

Contents

Covid-19 Action Plan	2
Policy to keep up to date with latest advice from Government	3
Company Structure:	4
Child's Play Safety Statement	5
Policy on Notification to Tusla	8
Policy on Infection Control.....	9
Schedule 5 (r).....	15
Risk Management Policy.....	15
Control Measures to minimize the risk of workers being exposed to Covid-19	20
Covid-19 Incident/Action Plan.....	26
The action to be taken should a child or staff member come in contact with a person with Covid-19	26
Policy on staff meeting.....	27
Policy on staff training.	28
Policy on drop and collection of children.....	28
Policy on Temperature checks	29
Policy Statement:	29
Rationale:.....	30
Policy on General Advice for Parents	30
Policy on Returning to work safely – Worker Responsibilities.	32
Return to Setting Form for Children	35
Checklist No. 8 (Parents/Guardians)	36
Staff Return to Work Safely Checklist	38
Stock Levels & Order form for PPE	43
Communicating with Parents.....	44
Policy on Covid-19 Response Team.....	46
Policy on Worker Representatives.	48
Policy on delivery and collection of goods	51
Policy on Induction.....	52
Policy on Cleaning and Disinfection	55
Policy on Setting up a Play Environment: Selection and management of toys from an infection prevention viewpoint.....	57
Policy on how to clean the childcare setting where there were children, or staff with suspected or confirmed COVID-19	60
Policy on sleep and rest	62

Action Plan: Policy on dealing with a suspected case of Covid-19.	63
Policy on isolation area, purpose and use.	66
Policy on the use of the fogger.	67
Policy on Contact Tracing.	68
Contact Tracing List	69
Isolation Space use and cleaning checklist	70
Assessment of suspected Covid-19 incident report form	71
Schedule 5 (m)	74
Outdoor play and activities	74
Policy of Hand Sanitizer	74
Policy on Usage of Cups & Beaker's	76
Policy on Soothers.....	77
Policy on Garden	78
Policy on outdoor play	79
Fire Safety Policy	84
Fire Drill Procedure – ECCE 2 - Classroom 4: Red Pod	87
Fire Drill Procedure – ECCE 4/Afterschool Room - Classroom 6: Purple Pod	88
Fire Drill Procedure – Preschool/Afterschool Room - Classroom 5 Spare Pod	89
Fire Drill Procedure – Wobbler Room - Classroom 1: Blue Pod	91
Fire Drill Procedure – Baby - Classroom 3: Orange Pod	92
Fire Drill Procedure – ECCE Classroom 2: Green Pod	93
Fire Drill Procedure – Kitchen	95
Schedule 5	96
1 (g) Fire Safety Policy.....	96
Emergency Policy in the event of a fire.....	96
Hand Sanitising Station Checklist	97
Empty Bin Bag Checklist.....	98

Covid-19 Action Plan

This action plan was written for the purpose of re-opening after the Covid-19 pandemic with the health, safety and well-being of the entire creche community. It is done in conjunction with the most up to date information from the Government, HSA (Health & Safety Authority), HSE (Health Service Executive of Ireland), NPHET (National Public Health Emergency Team), TUSLA and HPSC (Health Protection and Surveillance Centre of Ireland)

and in collaboration with the management team, the staff and parents/guardians of Child's Play Early Education Company Limited and Linda Gill Ryan from Essential.

Procedure:

What	When
Owner formulates plans after receiving all up to date information from HAS, HSE, Government and HPSC.	2 nd June 2020
Owner shares plans with management team	3 rd June 2020
Owner shares plans with staff team.	3 rd June 2020
Both are given time to digest plans and come back with information.	By 5 th June 2020
Owner produces policies and consults with management team seeking feedback, responses and suggestions	15 th June 2020
Owner produces policies and consults with staff seeking feedback, responses and suggestions	15 th June 2020
Owner produces policies and consults with parents/guardians seeking feedback, responses and suggestions	17 th June 2020
Owner produces policies and consults with Linda Gill Ryan seeking feedback, responses and suggestions.	17 th June 2020
Revised policies shared with all staff again	18 th June 2020
Revised policies are created incorporating all collaborations	20 th June 2020

Policy to keep up to date with latest advice from Government.

Policy Statement:

It is our goal at Child's Play that we ensure that we keep up to date with all relevant information from the Government. We do this by ensuring information from relevant and reliable sources are monitored

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing. Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that gaining relevant and reliable information is paramount to ensure the safety of our staff, children and childcare community.

