

Mol an Oige After School Enrollment Form

Child's Name: _____

Date of Birth: _____

Home Address: _____

Home Telephone No: _____

Parent/Guardian's Name _____

Parent/Guardian's Work/Mobile No: _____

School Name & Address:

Approximate arrival time at Centre: _____

Please give details of any Dietary & Medical Requirements and Allergies:

Please give details of collection arrangements from the Centre:

If Parent/Guardian is not available in an emergency name two other adults that may be contacted:

Name:

Name:

Address:

Address:

Tel. No:

Tel. No:

Days & Times of Attendance:

Please circle the days:

Monday

Tuesday

Wednesday

Thursday

Friday

Signed: _____ (Parent/Guardian)

In the case of an accident or emergency Mol an Oige after school service may seek advice from Whitehall surgery (Dr. Kent) 091-564241.

If you think it is necessary you can give your G.P.'s details below.

Details of Family General Practitioner

Name: _____

Address _____

Tel No _____

B.C.G	Diphtheria	Tetanus	Whooping Cough	Polio	HIB	MMR	Meningitis C

Please tick if child has had these and date received.

PERMISSION FOR OUTING/PHOTOGRAPHS

Child's Name: _____

Name of Parent/Guardian: _____

**I give permission for my child to go on outings arranged by Mol an Oige
Please circle below:**

YES

NO

**I give permission to Mol an Oige to take photographs and video my child.
Please circle below:**

YES

NO

Signature of Parent/Guardian: _____

Date: _____

Anti Bias Policy

Our School Age Childcare Service endeavors to take into account the ethnicity, backgrounds and needs of all children attending this service. Each area of the curriculum is planned to incorporate the principles of equality and to promote positive attitudes to diversity. Children are helped to develop knowledge, understanding, respect and appreciation of their own and other's beliefs and cultures. Staff members are responsive to take into account all children's cultural backgrounds and are conscious of their own attitudes and values and how they can influence their practice.

Discriminatory behaviours or remarks

These are unacceptable in the Service. The response to discriminatory behaviour or remarks will aim to be sensitive and supportive to the feelings of the victims and to help those responsible to understand and overcome their prejudices.

- We will challenge any statements or behaviour by anyone in the service, which are sexist or racist or which re-enforce stereotyping or which are in any other way derogatory to an individual.
- We will regularly check our books, posters and other materials to ensure that they challenge stereotyping and that they positively and accurately reflect cultural and racial diversity. Boys and Girls will have the opportunity to be actively involved in all the activities.

This policy has been adopted by the Mol an Oige After School Management.
Date Reviewed _____

Behaviour Policy

We believe that children and adults will flourish in an environment in which everyone knows what is expected of them and where the children are free to develop and learn without fear of being hurt or hindered by anyone else. We aim to work towards a goal where children will develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

- Positive behaviour such as kindness, tolerance, respect and willingness to share will be encouraged through activities, projects, role play and games.
- Adults will not shout or raise their voices in a threatening manner.
- Physical punishment, such as smacking or shaking will neither be used nor threatened.
- Techniques intended to single -out or humiliate individual children will not be used.
- Certain behaviour will not be considered appropriate within the service and will be actively discouraged. These include bullying, stealing, hitting, name calling/abusive language, damaging property, etc.
- As a group activity, the children coming to the service will be involved in developing their own code of behavior with support from the staff.
- Following this activity the staff will support the children in looking at what happens in the event of misbehaviour and appropriate sanctions will be agreed and clearly displayed alongside the groups code of behaviour. All parents will be provided with a copy of this.
- In a case of misbehaviour it will always be made clear to the child/children in question that it is the behaviour and not the child which is unacceptable.
- To counter this we will endeavour to work with the children on activities to promote a better, positive, understanding of difference in an age-appropriate, developmentally appropriate manner.

It will be the policy of Mol an Oige to carry out the following actions to manage unacceptable and harmful behaviour:-

- The leader will work with the child to address the unacceptable behaviour and will try to find a solution to the problem.
- If the unacceptable behaviour continues, the leader will address the problem with the parents of the child and the project Coordinator. They will work in partnership to resolve the problem over a period of two weeks.
- If the unacceptable behaviour continues, the parents will be asked to remove the child from the childcare service for a week or fortnight. After this period, the child will have the opportunity to rejoin the childcare service and the child's behaviour will be observed.

- If there is a repeat of unacceptable behaviour the parent's will be contacted immediately and asked to remove the child permanently from the After School Service.
- All the above actions will be kept confidential, recorded and filed away in a lockable cabinet.

