACCP

Policy

TCD day nursery will ensure that food handling guideline, HACCP and legislation in relation to food handling, preparation and heating are always complied with.

Procedure

- TCD day nursery follow strict procedures when food is delivered (please see food supplier's policy).
- Staff are not permitted to use the microwaves to heat their personal foods in the kitchen as to do so can increase the risk of cross contamination in the cases of children who have an anaphylactic condition.
- Separate colour coded chopping boards are used in the kitchen and a legend identifying the boards are clearly displayed. Chopping boards must be used for all food preparation.
- Food is never left uncovered.
- Food is only reheated once.
- Perishable foods will be stored in the fridges at a temperature of 5°C or lower.
- Eggs will be stored in the fridge and will not come into contact with other foods.
- Food stock is rotated and any food which has gone beyond its use-by date shall be discarded.
- Food is stirred during reheating and when it comes out of the microwave to ensure uniform temperature throughout and to reduce the risk of hot spots.
- Food is heated to a minimum of 75°C and allowed to cool before being given to the children.
- The nursery employs one person to work in the kitchen who is trained in HACCP; should this person be absent from the nursery there should be a minimum of one staff member who has been trained in HACCP, who can step into this role.
- Hairnets, gloves, and aprons should be worn by the staff member prepping or heating food.
- Fridges are cleaned at minimum on a weekly basis OR as needed should a spillage occur.
- A catering standard sterilising and / or disinfecting solution will be used on the work surface, microwaves, fridges and floors.
- Work surfaces will be cleaned thoroughly after each meal.
- Individuals who are unwell will not be permitted to prepare food.
- All cuts and sores must be covered with a waterproof dressing.
- Cloths and towels used in the kitchen must be cleaned daily on a boil-wash setting in the washing machine.
- Strict hand washing procedures must be adhered to at all times to reduce the risk of infection and cross contamination.
- Under no circumstances are utensils to be hand washed; all kitchen equipment must be scraped & rinsed. Following this they must be washed in the dishwasher at the highest temperature possible.
- Equipment which cannot be washed in the dishwasher may be hand washed in very hot soapy water.
- Knives may, under no circumstances, be removed from the kitchen; failure to do so may result in injury to other staff, visitors and children.
- If equipment vital for the running of the kitchen is running low, management must be informed.
- Staff members working in the kitchen must not change nappies during their working hours in the kitchen

Personal Hygiene Policy Relating to Kitchen Access

Policy

According to the national standards authority of Ireland. ***‘Personal cleanliness and good health are essential requirements for food handlers. They have a legal responsibility, when handling food, to behave in a manner which will safeguard public health. As food, particularly high-risk food, can accidentally become contaminated, it is essential that all staff are aware of what constitutes good personal hygiene practices.’*** (Hygiene in the catering section (I.S. 340:1994) NSAI; Dublin)

Procedure

- All staff working in the kitchen, food preparation or food holding area shall wear clean protective clothing or clean uniforms.
- All staff must wash follow strict hand washing procedure. Hands must be washed using a liquid anti-bacterial soap and hot water before and after the following: before starting work, upon entering the kitchen area, after using the toilet, after handling refuse, after using a handkerchief, after handling any raw foods, before handling ready to eat or cooked foods & after any cleaning tasks. Following this a hand sanitizer solution must be used.
- Nails must be kept neat, free of nail varnish and clean.
- Staff preparing food for the children must wear the following - A hair net, disposable gloves, disposable aprons or a clean chef uniform.
- The uniforms may not be worn outside the catering area or worn into or away from work. Such uniforms may be washed on site at a high temperature.
- If staff members are suffering from flu, infected wounds, infectious skin disorders or boils on their hands, forearms, face, and or infections of the mouth, throat, nose ears or eyes will not be permitted to work with food. Skin disorders such as acne or psoriasis are not included in such categories.
- Cuts and wounds must be covered in a dressing that is highly visible, such as blue plasters.
- No excessive jewellery may be worn by staff preparing food, wedding rings and neat stud style earrings may be worn.

Accident Prevention

Policy

Trinity College Day Nursery will provide a safe and adequately supervised environment for children and staff in the nursery. The nursery will comply with the **safety, health and welfare at work act 2005 and general application 2007** and will follow all **Child Care act 1991 (Early Years Services) regulations 2006**. Trinity College Day Nursery will put into place a range of preventative measures to limit the number of and severity of accidents.

Procedure

- Trinity College Day Nursery will ensure that ratios in accordance with the Child Care act 1991 (Early Years services) regulations 2006 are fully complied with.