Policy:

1. Information from Government bodies is examined daily to keep up to date with any changes.
2. The websites that will be used will be Government and Health and Safety Website. These include, www.hsa.ie , www.Gov.ie, www.hse.ie, www.hpsc.ie This list is not exhaustive.
3. It is important to take on board information from reliable sources. Please note not everything online is correct. Triangulation with Government bodies is imperative to gaining the correct information.
4. It is the responsibility of the owner and management team to ensure that reliable information is used to inform practice and policies.
5. The information gained from these websites needs to be used to inform policy and practice.
6. This information must also be communicated to the staff, parent/guardians and whole creche community (where applicable) through our Covid-19 response team.

Signed: Georga Dowling

Company Structure:

Owners: Georga Dowling, Conor Wafer

Management team:

Susan Lawlor
Amanda Collins
Michelle Connolly
Sarah Louise Kerley

Worker Representatives Safety Team:

Lynsey Cooper
Loredana Nisioi

Covid Response Team:

Georga Dowling
Conor Wafer
Susan Lawlor
Amanda Collins
Michelle Connolly
Sarah Louise Kerley
Lynsey Cooper
Loredana Nisioi

Child's Play Safety Statement

Policy Statement:

Child's Play is committed to protecting the health and safety of all children, families and staff attending the service at all times especially during Covid-19. Child's Play believes that the entire creche community needs to abide by Government recommendations in line with Covid-19.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Health, Safety and Welfare at Work Act 2005, Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Purpose:

The purpose of this policy is to ensure that the entire creche community are aware of the importance of health and safety within the workforce to minimise the spread of infection.

Procedure:

Entrance and Exit:

- During Covid-19 we will not be permitting any adults into the building except staff and inspectors.
- All inspectors need to show identification prior to entry and must sign the visitor book.
- The entrance to the building is locked and secure at all times.
- Separate entry points marking a 2 metre distance have been colour coded according with your pod and marked out on the pavement.
- Please adhere to these markings when dropping and collecting your child.
- PPE is available outside if necessary.

Outdoor Area

- The outdoor area is safe and secure with fencing
- The garden space is cleaned down after each Pod uses it.
- The educators from the pods are responsible for cleaning the pods after each use.
- Entry and exit to the pods has altered to adhere to remaining within Pods and utilising only the necessary entry and exit points available to your pod:
 - The Green Pod can enter/exit the pod from their room
 - The Blue Pod can enter/exit the pod from their room
 - The Orange Pod can enter/exit the pod from exiting through the main door and then into the garden.
 - The Red Pod can enter/exit the pod from exiting through the main door and then into the garden
 - The Pink Pod can enter/exit the pod from exiting through the main door and then into the garden

- The Purple Pod can enter/exit the pod from exiting through the main door and then into the garden

Safety Statement:

- In accordance with the Health, Safety and Welfare at Work Act 2005 a safety statement has been developed.
- All practices have been risk assessed to ensure that all practices follow the new recommendations around Covid-19 to minimise the spread of infection for the entire creche community.

Covid-19 Response team:

- A Covid-19 response team has been established to deal with possible suspected Covid-19 cases. This is made up of: Georga Dowling, Conor Wafer, Amanda Collins, Susan Lawlor, Michelle Connolly, Sarahlouise Kerley, Lynsey Cooper and Lorendana Nisioi
- This team has completed and passed full training to deal with a suspected case of Covid-19

Worker Representative Safety Team:

- A worker representative safety team was established to aid the management team in ensuring that all policies and procedures for Covid-19 are implemented.
- They also liaise with the staff to encourage the staff to offer suggestions or to report practices that are not adhering to Covid-19 policies and procedures.

Fire Safety:

- To adhere to Family Play Pods we will be carrying out fire drills for each pod separately.
- Each pod has been allocated an assembly point to ensure social distancing in the event that we need to evacuate the building.
- A Fire Safety Certificate has been granted by the fire Authority and the service follows the guidelines set out in Fire Safety in Preschool.
- All firefighting equipment and detection equipment is regularly checked and maintained by Clive Foley Electricians.
- Fire drills are carried out once per month keeping all appropriate records.

- The owner or manager (in the absence of the owner) are responsible for maintaining all records
 - All staff are given fire safety training.

