**Naíonra Dhún Dealgan**

**Good Childcare practice**

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**Equal Opportunities**

**Equality & Diversity**

Naíonra Dhún Dealgan operates an equal opportunities policy in accordance with the UN convention on the Rights of the Child.

Our aim is to show respectful awareness of all the events in the lives of the children and families in Naíonra Dhún Dealgan and to welcome the diversity of backgrounds from which they come.

Naíonra Dhún Dealgan operates an equal opportunities policy and pledges not to discriminate in terms of

* Race
* Gender
* Disability
* Culture
* Religion
* Age
* Marital status
* Travelling community
* Sexual persuasion

Each child is unique and treated as an individual regardless of gender, race, ability, culture, religion, age, marital status, travelling community or sexual orientation

Equality will be given to every family

Children will be encouraged to be tolerant of people with disabilities and not to discriminate against them

Children, regardless of gender will be encouraged to express themselves in all aspects of play and encouraged to learn to work together co-operatively and constructively.

**Equal Opportunities Procedures**

* Management will appoint suitable staff regardless of gender, race, ability, culture, religion, member of travelling community, age, sexual persuasion
* Multicultural activities will be part of the play and language curriculum
* We implement the Respecting Differences Programme which covers all aspects of Equality & Diversity.
* We will encourage children to learn about various cultures by offering multicultural activities and toys imaginary play that promote non stereotyped images.
* Books will be selected to promote such images of men women positive images of children with disabilities and from different cultures who attend our service.
* All children will be encouraged to join in all activities i.e. dressing up, climbing
* Staff will be encouraged to respect the wishes of parents from different cultures in relation to names of children, foods, songs etc.
* A child’s culture should be celebrated by all and will enrich the experience of all
* Naíonra Dhún Dealgan acknowledges the diversity of religious practices, customs and festivals and will provide opportunities for all users to share in these whenever possible.

**Naíonra Dhún Dealgan will not tolerate racism in any form**

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**Harassment and Bullying Policy**

Harassment in the workplace is prohibited under the Employment Equality Act 1998. Employers must also prevent staff from being bullied under the safety, health and welfare act 1989

Workplace bullying is the repeated inappropriate behaviour, direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident may ban an affront to dignity at work but, as a once off incident is not considered to be bullying.

Bullying can involve physical abuse or threats of abuse, loud voiced criticism or obscenities, using rumour, gossip or ridicule to undermine an employee, overloading an employee with work, withholding information or setting meaningless tasks as well as social exclusion or isolation. Any member of staff found to contravene the bullying policy would be subject to disciplinary sanction, including dismissal.

Naíonra Dhún Dealgan is committed to creating and maintaining an environment free of harassment or bullying and victimisation. Naíonra Dhún Dealgan will not tolerate any form of harassment, or bullying whether based on race, sex, disability, sexual orientation, religion, age, nationality, and ethnic origin, marital status, working patterns or any other personal characteristic.

**Positive Behaviour Management Guidelines**

In Naíonra Dhún Dealgan we adopt and implement positive policies and practices, which foster self-esteem, respect, tolerance and self-control.

The methods used in the project will only be those, which promote the development of self-discipline and will be developmentally appropriate. They will reflect throughout our whole service approach. We believe that all children have a right to expect positive approaches to discipline, which are consistent

Physical punishment in any form is strictly forbidden. Naíonra Dhún Dealgan will actively promote a no smacking culture. All employees of Naíonra Dhún Dealgan will be made aware of this policy. Smacking, exclusion or any punishment that attacks the child’s sense of self and makes them feel helpless is damaging and will never be permitted, any breach of this policy will result in disciplinary action/ or dismissal. Other forms of punishment forbidden in the Naíonra are: Exclusion, Seclusion, and Verbal threats.

**Naíonra Dhún Dealgan believe in promoting Positive Behaviour.**

We aim to provide a developmentally appropriate curriculum, which enables children to make choices and which demonstrates and promotes care for one self and others.

We plan our routine carefully to manage transitions with minimum waiting times.

We liaise closely with parents to facilitate consistency in approach to behavior management.

We agree boundaries with relation to health and safety, respect for others, property, and all living creatures- and apply these boundaries consistently.