Age range	Required staff	Number of children
0 – 1 years	1	3
1 – 2 years	1	5
2 – 3 years	1	6
3 years and upwards	1	8

- A daily attendance will be maintained both in the child's room and in a nursery attendance record.
- Equipment used in each room will be age appropriate.
- All electrical sockets which are not in use are covered with a suitable child safety cover.
- Daily cleaning and hazard checks are completed daily and are monitored by a member of the management team.
- All medicines and cleaning solutions are kept out of reach of the children or are locked in presses
- Access is gained into the nursery through an intercom system.
- Main doors to the Day Nursery must be kept closed unless a parent is gaining access to the building or leaving the building.
- 'Tail-Gating' is not permitted.
- Furniture and equipment are arranged in the nursery to minimise the risk of injury.
- The following incidents must be notified to Tusla.
 - The Death of a preschool child while attending TCD Day Nursery. This includes the death in hospital following transfer to a hospital from the nursery.
 - A serious injury to a preschool child while attending the service that required immediate medical attention / treatment by a registered medical practitioner whether in hospital or otherwise.
 - An incident which results in children going missing from the service.
 - Confirmation of a notifiable illness e.g. Covid-19, Measles

Sunscreen Policy

Policy

Trinity College Day Nursery will provide a safe and adequately supervised environment for children and staff in the nursery. The nursery will comply with the **safety, health and welfare at work act 2005 and general application 2007** and will follow all **Child Care act 1991 (Early Years Services) regulations 2006**. Trinity College Day Nursery will put into place a procedure to ensure the children are safe in the sun when playing outdoors.

Parents are requested to supply sunhats, sun creams of factor 50 and sunglasses. At TCD Day Nursery all children are required to wear sun hats while playing outside in the sun. Staff will encourage children to wear clothes that provide appropriate sun protecting clothing. Parents are requested to supply an unopened bottle of high SPF factor 50 sun cream which must be in date. This will be labelled with the child's name, with the date opened written on it, it will be discarded when it has been opened for 1 year.

Children who are not wearing sun cream and appropriate sun clothes will not be permitted to play in the garden. We cannot facilitate children indoors while the rest of the children are outdoors. It is recommended that children spend time outdoors at least twice per day.

Staff will monitor children's wellbeing while playing in the garden and will provide additional shade (where possible) and liquids will always be offered to the children.

Appendices

Accident report form

TRINITY COLLEGE DAY NURSERY

ACCIDENT REPORT FORM

Name of Injured child _____ Date of Birth: _____

Department _____ Location of accident: _____

Date of accident _____ Time _____

Nature of Injury; (also indicate right or left if appropriate)

Details of Accident: circle appropriate and detail where possible

1. Minor accident: onsite treatment given	Yes	No	Moderate: first aid and referred for medical attention	Yes	No	Severe: Taken to hospital by Ambulance	Yes	No
Taken to Hospital by parent	Yes	No	Parent successfully contacted	Yes	No	Child collected by Parent	Yes	No
Was parent recommended to seek professional medical advice	Yes	No	Child stayed in nursery	Yes	No	First aid given	Yes	No
Child taken to medical centre	Yes	No	Injury to limb	Yes	No	Head injury	Yes	No
Cut / graze	Yes	No	Nose bleed	Yes	No			

Follow up actions required (e.g. does equipment need to be replaced, do policies need to be reviewed):

Person reporting accident : _____ Ph No: _____

Other present at time of accident : _____

Ph No: _____

Person accident reported to: _____ Ph No: _____

Signed by Duty Manger on shift at time of accident: _____

Was the child authorised to be in the facility at the time of accident: Yes _____ No _____

Waiting List Application form

Trinity College Day Nursery Application Form

Date _____

Contact No: W _____
 H _____
 M _____

Parent’s Name: _____

Email Address: _____

Home Address: _____

Child’s Name: _____ D.O.B/E.D.D _____

(If your child is not born just leave blank)

Boy /Girl

Start Date _____

Student name	Staff Name
Student Number	Staff Number
Title of Course	Department
Course Finish date	

Parent’s signature: _____

Date: _____

Places are extremely limited so we would recommend that you look at other childcare options.

Standard child protection reporting form

FORM NUMBER: CC01:01:00

STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



A. To Principal Social Worker/Designate: _____

1. Date of Report

--

2. Details of Child

Name:		Male	☐	Female	☐
Address:		DOB		Age	
		School			
Alias		Correspondence address (if different)			

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation:	
		Relationship to client:	
Reporter wishes to remain anonymous	☐	Reporter discussed with parents/guardians	☐

4. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to the HSE?	Yes	No
	☐	☐

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

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STANDARD REPORT FORM*(For reporting CP&W Concerns to HSE)***6. Relationships**

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone Nos.		Telephone Nos.	