Links to other policies:

Staff training policy

Induction policy

Fire policy

All Covid-19 policies

Signed: Georga Dowling

Policy on Notification to Tusla

Policy Statement:

It is the priority of Child's Play to protect all children attending our service and all persons working in our service from the transmission of infections. We, as a registered provider, are required in accordance with Article 31 of the Child Care Act 1991 (Early Years Services) Regulations 2016 to notify the early years' registration office within three working days of becoming aware of a notifiable incident, by using a notification of incident form.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and uses the Management of Infectious Disease in Childcare Facilities and Other Childcare Settings document (HSE) as a reference paper, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

It is our policy to ensure that we notify Tusla of a notifiable incident to ensure that we are offering our children the best possible service we can.

Policy:

1. A registered provider is required in accordance with Article 31 of the Child Care Act 1991 (Early Years Services) Regulations 2016 to notify the early years' registration office within three working days of becoming aware of a notifiable incident, by using a notification of incident form.
2. Incidents are defined in the regulations, which we are aware of, and include the diagnosis of a pre-school child attending the service, an employee, unpaid worker,

contractor or other person working in the service as suffering from an infectious disease.

3. COVID-19 is included in the list of infectious diseases and will be notified within three working days of becoming aware of a notifiable incident.
4. We are aware that a notification form for COVID-19 has been created and incorporates additional information regarding the risk of closure as a result of COVID-19. The notification form for COVID-19 must be returned to Tusla: ey.reception@tusla.ie
5. The purpose of this form is to monitor:
 - a. any pending COVID-19 public health issue in early years settings
 - b. the continuation of childcare provision, particularly in areas that have childcare shortages.
6. We are aware that this system was put in place on the 29th June 2020. The current system of notification remains in place for all other notifiable incidents.
7. It is the responsibility of the Manager on Duty to inform the owner of any suspected cases of Covid-19 or any other illnesses in the building.
8. The owner will fill out the notification form and send it to Tusla.

Signed: Georga Dowling

Policy on Infection Control

Policy Statement:

It is the priority of Child's Play to protect all children attending our service and all persons working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our service is paramount and our aim is to prevent and manage any infection which may be present in the service, especially during the Covid-19 pandemic.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and uses the Management of Infectious Disease in Childcare Facilities and Other Childcare Settings document (HSE) as a reference paper, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

Infection can lead to serious ill-health among infants and young children. Infection control procedures seek to reduce the risk of children getting sick in a service by ensuring good hygiene is followed and the risk of infection is minimized especially during the Covid-19 pandemic.

Prevention & Infection control measures:

1. The spread of infection is minimised by organising children and staff into groups or "playpods" to the extent that this is practical.
2. A 'play-pod' comprises a group of children and the adult(s) who remain with that group as keyworker(s).
3. The intention is that the same staff and children stay together each day, through the day, as far as possible.
4. We have organized the creche into playpods for the safety of the creche community.

5. It is not possible to observe physical distancing when caring for a young child and it is not practical or advisable to enforce physical distancing between young children who are cared for as a group / play-pod, therefore we do not enforce physical distancing within play pods.
6. Our policy is informed by the HPSC guidance 'COVID-19 Infection Prevention and Control guidance for settings providing childcare during the COVID-19 Pandemic' and the management of infectious disease in childcare facilities and other childcare settings.
7. The new cleaning schedule must be adhered to within the building. Please see Cleaning schedule.
8. The revised drop off and collection procedures have been established in the service in response to COVID-19.
9. This policy is circulated to staff and parents/guardians prior to reopening the service.
10. This policy reflects the advice issued by the HSE Health Protection Surveillance Centre (HPSC) in relation to reducing the spread and transmission of COVID19, and signposts how social distancing, handwashing and coughing etiquette is being managed in the service to staff and parent/guardians.
11. We have a hand washing policy which all staff promote and model for children, which is updated to include the latest information in relation to Covid-19.
12. Our immunisation policy will be followed at all times with all children and staff.
13. Parents are asked to keep their child and any other siblings at home if they have an infectious illness in line with our illness and exclusion Policy as set out in the HSE guidelines: Managing an infectious disease in childcare setting and Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.
14. Staff must also adhere to our illness and exclusion policy and remain at home if ill.
15. There is an isolation space available within the building should there be a suspected case of Covid-19
16. When a child/ staff member is diagnosed with an infection, the HSE guidelines for exclusion will be followed along with Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic are adhered to.
17. We reinforce good practice regarding keeping the environment clean and safe.
18. Daily, weekly and monthly cleaning schedules are in place and records kept and frequently touched surfaces are cleaned twice daily. Please see cleaning policy.
19. There is a bin company that removes all waste at our centre and there is a space to store Covid-19 suspected waste for 72 hours.
20. Our premises are free from pests and rodents and we have a contract with an external agent who checks our premises on a monthly basis.
21. All staff receive regular support & supervision in relation to infection control and training is provided. Full training has been provided for all staff on the spread, symptoms, and control measures in place to minimize the spread of Covid-19.
22. Our centre carries and maintains a good stock of cleaning products, PPE and tools to ensure that hygiene practices can be carried out at all times.
23. We provide information leaflets on immunisation schedules, oral hygiene and prevention of infection and have the data sheets for all of the cleaning equipment that we use.
24. It is the policy in Child's Play that children who have an infectious disease will not be admitted to the crèche. If the children become ill during the day, their parents/guardians