By positively promotion good behavior, valuing co-operation, and a caring attitude, we hope to ensure that children will develop as responsible members of society.

**Behaviour Management Procedures**

In Naíonra Dhún Dealgan we adopt and implement positive policies and practices, which foster self-esteem, respect, tolerance and self-control.

Discipline is guidance- not punishment. It helps to form safe, healthy and socially acceptable behaviour, and provides children with a sense of security and self-esteem. In Naíonra Dhún Dealgan we work towards enabling children to become confident problem solvers and independent thinkers.

We do this by

* Creating a warm and caring play environment in which children and adults feel valued and respected.
* Establishing and maintaining a predictable daily routine so that children have a sense of control of what is going to happen next
* Ensuring the routine has a balance of adult/child initiated activities, so that children can make choices and decisions throughout the session.
* Adults working in our Naíonra must be good role models by adhering to code of behaviour, showing respect for each other and the children.
* Naíonra Dhún Dealgan will ensure in house training relating to behaviour management is given to all staff.
* Rules

**Agreed boundaries**

All staff teams have agreed boundaries of what constitutes acceptable /non acceptable behaviours these are

* Based on child’s age and stage of development
* Kept to a minimum and are mainly relating to safety, respect and the welfare of others
* Consistently applied, if it’s not acceptable today, it is not acceptable tomorrow, and all staff are agreed on approach

Rules will be explained to the children in a child friendly manner, remembering their age and stage of development

**Training**

Naíonra Dhún Dealgan also ensures in house training relating to behaviour management is conducted whenever the need is identified and updated annually.

All new staff, students and volunteers receive training, induction and copies of policies on induction.

**Parents**

Parents are notified on registration of behavioural management policies and procedures. We view parents as the child’s primary educators, therefore we welcome their input and involvement and seek to build a trusting relationship. Whenever there are any issues of concern, an appointment will be scheduled for parent carer to visit and discuss and agree approach.

**Staff**

All staff has involvement in drawing up consistent boundaries, formulated in line with best practice principles.

* Staff adhere to strategies for managing behaviour positively
* At all times staff use calm, measured tones when dealing with children NO child will ever be excluded from play.

**Positive Discipline Policy**

Here in Naíonra Dhún Dealgan the child will be expected to be considerate to others. We believe that discipline is guidance not punishment. She/he must learn to share, take turns, include all children in play, help tidy up. She/he will be discouraged from rude, selfish, rough, noisy and aggressive behaviour.

* It is our aim to create a safe, secure and orderly environment which will foster the development of the child wherein effective learning can take place.
* To establish a caring and positive climate supporting appropriate behavior through good relationships, praise and reward.

We recognise the enormous contribution parents make to their children and we look forward to your support.

**Managing Challenging Behaviour Policy**

* When a child is exhibiting challenging behaviour we must try and understand why the child is behaving in this way? What is wrong?
* Staff will give a firm and clear explanation of why the behaviour is unacceptable.
* Staff will make sure that all the children in the Naíonra are safe and avoid any children getting upset.
* Staff will be calm at all times using child friendly language, by speaking calmly, clearly and firmly gain control of the situation. Encourage the child to discuss their feelings.
* Offering alternatives, positive behaviour is encouraged
* Give warning of the consequence if behavior does not stop.ie. They will be moved from one activity to another.
* Use the consequence for example, remove from the situation or remove toy.
* Divert the child’s strategies.
* Never humiliate or attack child self.
* In the event of a staff member having to physically intervene to protect a child from hurting themselves, another child or property, an incident report will be completed and shared with the parent.
* If the child is really worked up or upset, suggest a walk to let him/her release some tension and calm down. (Only take child outside if they wish to go).
* In the case of a particular incident or persistent unacceptable behavior we always discuss ways forward with parents.
* Sometimes we might Invite Parents into the setting to observe their child’s behavior, and work with staff,
* In the case of a child being totally out of control, after trying all areas to calm child down. Parents will be contacted to take their child home on that day; if this type of behavior persists the child’s hours may be reduced. In the event of no resolution being reached the child can be excluded from the setting if we cannot meet the child’s needs also taking into consideration the Safety and Welfare of the other children in the setting.