7. Household composition

Name	Relationship	DOB	Additional information, e.g. school/occupation/other

8. Name and Address of other personnel or agencies involved with this child:

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (<i>specify</i>):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:		Age		Male	☐	Female	☐
Name:		Occupation:					
Address:							

10. Details of person completing form

Name:		Occupation:	
Signed		Date:	

Sample Pre-Placement questionnaire

TCD student / volunteer pre-placement questionnaire	
Name:	Phone number:
Email address:	
Address:	
Do you have any specific need that the Nursery would need to be aware of in order for you to get the most out of your placement?	
Course name:	
Awarding body:	
Educational institution:	
Length of course:	
Current year of training:	
Tutors name:	Phone number:
Tutor's email address:	
What other childcare related training have you completed:	

What other childcare related experience have you taken part in:
What experience do you have planning, carrying out and evaluating play
Opportunities for the young child:
What do you wish to achieve from you placement with TCD Day Nursery:
What length of time are you required to spend on work placement (please
specify days, weeks, hours....):
Is there a particular age range that you wish to work with: Y/N
If YES please give your preferred age range and reason:

Will you be required to carry out child observations:	Y/N
Referees No 1 contact details	
Name:	
Phone:	
Email:	
Address:	
Organisation:	
Position held by Referee:	
Position of Referee:	
Referees No 2 contact details	
Name:	
Phone:	
Email:	
Address:	
Organisation:	

Position held by Referee:	
Position of Referee:	
OFFICE USE ONLY (Please circle the appropriate)	
Has the student/volunteer provided proof of Garda Vetting:	Y/N
Has the student/volunteer provided proof of insurance:	Y/N
Has the student/volunteer provided 2 written references:	Y/N
Have the referees been contacted by phone by a manager:	Y/N
Have the references been followed up with in-house references forms:	Y/N
Has the student/volunteer read the Day Nursery policy and procedure:	Y/N
Has the student/volunteer understood the policy and procedures:	Y/N

Sample reference questionnaire

Name of student / Volunteer:

The person named above has expressed an interest in becoming a volunteer with TCD Day Nursery and has given your name as a referee. This post involves substantial access To children and as an organisation committed to the welfare and protection of children we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people? (please circle the appropriate) **Y/N**

If you have answered yes, we will contact you in confidence. If you are happy to complete this reference, all information contained on the form will remain confidential, subject to compliance with statutory obligations and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person. Please note that information provided by you is liable

to be released to the subject of the reference, where a request is made under relevant legislation (including the Freedom of Information Acts 1997 and 2003 and the Data Protections Acts 1988 and 2003).

How long have you known this person?

In what capacity?

What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following? (please tick the appropriate)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Motivation of Others					
Trustworthiness					
Reliability					
Self-motivation					
Energy					

Signed:

Date:

Occupation:

Risk assessment for approved excursion areas.

Excursion to rose garden

Hazard	Who is at risk	How to reduce / avoid risk
Vehicles	Children and staff	Foot paths are to be used at all times.
		In the event where large volumes of traffic will come in contact with the group all possible safety precautions, such as pedestrian lights, are to be used.
		Children are to hold staff members hands at all times
		Ratios of 3 children to 1 adult are to be strictly adhered to.
Emergency contacts	Children and staff	The nursery will supply the staff who are going to the rose garden with a bill pay mobile phone (087-2621879) which is to be used in emergency situations or in the event that the nursery or a parent needs to be contacted. Security can be called on 1999 for any emergencies.
		For trips off campus a member of the management team will accompany the group at all times. This will be the designated person in charge in these events.
Clothing	Children and staff	Children and staff will wear appropriate clothing for the duration of the excursion. For example, if the weather is sunny sun hats and sun cream must be used. Children must wear badges with the contact details of the nursery; phone number and

		name of nursery. The child's name will not be on any badges.
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Excursion to rugby pitch