will be contacted and the child will be collected as soon as possible. If the child is very sick and vomiting the child will be brought to the isolation space away from the children with a member of the Covid response Team. As we are operating Family Pods if anyone in the household is sick no children from the household may attend the creche. If a sibling becomes sick during the day and needs to be collected then all siblings from that family will need to be collected.

25. Through constantly maintaining very high standards of hygiene we control the spread of illness. All children's personal detail and contact details can be found in their files.
26. Hand hygiene is extremely important. Please see Control Measure to Prevent the Spread of Covid-19 Hand hygiene and sanitizing section.
27. Toilet/Nappy changing is an important aspect of our job, control measures around this are important to ensure the reduction in the spread of infectious diseases. Please see Nappy Changing Policy.

Sickness Exclusion:

28. Families must follow the guidelines for incubation periods outlined below and as per best practice in: Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Incubation and Contagious Periods of Infections

Young children get infectious diseases 10 to 15 times per year. As they get older, children get sick less often. This is because with each new infection their bodies build up antibodies that will defend the body if the same germ attacks in the future.

What is an incubation period?

The incubation period is the time between being exposed to a disease and when the symptoms start. If your child was around someone who is sick and the incubation time has gone by, then your child was probably not infected and won't get sick. It is also possible that your child's body had already developed antibodies to fight the infection.

What is the contagious period?

The contagious period is the amount of time during which a sick child can give the disease to others.

For major illnesses (such as hepatitis), a child will need to remain in isolation at home or in the hospital until all chance of spread has passed. For minor illnesses (like the common cold) the guidelines are less strict. Most health care providers would agree that a child should stay home at least until he feels well enough to return to school, and the fever has been gone for 12 hours.

What infections are not contagious?

Try not to become preoccupied with infections. Some of the more serious ones are not even contagious. Some infections are due to blockage of a passageway followed by an overgrowth of bacteria. Examples of these are ear infections, sinus infections, and urinary tract infections. Lymph node and bloodstream infections are also rarely contagious. Pneumonia is a complication of a viral respiratory infection in most cases and is usually not contagious. While exposure to meningitis requires consultation with your child's health care provider, most children exposed to this disease do not become infected. Venereal (genital) diseases are usually non-contagious unless there is sexual contact or shared bathing arrangements.

What are the guidelines for the common contagious infections?

Below is a chart that shows some common infections. It shows how long the incubation time is for each disease. This information should help you know when your child might get sick if he has been exposed to a disease. The chart also shows the amount of time your child will be contagious. Knowing this helps you know how long your child may need to stay home from school or child care.

Disease	Incubation Period	Contagious Period	Length of time out of crèche
If anyone in your home has contracted Covid-19 or has a suspected case of Covid-19 or if a contact tracer has contacted a member of your household to say that you are a close contact of a confirmed or suspected case of Covid-19	14 days	14 days before and until after there is no symptoms for 14 days and the doctor says you can return.	If you are in contact with someone with Covid-19 or from the moment symptoms start to display, until the doctor says you can return, no sooner than 14 days after showing symptoms of Covid-19
Chickenpox	10 to 21 days	5 days before rash and until all sores are gone	From moment of detection until all sores are gone.
Hand, foot and mouth disease	3 to 6 days	Onset of mouth ulcers until fever is gone	From moment of detection until ulcers and fever is gone.
Impetigo (strep or staph)	2 to 5 days	Onset of sores until 24 hours on antibiotics	Onset of sores until 24 hours on antibiotics
Lice	7 days	Onset of itch until one treatment	Onset of itch until one treatment
Measles	8 to 12 days	4 days before until 5 days after rash appears	From detection until 5 days after rash appears
Rubella (German Measles)	14 to 21 days	7 days before until 5 days after rash appears.	From detection until 5 days after rash appears.