This policy has been adopted by Mol an Oige, date reviewed

Child Protection Policy

If we have concerns about your child's safety and welfare or believe that your child is at risk of harm we will discuss this with you. If, after having discussed this with you, we remain concerned, we are obliged to report our concerns to a Social Worker at the Health Service Executive. You will be informed if we decide to do this. We intend to create in our service an environment in which children are safe from all forms of abuse and in which any concerns about the children in our care are promptly and appropriately responded to. In order to achieve this we will:

Policy

- Strictly adhere to the services Staff Recruitment Policy
- Have written guidelines drawn up about duties and responsibilities of all staff.
- Have on-going supervision of all staff.
- Strictly adhere to the services Confidentiality Policy
- Have a solid management structure and clear reporting and recording procedures in place.
- Ensure that whenever worrying changes occur in a child's behaviour, physical condition or appearance, a separate confidential record will be set up.
- Ensure such records will be kept in a secure place and will not be accessible to anyone other than those who need to know this information. (See reporting and recording procedures).
- Provide appropriate training for all staff to ensure that they recognise the possible signs of physical, neglect sexual and emotional abuse.
- Strictly adhere to the Service's code of behaviour drawn up by the children themselves in order to establish boundaries and respect for both children and staff. (Displayed on wall of After School Service)
- Strictly adhere to our use of mobile phones policy.
- Strictly adhere to our use of cameras and taking pictures policy
- Ensure that all staff understand and are clear about the Services Child Protection policy and its related documents. All staff will be asked to sign a copy of this policy to confirm this.
- Follow the services Disciplinary Policy and procedures and should any staff member be found to be in breach of this Child Protection Policy and its related documents.

Code of Conduct

This code of conduct has been developed to incorporate mutual respect and encouragement by all children and staff in the service. To ensure all children enjoy the time spent in the service and to ensure the environment is maintained in as safe manner., it is necessary to have some basic rules. These rules are intended to benefit everyone involved.

A common-sense approach, which will allow the service to achieve its full potential, should be adopted by all. Violent or aggressive behaviour against another child or staff member will under no circumstances be tolerated. Children attending the service will be encourage not to react/hit back but to report the incident immediately to as staff member.

- Abusive, discriminatory or bad language will not be tolerated.
- Children attending the service will be expected to treat other children, staff or individuals or groups with respect.
- Children are asked to respect the premises and equipment and to treat toys and equipment only as is intended.
- During activities children are required to observe the instructions of the staff. If you are not sure of anything just ask.
- Any damage to toys, equipment or the premises should be reported to a member of staff as soon as possible. This is vital in the interest of everyone's safety.
- Any breach of this code will incur sanctions as described in the behaviour management policy.

Complaints Policy & Procedures

If for any reason any child or parent feels they have cause for complaint, then the following procedure should be followed.

*The parent or child should consult the staff member in charge.

- If unhappy with the response or it is a member of staff that is the cause of the problem, then the parent or child should make arrangements to meet with the staff liaison member of the Management Committee.
- If this meeting fails to produce a settled result, providing you have allowed time and a further meeting, the next course of action will be to request a meeting with the chairperson of the management committee.
- If none of the above sections produce a satisfactory outcome, the parent can contact the Health Service Executive.
- We hope you will be happy with the quality of our service offers you and your child and that any difficulties that do occur will be sorted out immediately and to the satisfaction of all concerned.

This policy has been adopted by Mol an Oige and date reviewed

ADMISSION POLICY

Mol an oige Childcare services aims to provide quality care/play opportunities for children aged between 8 - up to 14 years of age. We aim to make our service a place where everyone, irrespective of his or her gender, ethnicity, culture, ability, family structure or social circumstances feels welcome and valued. A number of places will be reserved for children referred by the Health Service Executive. Generally we will operate on a first come, first served basis. However, in the event that there is a demand for more than 20 full time places at the service, the following criteria will be used, in the order set below

- ◆ Children enrolled in primary schools or resident in the vicinity
- ◆ Children who use the facility 5 days per week and throughout school holidays.
- ◆ One parent/guardian (or single parent in single parent families) who have not been in training, education or employment for at least six months, and intend to undertake one of these within the next three months.
- ◆ One parent/guardian of single parent in single parent families who is currently, undertaking part-time training or education or who is in part-time employment.

If over-subscribed after this criterion has been applied selection for remaining places will be on a basis of numbers of days attended, with preference to children needing the facility 4 days a week thereafter 3, 2 and 1 day per week. If still over-subscribed, criteria 3 to 6 will be used on both parents e/g. both parents/guardians in full-time education, training or employment etc. Additional criteria as prescribed by our Funders will be applied if necessary. A waiting list will operate in the event of over-subscription. This policy will be constantly monitored and reviewed on a regular basis according to interest levels and needs of parent/guardians and children.