Hazard	Who is at risk	How to reduce / avoid risk
Vehicles	Children and staff	Foot paths are to be used at all times.
		In the event where large volumes of traffic will come in contact with the group all possible safety precautions, such as pedestrian lights, are to be used.
		Children are to hold staff members hands at all times
		Ratios of 3 children to 1 adult are to be strictly adhered to.
Emergency contacts	Children and staff	The nursery will supply the staff who are going to the rose garden with a bill pay mobile phone which is to be used in emergency situations or in the event that the nursery or a parent needs to be contacted. (087-2621879)
Clothing	Children and staff	Children and staff will wear appropriate clothing for the duration of the excursion. For example, if the weather is sunny sun hats and sun cream must be used.
		Children must wear badges with the contact details of the nursery; phone number and name of nursery. The child's name will not be on any badges. Children must wear badges with the contact details of the nursery; phone number and

		name of nursery. The child's name will not be on any badges.
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Excursion outside the college

Hazard	Who is at risk	How to reduce / avoid risk
Vehicles	Children and staff	Foot paths are to be used at all times.
		In the event where large volumes of traffic will come in contact with the group all possible safety precautions, such as pedestrian lights, are to be used.
		Children are to hold staff members hands at all times. A member of Management must attend all trips outside the college grounds.
		Ratios of 3 children to 1 adult are to be strictly adhered to.
Emergency contacts	Children and staff	The nursery will supply the staff who are going to the rose garden with a bill pay mobile phone which is to be used in emergency situations or in the event that the nursery or a parent needs to be contacted. (087-2621879)
Clothing	Children and staff	Children and staff will wear appropriate clothing for the duration of the excursion. For example, if the weather is sunny sun hats and sun cream must be used. Children must wear badges with the contact details of the nursery; phone number and

		name of nursery. The child's name will not be on any badges.
Environment	Children and staff	Where there are bodies of water the children must stay in the buggies (if developmentally appropriate)
		Where children are older a higher ratio will be employed to ensure that children can be supervised , in these cases it will be a member of the management team

Excursion to cricket pitch

Hazard	Who is at risk	How to reduce / avoid risk
Vehicles	Children and staff	Foot paths are to be used at all times.
		In the event where large volumes of traffic will come in contact with the group all possible safety precautions, such as pedestrian lights, are to be used.
		Children are to hold staff members hands at all times
		Ratios of 3 children to 1 adult are to be strictly adhered to.
Emergency contacts	Children and staff	The nursery will supply the staff who are going to the rose garden with a bill pay mobile phone which is to be used in emergency situations or in the event that the nursery or a parent needs to be contacted. (087-2621879)
Clothing	Children and staff	Children and staff will wear appropriate clothing for the duration of the excursion. For example, if the weather is sunny

		sun hats and sun cream must be used.
		Children must wear badges with the contact details of the nursery; phone number and name of nursery. The child's name will not be on any badges.

Excursion to sports centre

Hazard	Who is at risk	How to reduce / avoid risk
Vehicles	Children and staff	Foot paths are to be used at all times.
		In the event where large volumes of traffic will come in contact with the group all possible safety precautions, such as pedestrian lights, are to be used.
		Children are to hold staff members hands at all times
		Ratios of 3 children to 1 adult are to be strictly adhered to.
Emergency contacts	Children and staff	The nursery will supply the staff who are going to the sports centre with a bill pay mobile phone which is to be used in emergency situations or in the event that the nursery or a parent needs to be contacted. (087-2621879)
Clothing	Children and staff	Children and staff will wear appropriate clothing for the duration of the excursion. For example, if the weather is sunny sun hats and sun cream must be used.
		Children must wear badges with the contact details of the nursery; phone number and

		name of nursery. The child's name will not be on any badges.
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Template for notification of accident / incident to TUSLA



Child Care Act (Early Years Services) Regulations 2016

Part VIII, Article 31, Notification of Incident Form

Tusla ID No.:		Date of Notification	
Service Name and Address		Service Contact Number:	
Day of Event	Date of Event	Time of Event	Location of Event
Names of those present at time of incident:			

Type of Event Article 31			
Death of a Child in service	☐	Irregular Closure of a centre	☐
Death of a child in hospital /home following transfer from service	☐	Serious Injury to a child	☐
Diagnosed Infectious Disease Child	☐	Child missing from service	☐
Diagnosed Infectious Disease staff member	☐	Child removed without consent from service	☐

Sequence/chronology and description of the incident

Actions taken by the service to manage the incident
s

Are there outstanding safety / risk matters to be addressed at the time of notification?

Notification Details

Notified to	Yes	No	Date	Details
Parents/Guardians	☐	☐		
Ambulance	☐	☐		
Fire Services	☐	☐		
An Garda Síochána	☐	☐		
EHO	☐	☐		
HSE Public Health	☐	☐		
Registered provider (if offsite)	☐	☐		

Service Incident Report	
Has the service completed a separate incident report?	Name and contact details of person who wrote incident report?