Shingles (Contagious for chickenpox)	14 to 16 days	Onset of rash until all sores have crusts (7 days)	From onset of rash for 7 days
Bronchiolitis	4 to 6 days	Onset of cough until 7 days	Onset of cough until 7 days
Croup (viral)	2 to 6 days	Onset of cough until fever is gone	Onset of cough until fever is gone
Diphtheria	2 to 5 days	Onset of sore throat until 4 days on antibiotic	Onset of sore throat until 4 days on medication
Whooping Cough	7 to 10 days	Onset of runny nose until 5 days on antibiotic	Onset of runny nose until 5 days on treatment
Diarrhea *	1 to 5 days	Until stools have formed and fever is gone.	Until stools have formed and diarrhea has stopped has stopped for 48 hours.
Hepatitis A	14 to 50 days	2 weeks before until 1 week after jaundice begins	From initial detection until 1 week after jaundice begins
Vomiting, viral	2 to 5 days	Until vomiting stops	Until vomiting has stopped for 48 hours
Meningitis, bacterial	2 to 10 days	7 days before symptoms until 24 hours on IV antibiotics in hospital	24 hours after returned home from hospital having received treatment and longer if suggested by doctor.
Tonsillitis	30 to 50 days	Onset of fever until fever is gone (this can sometimes last up to 7 days). The child is generally no longer contagious	When detected until fever is gone and throat is not soar. Usually this is 24 hours after antibiotic is started

		after taking the antibiotic for 24 hours.	but can last up to 7 days for some children.
Mumps	12 to 25 days	5 days before swelling until swelling gone (7 days)	From detection until 7 days later and swelling is gone
Pink eye (Conjunctivitis)	2 to 7 days	Onset of pus until 1 day on antibiotic eye drops	From detection until 24 hours on antibiotics.

*It is our policy that you will be contacted after your child has the first runny nappy or toilet experience. If your child has a similar experience within a 2 hour period this is regarded as diarrhea and he/she would need to be collected.

This list is not conclusive.

Schedule 5 (r)

Risk Management Policy

Policy Statement:

At Child's Play, we are committed to safeguarding children, staff, parents and all visitors to our centre. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, parents, staff and visitors to be in.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health & Welfare at Work Act (2005), Children First Act 2015, and uses the Management of Infectious Disease in Childcare Facilities and Other Childcare Settings document (HSE) as a reference paper, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

Risk is a part of everyday life for all children. Now during the Covid-19 pandemic we must ensure we have considered all potential hazards that may occur. We have devised a separate policy for that. Undertaking a risk assessment leads to a safer environment for children, staff and parents. This document develops a procedure for assessing any potential risks to the safety of the pre-school children attending our service, and identifying the steps taken to either eliminate or mitigate those risks.

We have a structured approach to managing the risks we are exposed to. Having a risk management policy acts as a practical tool for reducing accidents and ill-health at work.

Who is responsible?

All staff members have a role to play in dealing with risk. However, risk is ultimately the responsibility of the owner. The owners and manager are responsible for ensuring a proper risk management policy is in place. The risk management policy is appropriate to the size and needs of our service and is monitored on an ongoing basis. All staff and volunteers are responsible for complying with the strategy. Communication of the strategy is the responsibility of the managing body/team and is done so during induction and at staff meetings. Georga and Amanda both have a defined responsibilities for managing risk in our organisation.

Process for assessing and managing risk:

Policy Statement

Identify Risks

Assess Risk

- Decide response
- Record the findings

Review and Update

1. Developing a Risk Management Policy:

Our risk management policy outlines our commitment to complying with our legal obligations as well as the measures taken to protect against risk. Our Policy Statement focuses the attention on the purpose of the Risk Assessment Policy that guides everyday practice. All practices and checklists have been updated to ensure that every risk is assessment and control measure in place to ensure that Covid-19 does not spread within the premises.

Checks are made to determine how well the aims set down are being achieved. If the aims are not being achieved corrective action must be taken. If an incident occurs, the room leader will examine the relevant risk assessments, safety statement, procedures and work practices and report these to the manager / owner to assess was good practice adhered to.