**Additional needs**

Our aim in Naíonra Dhún Dealgan is to meet the individual needs and requirements of each child attending our preschool service. (Whether it is short-term, long-term, developmental or educational needs).

We want to fully integrate all the children in the “working “preschool environment.

We want to work closely in partnership with parents, social services and other professional bodies, to ensure we can meet these needs, with the facilities, staff, room lay-out, and equipment/resources available in our preschool setting.

We want to monitor and record children’s progress and development through observation and record keeping and thus aim to identify individual needs.

We want to assess, monitor and evaluate these needs and how they are being met, working alongside parents and if required, professional/support bodies.

We want to ensure that each child’s time in our preschool is a fun, rewarding and enjoyable experience which will enhance and encourage the growth of their individual development and learning, and to meet their individual needs.

We will do this by:

Ensuring staff is informed and thus confident in their ability to meet these individual needs through-

* Working partnership with the child’s parents/carers
* Communication and support from outside professional bodies where appropriate(e.g. Social Worker, Health Visitor, Integrated play therapist, Child psychologist, Speech and Language therapist ).
* Key worker, working alongside the child.
* Staff will have a good knowledge and understanding of our policy and procedures for special needs and the importance of the child’s individual needs being met.
* Through observation, assessment and records in our setting, we use these to meet the immediate needs of the child
* To plan activities/situations that will encourage the development and progression
* To monitor and record the progression
* To share information with parents and professional bodies involved

**Biting Policy**

Unfortunately, biting is a common phenomenon in the early years, and is entirely consistent with some children’s age and stage of development. We operate a key work system, which ensures that close supervision is given to all children at all times. Even though this system is operational, children can act unpredictably and bite.

Should this occur the injured child would be given immediate comfort and reassurance, while the child who has bitten will be given support and helped to be made aware of the consequences of his/her actions. No child will be scolded or demeaned, as this does not affect permanent change in behaviour. An accident report will be completed and the parent will be informed as soon as possible. Strict confidentiality shall be maintained with the child being afforded strict anonymity. Codes will be used on accident report forms.

**Biting Procedures**

Whenever an incident occurs the following steps should be taken:

* The injured child is attended to immediately-given comfort and reassurance.
* Explain to the other child that they are loved and valued even when their behaviour is not. (I really like you Séan but when you bite it hurts and makes Oisín cry).
* Incident is recorded accurately on the accident form
* Both parents are notified by team leader of incident but the anonymity of the biting child is maintained.
* Parent’s signs accident form
* Team leader ensures that the key worker is fully aware of the incident-and child’s behaviour is closely monitored to prevent recurrence of incident.

**Observation and record keeping policy**

* We are able to implement a good record keeping system in which observations of the children in the group are used as a basis for helping to develop the needs of the child.

Below is a list of records kept:

* Enrolment form with all child’s personal details, medical details and contact numbers.
* Accident reports to be completed immediately if accident /incident occurs and it must be signed by parent
* Illness records
* Permission slips for outings, photographs & Social Media, observations, sun cream, Physical Activity, First Aid and Medication Administration, Emergency Procedures,

Policies & Procedures.

* Monthly observation for child’s development
* All information regarding the children is treated in the strictest confidence and is locked away securely at all times.

**Curriculum Policy**

Here at Naíonra Dhún Dealgan we are committed to developing a negotiated play curriculum which is based on shared principles and which supports the child’s learning, development and well-being. As a Naíonra we are an Irish speaking pre-school. We deliver our curriculum through the medium of Irish.

We believe that children are competent confident learners that the learning and curriculum starting point is with the Childs interests and strengths. That is enriched by equality and diversity. Curriculum describes all the opportunities, experiences and events planned or unplanned that occur within the daily routine.

In developing our curriculum we support and encourage the child’s development and wellbeing we also adhere to the Principles and Standards of Síolta, Aistear and Gaelscoileanna.

1. Identity +belonging 2. Communication 3.Thinking +Exploring 4.Wellbeing

**Recycling Policy**

Here in Naíonra Dhún Dealgan we encourage children to recycle all rubbish that they can’t take home. We facilitate this by providing different coloured bins in each room we also show children what can and cannot be recycled. Also having discussion about how important it is to take care of our environment.

