



# TeachKloud

A cloud-based management and compliance app for early childhood providers and teachers

**These are sample policies and do not substitute legal advice and/or applicable regulations.**

## **CHILD PROTECTION POLICY**

Our priority at [**ORGANISATION NAME**] is children's welfare and safety. For this reason we strictly collaborate with parents and teachers to ensure:

- A safe environment regardless of children's gender, age, race, religion or belief and economic background.
- Our policy on child protection is conformed by a number of Regulations.
- Parents/Guardians should be notified and informed of children's activities and should give consent.
- Staff and/or volunteers are carefully selected and suitable to work with children.
- Confidentiality in relation to children will be treated carefully and will be securely stored and not shared with anyone else but with the relevant people.
- We reserve the right to take appropriate action in the event of a suspected or actual child protection concern and/or child abuse.
- You will have the right to see any records and/or information about your children's daily activities.
- Anti-bullying policy as well as a code of behaviour both for staff and children.
- Robust safeguarding arrangements and procedures.

## **STAFF TRAINING POLICY**

Here at [**ORGANISATION NAME**] we are keen to promote high quality and standard both in relation to our qualified employees and unpaid workers; for this reason we ensure:

- each and every member of staff will attend a mandatory training period, where he/she will be constantly supervised by a qualified teacher/mentor.
- every training period may vary, depending on the nature of the work and the skills of the trainee.
- a record of progress will be kept for each and every trainee, which will be reviewed and updated weekly by a competent member of staff, e.g. teacher/mentor.
- only individuals with the relevant qualifications and skills will be considered for training, as required by the Regulations.
- only trainees who successfully passed the training period will become qualified member of staff.
- each and every member of staff, whether paid or unpaid, will have a personal record, which will be annually updated by a manager/supervisor. Such record will be kept confidential and will only be disclosed in exceptional cases, e.g. disciplinary compliances or concerns or with the mutual agreement of both parties.

## **USE OF INTERNET AND PHOTOGRAPHIC AND RECORDING DEVICES**

Our main objective at [**ORGANISATION NAME**] is children's safety and protection. We ensure that:

- use of the Internet or any other electronic device is strictly prohibited unless without written and signed consent given by the children's parents/guardians.
- children will be constantly and strictly supervised every time they use Internet or any other electronic device.

- every use of the electronic device and Internet will be limited to educational and learning purposes.
- Every member of staff will only be allowed to use Internet and/or electronic devices for the following purposes:
  1. educational and learning activities;
  2. communications with other members of staff regarding administration or matters related to children;
  3. communications with parents/guardians in relation to their children;
  4. other general administration purposes.
  5. every other use of the internet not listed in the following policy, included but not limited to disclosure of personal information, defamatory material, financial gain, personal use, is strictly forbidden and will be taken seriously and immediately reported to the relevant authority.

parents/guardians must sign written consent form for the use of any photographic content. The material will only be used for the purposes listed in the signed form.

all members of staff and parents/guardians are not allowed to use any photographic or recording devices without the previous written and signed consent of the relevant person.

### **POLICY ON AUTHORISATION TO COLLECT CHILDREN**

At [ORGANISATION NAME] we take safety of children very seriously, for these reasons we required all parents/guardian to present us a written statement with:

- name, date of birth, telephone number and address of the parents of the child;
- name, date of birth, telephone number and address of any other person(s) authorised to collect the child.
- the relationship to the child of the person authorised to collect the child.

In the case parents/guardians of the child will not be able to collect the children or be delayed, the children will stay with a member of staff under a high duty of care until the parents/guardians or an authorised person by the latter will collect the child.

However, if for any reason, parents or any other authorised person(s) will not be able to collect the children on a particular day, then it is required that:

- parents/guardians immediately contact the [ORGANISATION NAME] informing them that someone else will collect the child.
- in the case this person is not one of the person previously authorised by the parents, it is required that one of the parents must send a signed written statement with the name, date of birth, telephone number and address of such person; this can be done via FAX or email.
- the person indicated must be over 18 and show a valid ID.

[ORGANISATION NAME] will not, in any case, let the child be collected without previous information and authorisation by the parents. Only authorised persons will have permission to collect the children.

## **POLICY ON HEALTHY EATING**

At [ORGANISATION NAME] we believe that every child should have the same opportunities regardless their age, gender, race, economic background, religion or belief and dietary.

For this reason, we provide:

- all children will be accommodated taking into account their dietary and/or allergies, which must be communicated by the parents in a written statement to [ORGANISATION NAME].
- All children will have three meals: lunch, morning and afternoon snacks.
- During lunch, suitable food will be served according to the child's age and needs.
- A (1/2/3/) weekly menu will be provided to the parents, in order to give them the chance to contact us in the case they have any enquiry on the food that will be served.
- The menu will vary in order to take into account every child's need and taste.
- No high in sugar drink will be served at any time (e.g. coke, fanta, 7up).
- Water will be available at any time.
- During snack breaks, fruit or healthy snack with milk (skimmed/semi-skimmed) will be served.
- All food we served is prepared and served according to the relevant practices.
- We encourage parents to discuss any concern, enquiry or suggestion with us on the food served. However, we highly advise parents not to give any other snack to the child in order to avoid problems or concerns with other kids.