2. Identifying potential risks:

How is risk assessed:

The owner and manager assesses the risk of all Covid related issues and the common areas to ensure that all children, employees and visitors who use the common areas are safe.

Risk is assessed by each room leader and worker to ensure the health and safety of all children in their rooms. The equipment in the rooms are checked regularly and any maintenance issues are recorded in the maintenance book. Each activity on the curriculum is assessed to ensure that any risks are reviewed and best practice is put in place to ensure the safety of the children. If an accident or incident occurs a risk assessment is carried out to ensure the safety of the children.

All staff assess the risks in the garden to ensure that the garden is safe at all times. Policies are in place to ensure the safety of all children, staff, parents and visitors. All policies have to be adhered to as this ensures the safety of everyone.

There daily checklists for opening and closing the creche, weekly risk assessment checks carried out in the rooms which feed into our maintenance plan and monthly risk assessments carried out by the manager / owner ensure that all risks are identified and dealt with.

Some operational strategies that are in place to ensure risk is at a minimum are:

- All Covid policies are followed
- Control measures are in place for all risks identified
- toys are in good condition,
- there are no spills on the floor,
- all rooms are in order and set up for the next day.
- Equipment is not shared
- Pods are in use
- Opening garden ‘walk about’ as part of owning the creche to ensure there are no debris, hazards or foreign objects in the garden.
- Garden equipment cleaned and disinfected after each Pod uses it.

Management strategies that are in place to ensure risks are at a minimum are:

Action to be taken should a child or staff member be suspected as having or test positive to Covid-19, please see below.

What would happen if there was an accident in the service? This is covered in our accident and incident policy.

What would happen if 2 members of staff went on long-term sick leave? This is covered in our staff absences policy

What would happen if there was a Garda vetting disclosure for a new member of staff? This is covered in our recruitment policy.

3. Analysing and assessing risk:

This step covers the potential consequence if identified risks were realised. Here we have considered what existing controls measures are in place and whether they are sufficient to address the risk. There are considerable policies and procedures in place to ensure that responsibility lies with all staff to ensure the health and safety of the entire creche community. We carry out an extensive induction on arrival into our team which focuses on practices that ensure the health and safety of everyone. There are emergency arrangements outlined in our accident and incident policy and in our staff absence policy. There are protocols in place to ensure that everyone is aware of the hazards and how to avoid them. Team work is a large focus of our staff meetings and our ethos of our team. We believe that safety begins with you and when we all work together risk can be avoided and managed.

When analysing risk we rate the risk to determine the likelihood and the impact of the risk occurring. The likelihood of a particular risk occurring depends on the probability of future occurrence, how frequently this has occurred and the quality of the existing controls. The controls are then reassessed to examine if they can be improved to further decrease the risk.

4. Controlling risk:

There are a number of options for responding to and controlling risk. These include Avoidance, Prevention, Minimisation, Acceptance and Transferral.

Avoid the risk: this means you decide not to go ahead with the activity for which the risk has been identified. This may mean stopping an activity completely or not starting with it because the risks associated with it are too great to warrant continuing it. This may occur with a curriculum emergent activity or an outing, for example.

Prevent the risk: this involves taking action to reduce the likelihood of the risk. The utilisation of our effective internal policies and procedures will prevent many potential risks. For example, our policy on administration of medication will prevent a child receiving the wrong dose of medication which could lead to illness or death.

Minimise the risk: this involves taking steps to reduce the consequences of a risk should it occur.

Accept the risk: Your service might be prepared to accept some risks. If the cost of prevention is greater than the likelihood of the risk, you may decide to accept the risk. For example: we accept the risk of water play and use it daily as we believe that it is beneficial for the children. We put measures in place to ensure that water play can be done safely with all age groups but accept that children may fall during water play.

Transfer the risk: We always ensure that we have adequate insurance, however no risk is ever taken because we could transfer the liability of the risk to another body. For example, having an adequate insurance policy reduces liability to the service provider.

5. Monitoring the risk:

In order to be effective this risk management policy is a living document. It is communicated effectively throughout the service to all staff and volunteers (if there are any). The risk management policy is reviewed every quarter or if a member of the creche community feels it needs to be reviewed.