Declaration (To be Completed by Person in Charge)	
I confirm that the information contained in this notification is accurate and correct	
Signature:	
Print Name:	
Date:	

Bristol Stool Chart

	Type 1	Separate hard lumps	SEVERE CONSTIPATION
	Type 2	Lumpy and sausage like	MILD CONSTIPATION
	Type 3	A sausage shape with cracks in the surface	NORMAL
	Type 4	Like a smooth, soft sausage or snake	NORMAL
	Type 5	Soft blobs with clear-cut edges	LACKING FIBRE
	Type 6	Mushy consistency with ragged edges	MILD DIARRHEA
	Type 7	Liquid consistency with no solid pieces	SEVERE DIARRHEA

© Cabot Health, Bristol Stool Chart - <http://cdn.intechopen.com/pdfs-wm/46082.pdf>, CC BY-SA 3.0,
<https://commons.wikimedia.org/w/index.php?curid=84257571>

Parent agreement ahead of resumption of access to the Day Nursery

I _____ (guardian/parent), parent/guardian of _____ (child)
agree to the following ahead of my child's re-admission into the Trinity College Day Nursery.

- I will not bring my child into the service if they are unwell*
- I will not bring my child into the service if they have been ill in the last 48 hours.
- I will not bring my child into the service if they have had a raised temperature in the last 48 hours
- I will not bring my child into the service they have been given medication in the last 48 hours.
- I will provide a certificate from my child's GP to confirm that they are not infectious where this has been requested.
- I will collect my child when ill within an hour where such a request has been made by the Day Nursery.
- I will not bring in personal items of my child e.g. teddies or toys. I will only bring in items such as clothes (where requested), outdoor wear and toiletries.
- Where my child requires a soother, I will provide the nursey will a new, unopened, boxed soothe which will always remain on site.

I understand that without the completion of this form, the Day Nursery reserves the right to withdraw access to the service. I understand that these actions are required to ensure high levels of infection control measure. I understand that my child's temperature will be taken on arrival and throughout the day, regardless of if they are showing symptoms of illness or not. This data will be logged on my child's daily sheet and given to me on collection. It will be noted on the internal record sheet, on the daily health check and kept in my child's classroom.

Signed

Parent/guardian

Date

***For the purposes of this agreement illness is considered any one of the following symptoms - Fever or chills, Cough (any kind), Shortness of breath, Lost or changed to sense of smell or taste, Fatigue, Aches and pains, Sore throat, Headaches, Feeling sick or vomiting, Diarrhoea, Pain in the ear, Pressure in ear or on the face.**

Daily health check

Child's Name:	
Name of person dropping child:	
Time:	
Date:	
Child's room:	
Staff member:	

The following questions must be answered prior to a child being admitted onto site.

Has your child been ill in the last 48 hours⁴?

YES / NO

Has your child had a raised temperature in the last 48 hours?

YES / NO

Does your child have a cough or difficulty breathing or shortness of breath?

YES / NO

Has your child had given medication in the last 48 hours?

YES / NO

Have you or your child been expose to coviid-19 in the last 14 days?

YES / NO

Are you or your child considered a close contact of someone with Covid-19?

YES / NO

Where there has been a response of 'YES' to any of the above questions, the child is not permitted to be onsite and GP advice must be sought.

⁴ For the purposes of this check list illness is considered any one of the following symptoms - Fever or chills, Cough (any kind), Shortness of breath, Lost or changed to sense of smell or taste, Fatigue, Aches and pains, Sore throat, Headaches, Feeling sick or vomiting, Diarrhoea, Pain in the ear, Pressure in ear or on the face.

ⁱ http://childrensrights.ie/sites/default/files/submissions_reports/files/ICCL_KYR_ChildrensRights_Single.pdf

ⁱⁱ Under freedom of information act anonymity cannot be promised since it cannot be guaranteed

ⁱⁱⁱ It is recognized that College staff may, on occasion, have to meet on their own with registered students under the age of 18 in order to respect the student's right to privacy and confidentiality.

^{iv} Any concerns in this regard should be discussed with a supervisor or experienced colleague. Similarly, any long term 'helping' or 'support' relationships that arise in one's work, learning or volunteering situation should also be reviewed on a regular basis

^v Should your work, volunteering or learning activity require the exchange of contact details, use only a mobile phone number or e-mail address and, except where the child is a registered student under the age of 18, obtain the written consent of the child's primary carer.