We aim to support parents who are experiencing financial difficulties. Therefore, we have developed a reduced fee structure, which is based on a range of criteria, which will be discussed with you individually and in confidence on receipt of your completed application. Please arrange an appointment with the leader to discuss our reduced fee structure.

- ◆ Fee must be paid in advance, weekly or preferably monthly. There is no charge for days when the centre is closed. There will be no refund for fees paid should your child fail to attend.

- ◆ If your child will not be attending on any day, we request that a parent inform the service otherwise we will assume the child is missing and put in place our policy for a missing child.
- ◆ Behaviour difficulties will be handled according to our behaviour management policy. We would ask parents to co- operate fully with this policy, which will only work in partnership with you.
- ◆ Because we have a waiting list for our service, places can only be held for a period of one week if a child does not attend unless a prior arrangement has been make with the parent.
- ◆ The service will operate according to our written Policies & Procedures, which have been developed to incorporate mutual respect and encouragement. All parents will be provided with the opportunity to discuss these and any queries will be explained and/or discussed with parent and the child at the time of registration. Prior to being admitted the parent and child will be required to sign a contract which states your understand and are in agreement with these Policies & Procedures.

Healthy Eating Policy and Procedures

Eating habits are developed when children are young and therefore our School Age childcare Service, Mol an Oige has an important role to play in providing the children with a healthy snack each day and promoting healthy eating habits within the service.

We do this by:

- Providing the children with healthy food, snacks and drinks and by helping them to understand and enjoy the value of a healthy diet.
- Supporting parents who are trying to ensure that their children follow a healthy diet.
- Encourage parents to support our healthy eating policy e.g. by requesting that parents do not send sweets, crisps or sugary drinks with their children and suggesting healthier alternatives.

This policy has been adopted by Mol an Oige and date reviewed

Policy in the event of a Child Going Missing

In the event of a missing child, the following procedure must be carried out:

On discovering a child is missing immediately gather all children into one area and do a roll call. When the missing child is identified all the children present should be asked particularly the children with whom the child would normally hand around, if they know where the missing child is or might be. This should be carried out in a manner that will not unduly frighten or worry the children present.

While this is happening another staff member should check the facility and surrounding areas. If the child is not located, the child's school should be contacted to check if the child was present at school on the day. The child's parent/carer should be informed, if the child is not at home or the parent has no knowledge of where the child is then the Gardaí should be notified.

An incident report should be prepared while waiting for the parent/carer and Gardaí to arrive so all information is available for them.

A full report should also be made to the Co-ordinator and the Management of the Mol an Oige Service.

A follow up evaluation should be carried out involving all staff for future incidents. The incident and outcomes should be discussed with all children as soon as possible to reassure them and raise awareness of the difficulties and worry caused if children do not inform an adult if they are not attending and where they are going.

In the event of a missing child while out on a field trip:

The same procedure should be followed, gathering the remaining children together in one place.

The Leader//Manager of the site, premises or service being visited should also be informed. In the event of the child not being found when the group are due to return one staff member should remain at the field trip location until advised otherwise.

This policy has been adopted by Mol an Oige and date reviewed

Policy on Mobile Phone Use

It is the policy of this service in the interest of child protection, not to allow mobile phones to be used on the premises. This policy applies to staff, parents, visitors and children. If Parent/Guardian/Visitors need to receive an incoming call from a mobile, we would ask you to leave the room to answer the phone. The service will not accept responsibility for any loss, damage or theft of a phone. If there is a reason for contact in an emergency you can receive a call on the service's mobile phone. Please inform the leader if this may be necessary.

If anyone is found to be in possession of a mobile phone which is turned on during the service, the phone will be taken by the staff member in charge and locked in the office where it can be collected at the end of the session. Should the problem reoccur a parent will be required to collect the phone.

This policy has been adopted by Mol an Oige and date reviewed

Special Needs Policy and Procedures

Policy Statement

Where ever possible we will provide for children in the community who have particular or additional needs, Mol an Oige After School service recognizes the wide range of special needs of children and families in the community and will help and assist these families in whatever way possible, insofar as staff and resources allow.