All accidents and incidents are monitored by ensuring they are correlated monthly and discussed. All management risks are discussed regularly within the management team to ensure that they are effective and working. This ensures that the controls we have in place are effective. For example, after each outing this Risk Assessment will be reviewed as part of the outing evaluation. This is recorded and any additions will be added to ensure children's and adult's continued safety, health and welfare while on outings from the our centre. It allows us to record and evaluate any new risks and to identify any failures of control system. The policy gives details of how we are going to manage our responsibilities and include the names and role titles of people appointed to be responsible for risk assessment.

Risk assessment officers: Georga Dowling, Amanda Connolly

All room leaders report all risks to the risk assessment officers.

The kitchen report all risks to the head chef, who discusses them with the risk assessment officers.

Procedure:

Managing risk is time consuming and it deserves the time spent on it. Therefore, we devised a template to assess risk.

The health and safety authority have an excellent resource on their website www.BeSmart.ie. that we use.

This policy links with our:

Complaints Policy

- Confidentiality Policy
- Sick leave and sick cover
- Administration of medication
- Policy on Infection control

Policy on managing behaviour

Policy on safe sleep

- Fire safety policy

Outings policy where children attending the service are brought on such outings

Policy on accidents and incidents

Policy on Authorisation to collect children

- Policy on Healthy Eating

Policy on Outdoor play

Policy on staff absences

- Policy on the internet and photographic and recording devices

Recruitment policy

Settling-in policy

Staff training policy

- Supervision policy.
- Child Safeguarding Statement

Signed: Georga Dowling

Control Measures to minimize the risk of workers being exposed to Covid-19

Policy Statement:

It is our goal at Child's Play that we minimize the risk of workers being exposed to Covid-19.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that ensuring the safety of our staff is of utmost importance and is at the centre of our policy making.

Policy:

1. Hand hygiene/Hand sanitising

- a. There are enough hand hygiene/sanitising stations in place to accommodate workers, visitors/customers adhering to hand hygiene measures
- b. Hand hygiene/hand sanitising stations are set up outside the entrance to the Purple pod, at the main entrance door to the orange pod, in the garden, at the main entrance to the creche and in every play pod, bathroom, nappy room and the kitchen. They are also located outside the main office on the corridor.
- c. Hand hygiene stations are regularly checked. Within the play pods they are checked by the staff within the play pods and the management team are responsible for checking the ones in the corridor. Please see hand sanitising station checklist below.
- d. The adult hand sanitisers for adults have 70% ethanol as an active agent.
- e. There are stations at all entry/exit points of the building and also hand washing stations in each pod.
- f. There is also a hand sanitising station in the main corridor where there may be a high footfall.
- g. Hand washing has been covered during staff meetings and staff training for returning to work after Covid-19.
- h. The HSE video was used as a training tool to train the staff as to how to wash hands correctly.
- i. Posters are displayed beside hand washing stations to remind staff of how to wash hands correctly.
- j. Nails are to be kept short, no nail polish, false nails or jewellery are to be worn
- k. Water is thermostatically measured to ensure it is <43 degrees
- l. Hand washing needs to take place
 - i. before and after eating and preparing food
 - ii. after coughing or sneezing
 - iii. after using the toilet
 - iv. before smoking or vaping
 - v. where hands are dirty
 - vi. before and after wearing gloves
 - vii. before and after being on public transport
 - viii. before leaving home
 - ix. when arriving/leaving the workplace/other sites
 - x. after changing tasks
 - xi. after touching potentially contaminated surfaces
 - xii. if in contact with someone displaying any COVID-19 symptoms
- m. There is an outdoor hand washing station that is to be used when in the garden.
- n. There is hand sanitizer provided for each company vehicle.

2. Respiratory hygiene

- a. The following respiratory ethic needs to be followed at all times to limit the spread of the virus:
 - i. avoid touching the face, eyes, nose and mouth
 - ii. cover coughs and sneezes with an elbow or a tissue
 - iii. dispose of tissues in a covered bin
- b. Tissues are available in all play pods and staff break spaces.
- c. All bins are foot operated pedal bins
- d. The bins will be emptied every day and twice a day if necessary. People in the pods are responsible for emptying the bins in their pods and the manager on duty will empty the bins in the common areas (please see Empty Bin Bag Checklist)

3. Personal Hygiene

- a. Nails to be kept short
- b. No nail polish to be worn
- c. No false nails of any time to be worn
- d. No jewellery is to be worn
- e. Minimal makeup
- f. No false lashes
- g. Hair is to be tied up at all times
- h. A change of clothes needs to be brought to work
- i. A change of shoes needs to be brought to work