## **POLICY ON SAFE SLEEP**

At [ORGANISATION NAME] we acknowledge the importance for children to sleep. We ensure:

- children will be supervised during their sleep. For children under 2, member of staff will make sure that the child is sleeping in the correct position and breathing correctly.
- suitable sleeping facilities and environment will be provided for every child according to their age.
- parents should communicate to the staff any special need that their child might have.
- staff will be appropriately trained according to the [relevant policy].

## **POLICY ON OUTDOOR PLAYING**

Here at [ORGANISATION NAME] we know the importance of playing for a child and we believe that they have the right to do it in a safety environment. For this reason, we make sure that:

- the environment is safe for them to play according to the relevant regulations.
- outdoor activities and playing will be permitted only when the weather is suitable.
- children will be closely supervised during their play time outdoors.
- all staff and teacher will be trained according to the relevant regulations.
- all children regardless of their age, disability, race, gender, religion or belief will have the same opportunities when using the outdoor area.
- staff and teacher may use the outdoor area also for learning when weather permits.

## **POLICY ON INFECTION CONTROL**

Here at [ORGANISATION NAME] our priority is to minimise the spread of infection for staff and children by implementing controls which reduces the transmission of germs and viruses:

- A contingency plan is in place should an outbreak of an infectious disease occur. All staff roles and responsibilities regarding reporting procedures are clearly defined
- Staff will report any infectious illness to the Pre-School management authority
- The Pre-school management authority will report an out break of any infectious disease to [insert relevant inspectorate]
- The responsible staff will record all details of illness reported to them by other staffs or parent of the the child attending the service. This details will include the name, symptoms, dates and duration of illness,
- Children will be excluded from [ORGANISATION NAME] based on the timeframes outlined in our Preschool exclusion criteria
- We require a Doctor's certificate for certain conditions to ensure they are no longer contagious before children to the premises
- Hand washing facilities are always available for children and include hot (not exceeding 43 degrees) and cold water, liquid soap and paper hand towels
- Children are encouraged and reminded to wash their hands after using the toilet, before eating and after playing outside.
- Staffs must wash their hands:
  - Before preparing or serving food
  - Before feeding children
  - Before eating or drinking
  - Before going to the toilet
  - After nappy changiing
  - After assisting children in the toilet
  - After caring for sick children
  - After dealing with any body fluid

- After dealing with waste
- After cleaning procedure
- After caring for sick children

### **POLICY ON FIRE SAFETY**

Our fire safety procedure at [ORGANISATION NAME] ensures that all employees, unpaid workers and contractors are

- Trained and aware of our fire safety procedure [insert building specific procedure to follow in case of fire in the service]
- Familiar with the location of any fire fighting equipment and trained in the use of such equipment
- Record the history, the frequency and timing of fire drills to be carried out at [ORGANISATION NAME]

### **POLICY ON ADMINISTRATION OF MEDICATION**

In relation to the application of medication, it is [ORGANISATION NAME] policy that sick children should remain at home until they are well enough to return to..., however we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In the event that we do have to administer medication

- All prescribed medication must be clearly labelled with the child's name.
- Parents/guardians will need to sign a consent form authorising [ORGANISATION NAME] to administer the medication.
- In the consent form, parent/guardian must state the name and strength of the medication, the dose to be given and the date and time of dose.
- All medication will be administered by a senior member of staff and will be recorded in an 'record of administered medicine' file.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff.
- All medication will be kept in a locked cupboard or fridge where appropriate. Emergency medication such as Epi-pens and inhalers may be kept in easy reach of staff in case of an emergency but will remain out of children's reach and in the constant supervision of staff.
- Medication will only be accepted in the original container as dispensed by a pharmacist accompanied with the prescriber's instructions for administration.

- In the event that a child is running a high temperature, non-prescribed medication such as Calpol or Nurofen may be administered with the prior written consent of the parent/guardian.
- If ongoing medication is required, parent/guardians will be required to agree and complete a health care plan for the child, which will be filed away in [ORGANISATION NAME] record.

### **POLICY ON MANAGING BEHAVIOUR**

At [ORGANISATION NAME] we manage children by supporting positive behaviour ensuring that the environment is stimulating and positive. At [ORGANISATION NAME] we expect exceptional behaviour from our staff to each other and the children, thereby becoming a positive role model to each child.

In managing behaviour staff will:

- Use a calm but firm approach when dealing with a child using age appropriate language to communicate with the child.
- Staff will never use physical punishment, threatening, isolation or humiliation when dealing with in appropriate behaviour. Instead staff will take the child aside and communicate to them why their behaviour was unacceptable.
- In the event of a disagreement, children will be encouraged to resolve the issue between themselves and reach a fair solution by talking and compromising.
- [ORGANISATION NAME] have an incident book, which is used to record any form of inappropriate physical behaviour displayed by each child. This incident book is used to identify what provokes the child's negative behaviour, helping staff decide on appropriate strategies to deal with the behaviour.