Special Needs Policy and Procedure

It is the policy of Mol an Oige to cater for Children with Special or additional needs as far as their resources allow. However, as each child's need is unique and different we will aim to take the following steps in order to assess whether we can meet that child's need so that they will develop and thrive within the setting:

- The Service Leader will meet with the individual child and parents to discuss the child's need.
- The Leader will discuss the matter with their relevant professional i.e. Public Health Nurse, Social Worker and get advice on what equipment and resources the club may need.
- The Parent/guardian, Leader and healthcare professional will meet to discuss if it is viable for the child to attend the service and if additional staff support is required and can be provided via the Health Service Executive i.e. Staff.
- If it is agreed, the child will be appointed a member of staff who will be asked to work with the child, depending on the child's need, we will endeavor to support the staff member to seek training which will benefit the child.
- The parents and health care professional will be kept informed on the child's progress within the service and will meet for a review after every three months.
- However, if a child is not accepted into the service, solely on the basis of lack of resources and funding, we will develop a strategy of introducing the child along with the child's helper to attend the service on a regular basis.

This policy has been adopted by Mol an Oige and date reviewed

Planning & Evaluation Policy & Procedures

Mol an Oige aims to maintain a high standard in the quantity and quality of play, care and education opportunities offered to all it's club members. To ensure that this standard is met, regular meetings will be held to evaluate activities, equipment and general views of parents and children using the setting.

Programme plans will be made for the month ahead by the leaders, staff and with the input from the children. These programmes will be reviewed , evaluated and the necessary changes will be implemented.

All evaluation is carried out in line with providing maximum opportunities for self-development for the children attending.

This policy has been adopted by Mol an Oige and date reviewed

Contract of Agreement for membership at Mol an Oige After School Club

Mol an Oige After School Club will operate according to our written Policies & Procedures, which were developed to incorporate mutual respect and encouragement. I have been provided with the opportunity to discuss these and have any queries explained/discussed with a staff member and my child at the time of registration.

I agree to sign a contract which states that I understand and am in agreement with these Policies & Procedures.

Registration meeting held on

With staff member

Position of staff member

I (Signed Parent / Guardian)

Understand and am in agreement with the Policies & Procedures of Mol an Oige After School Club.

Name of child registered

Signature of Child Registered

Personal Care Policy and Procedure

Toileting Policy:

It is policy of our service and in the interest of the children's health and safety, that a high standard of hygiene is promoted.

All children who attend Mol an Oige after School will be encouraged to look after their own personal care.

However, should a child have a personal care accident the following procedure will be carried out:

Parents are requested to sign our Personal Care Policy Form.

Parents who have failed to sign the appropriate form shall be contacted and asked to come to change the child if the child needs assistance.

Staff will encourage the child to change themselves but if assistance is required it will be policy to provide the child with the help and support they need when changing. It is essential for both the safety of the child and staff that the Personal Care Policy Form is signed and on file.

All accidents will be recorded in the accident/incident book and parents will be asked to sign the book.

All soiled clothes will be sent home with the child in a plastic bag to be washed and returned clean to the service.

In the case of a child with special needs being involved, the Leader will meet with the parents and the child to discuss a procedure which they will follow for the personal care of that child. This procedure will be adhered to by all parties involved, where possible.

Toileting Procedure

- At all times it is important to respect the rights and needs of the children in our care.
- When a child needs to use the toilet, allow him/her the privacy to do so.
- If the child asks you to accompany them to the toilet, do so. Go to the bathroom door; ask the child if she wants the toilet door left open or closed.
- Reassure the child that you will wait outside the door where they can call if they need you.
- If the child asks you to help undo buttons or zippers, give help when requested, encouraging the child to help you and allowing the child to do as much for themselves as they can.
- If the child needs assistance in the toilet cubicle, where possible have another member of staff in the vicinity.

- After using the toilet, allow the child to attend to their own personal hygiene, only helping when the child needs help.
- The staff should treat accidents sensitively.
- To create an awareness and understanding of good hygiene practice, staff member's emphasis the importance of self care, for example after using the toilet, encourage the child to flush the toilet and wash their hands.

Consent Form for Assistance with Personal Care

Parents who have failed to sign the above form shall be contacted and asked to come to change the child if the child needs assistance.

Staff will encourage the child to change themselves but if assistance is required it will be policy to provide the child with the help and support they need when changing. It is essential for both the safety of the child and staff that the Personal care policy form is signed and on file.

All accidents will be recorded in the accident/incident book and parents will be asked to sign the book.

All soiled clothes will be sent home with the child in a plastic bag to be washed and returned clean to the service.

In the case of a child with special needs being involved, the Leader will meet with the parents and the child to discuss a procedure which they will follow for the personal care of that child.

This procedure will be adhered to by all parties involved, where possible.

I

Parent/Guardian give my consent to staff of Mol an Oige After School Club to give (child's name) assistance with personal care for Toileting or in the event of an accident relating to personal care.

This policy has been adopted by Mol an Oige and date reviewed