**Smoking**

Smoking is not allowed inside the Naíonra or on the grounds of Gaelscoil Dhún Dealgan.

**Child illness policy**

* It is vital that you inform our staff of any sickness from which your child may suffer so that we can make the necessary arrangements.
* Children should not be sent to the Naíonra if they feel sick, they should remain in the comfort of their own homes until they are well again. There are two reasons for this:
* **1**. It is vital that children enjoy the time they spend at pre-school and that they are healthy at all times. When a child is sick, they need love and care usually from a parent/carer.
* **2**. It is important also that children are not infected and do not infect others. Children must stay at home for the stated period of time which is on the attached information leaflet on infectious diseases**. Children must stay at home for the first three days while taking an antibiotic.** This is to prevent your child’s illness from relapsing and also to prevent the spread of infection within the setting.
* Children will be sent home from the Naíonra immediately if they have a high temperature or they are vomiting / diarrhea. They must remain at home if they are sick **and for 48 hours** after their last episode of vomiting or diarrhea.

**Head lice policy**

Parents on admission are informed of the head lice policy:

* Children with head lice are asked to stay at home until they are clear of head lice, we do this to prevent cross infection to other children. If you see evidence of this inform manager, parents will be asked to collect child.
* Staff are not permitted to look through children’s heads as this can be construed technically as assault.
* Where eggs are noticed in a child’s head the parent should be notified on arrival and asked to treat hair ensuring that all eggs are removed before sending child back into Naionra.

**Using Paint as an Early Years Resource Policy**

The arts can impact learning in many curricular areas across multiple developmental domains. These can include maths, science, and pre-literacy areas, as well as cognitive, emotional, fine motor, social, and aesthetic domains.

We at Naíonra Dhún Dealgan take into account toxicity issues, clean up, small parts etc, always using child friendly, appropriate painting materials.

**Procedures:**

* Naíonra Dhún Dealgan verifies that a paint product is non-toxic by information on the label.
* Due to small parts i.e. bottle top etc. and the fact this paint is suitable only for children aged 3yrs, we keep our paint in a press in the hallway and the children only have supervised access to paint.

**Nutrition Policy**

Here in Naíonra Dhún Dealgan we have a healthy eating policy, sweets crisps and fizzy drinks are not allowed. (Monday to Thursday) Children are allowed to take in one treat on Fridays.

Parents are asked to send in a healthy lunch, one piece of fruit for first snack break, then something else for lunch i.e. sandwich, yogurt, piece of cheese, fruit and a drink, i.e. milk water or fruit juice.

* Any special dietary requirements will be respected
* Lunch times are used as social occasions to develop interactions among children
* Children shall be encouraged to eat a little bit of everything
* A child who is slow shall be given time to finish
* A child will not be forced to eat
* Staff will set good examples at the table
* Cultural eating habits will be respected

**Mouth toys**

If a child is observed putting a toy in their mouth. As soon as that child is finished playing with toy or object, remove toy/object before another child puts it in their mouth. Place in hot soapy water. Sterilize before returning to play area. It is the responsibility of all staff to minimise the risk of transmission of infection to other children and staff.

To minimise the risk of transmission of infection to other children and staff.

* Children must be encouraged to wash hands after using toilet.
* Adults must wash hands after cleaning a child’s nose, after using toilet cleaning etc.
* All duties on cleaning rota must be carried out at appropriate times every day.

**Safe Rest / Sleep Policy**

Naíonra Dhún Dealgan knows the importance of rest for all children in the service. We will ensure children get rest when they may need it regardless of their age. This policy is underpinned by the Preschool Regulations 2016

Children are allowed sleep / rest when they are tired and not just at dedicated times of day.

Children will be provided with suitable resting areas… Sofas, soft chair. If a child is feeling unwell they can rest/ sleep on the sofa until a parent / carer comes to take them home.

All blankets, sheets and linen will be laundered at least once per week and more if necessary.

**Television Policy**

Naíonra Dhún Dealgan has one Television. It is very rarely used. The children only watch educational programs and only on planned occasions. I.e. Respecting Difference Programme, The World around us, or maybe an Irish language programme/cartoon that is appropriate to the childrens age and stage of development. Any T.V. or video viewed is used as an educational tool and is viewed previously by educators before being shown to the children.