The contents in the incident report book is confidentially and will only be shared with the concerned child's parent/guardian.

- Staff will endeavour to acknowledge children's effort and achievements to promote continuous growth of self-esteem, self-discipline and educational development.
- Staff will make clear to each child what is expected of them to ensure consistent behaviour, taking into account the child's age and level of understanding.
- If a child has special needs, we will work closely with the child's parent/guardian and any other relevant officer such as the special educational needs co-ordinator (SENCO).

### **POLICY ON STAFF ABSENCE**

Here at [ORGANISATION NAME] we aim to provide a healthy working environment and demonstrate commitment to the health, safety and welfare of staff in order to maximise staff wellbeing and attendance.

- Staff with contagious illnesses must adhere to the same exclusion periods as children. This ensures that the staff is able to recover appropriately and the illness is not passed on to the other staff, children and parents. The management team will advise staff of the exclusion

time required in accordance with the sickness, illness and infection control policies.

- Any absent staff should call at least an hour before their start time, letting a manager know about their absence. This should include brief reasons for their absence and the expected length of the absence.
- Email and text messages are not acceptable forms of communication for this purpose.
- For absences of more than 7 consecutive days, staff must provide a sick note completed by a medical practitioner for the period of absence
- After returning to work from a sickness absence, a 'return to work' interview will be undertaken by the management team/senior member of staff and the returning staff. Any issues that have arisen during the period of absence will be discussed in this meeting.
- Where a staff's absence gives cause for concern because of the duration or frequency of the absence, this will be brought to the staff's attention through a formal meeting with a manager.
- [ORGANISATION NAME] will engage the services of an independent occupational health advisor in situations where expert medical opinion is required and work with them to identify the best course of action in circumstances of sick absences.

### **RECRUITMENT POLICY**

At [ORGANISATION NAME] the recruitment process is of paramount importance to us in order to recruit staff with the necessary skills and attributes.

- Vacancies may be advertised both internally and externally.
- We only use reputable newspapers, agencies, websites and local job centres to advertise any vacancies.
- Whilst selecting the appropriate staff for the role is our utmost priority, we work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Perspective candidates will only be shortlisted if they meet the essential criteria defined in the job specification.
- All interviews are face to face.
- Gaps in employment history are explored.
- Proof of identity checks will be obtained from original copies of a birth certificate, passport and drivers licence.
- All candidates will be required to prove they are eligible to work in Ireland.
- A Police vetting check will be carried out on successful candidates before they can commence work at [ORGANISATION NAME].
- Successful candidates will be offered the position subject to at least two references from a previous employment. The reference must be in a written form and then verified with a telephone conversation.
- All applicants are expected to declare all convictions, cautions, court orders and warnings that may affect their suitability to work with children.
- Until all the required checks are returned and clear, any offer of employment remains conditional.



## **POLICY ON RISK MANAGEMENT**

At [ORGANISATION NAME] aim to ensure that all activities, trips, materials and equipment are safe for the children. Risks are regularly assessed to identify potential hazards, which can then be removed/ minimised to an acceptable level of risk.

When we are performing a risk assessment we will:

- Identify potential risks
- Analyse and assess the identified risk. This includes the outcome and the potential severity (what is the worst that can happen and to how many people).
- Look at existing control measures and whether they are sufficient enough to address the risk.
- Regular re-evaluation of control measures such as processes, procedures, staff training and emergency arrangements. Updating staff training, fire alarm testing and evacuation plans etc.
- Control the risk. This will be done by avoiding, preventing, minimising or transferring the risk.
- Regularly monitor and review identified risks on set dates.

## **SETTLING -IN POLICY**

We aim at [ORGANISATION NAME] to provide a warm welcoming environment where children can quickly and easily settle in.

This is done by:



- The child visiting [ORGANISATION NAME] before they start, to familiarise themselves with the environment. This will usually be in form of an invitation to attend part or whole sessions at [ORGANISATION NAME].
- The child will be allocated a key worker/tutor, who will build a relationship with them and help them settle in.
- Introductory visits are available to help the child become more familiar with the environment whilst also having the support of their parents with them.
- Staff will constantly review settling progress and discuss next steps with parents/guardians.

## STATEMENT OF PURPOSE AND FUNCTION

Here at [ORGANISATION NAME] we aim to provide a first class service based on a reputation of trust, honesty and commitment to excellence. Our vision is to provide exceptional and very high standard childcare.

Our values:

- We are child focused and always put the best interest of the child first.
- We are passionate about creating fun, welcoming and nurturing environment to greatly enhance opportunities to learn and develop.
- To act with integrity and trust.
- To provide a loving atmosphere where children feel safe and secure.
- To create a non-sexist atmosphere by introducing appropriate toys, books and games to encourage equal development of both sexes.
- To take account of the children's needs arising from race, culture, language and religion.



### Let's Talk!

Contact us: [info@teachkloud.com](mailto:info@teachkloud.com)

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