4. Physical distancing

- a. The layout of the building has been divided into Play Pods that are colour coded to minimise the spread of infection.
- b. There is an allocated bathroom and sink colour coded to go with each play pod.
- c. There is a designated entry and exit point for each play pod that must be strictly adhered to.
- d. When dropping and collecting children parents/guardians must be limited to one adult only, unless collecting multiple children and another adult is needed for assistance.
- e. Parent/guardians will stand on the colour coded signs outside their colour coded pod and wait for a staff member from their pod to come out to greet them.
- f. If a parent/guardian needs to physically hand a child over a mask and gloves must be used by parents/guardians and the staff member. Masks and gloves will be available for this outside of the building.
- g. If a parent needs to talk privately to a staff member ideally this would be done by phone or zoom meeting. If a meeting needs to take place then it would be scheduled and would take place in the office.
- h. The desk space in the office is reduced to 3 tables with Perspex shielding around each desk to allow for meetings and work to continue.
- i. There are stickers throughout the building, on the floor, walls and windows to remind staff to stay the correct distance apart.
- j. Shifts will now be done according to the pods that the staff work in. There will be an early, middle and late shift in each pod.

- k. The staff room has a maximum capacity of 1 person. The new staff room has a maximum capacity of 1 person. Staff from each pod will cover each others breaks and lunches. These will be organised to ensure that there is not an overlap. If your pod is empty during your lunch you can also take your lunch in your pod.
- l. There are floor markings to remind all staff to social distance.
- m. Should you find yourself in a position where social distancing from another adult is not possible then a face mask must be worn. Face masks are available in each pod and beside each hand sanitising stations.
- n. No parents/guardians are permitted entry into the building during drop and collection times.
- o. All deliveries are dropped to the main door, cleaned and brought into the building. When this is done gloves and a mask must be worn.
- p. Only one person can change a nappy at a time.
- q. The nappy area is colour coded also.

5. Minimising contact

- a. All staff meetings will be held through zoom. Please see the policy on staff meeting.
- b. All training (where possible) will be held online through zoom and/or other online resources. Please see policy on staff training.
- c. When staff are working together social distancing must be adhered to.
- d. When welcoming and handing over children social distancing from parents/guardians must be adhered to. Please see policy on drop and collection of children.
- e. When working with your colleagues in a play pod please ensure social distancing at all times, where possible.
- f. If social distancing is not possible please use the correct face coverings, gloves and aprons that are located in your Play Pod.
- g. All company vehicles will contain hand sanitizer and cleaning products. Please see travelling in company vehicle policy.
- h. Masks must be worn when in a company vehicle with another person. Please see travelling in company vehicle policy.

6. Personal Protective Equipment (PPE)

- a. PPE cannot replace hand washing and other hygiene rules.
- b. Gloves are not a substitute for hand washing
- c. Gloves are not required for infection prevention and control.
- d. Gloves, masks and aprons are available in each pod, bathroom and laundry room.
- e. Each pod is responsible for ensuring that they have requested PPE stock as required. The management team are responsible for the supply levels of PPE equipment. Please see PPE Checklist and PPE Order form.
- f. Staff have passed the PPE training course. Please see training list.
- g. Staff have signed to say that they understand the protocols for the correct use, putting on and taking off of PPE. Please see Protocols for PPE Signing Form.

- h. Gloves, masks and apron PPE are single use. Hand sanitiser for parents/guardians is to be cleaned after all children have around and after all children have left.
- i. All staff are to report any maintenance concerns to the management or safety team.
- j. Disposal of PPE is in line with health guidelines.

7. Considering At-risk workers

- a. All staff have been notified of the very high risk and high-risk categories.
- b. All staff on the very high-risk category have been asked to follow the appropriate guidelines as per their category.
- c. All staff on the high-risk category have been asked to follow the appropriate guidelines as per their category.
- d. A physical distance of 2 metres from another adult is possible within most areas of the working environment. PPE is available to employees if they find themselves in a situation that they cannot social distance.
- e. Signage is up around the building to constantly remind staff to social distance.

8. Changes to work practices

- a. Staff have been allocated to pods.
- b. The staff will work within these pods only, where possible.
- c. The bathrooms have been divided as per the pods to minimise the possible spread of infection.
- d. An alternative staff break space is available to ensure that staff can social distance during breaks.
- e. Breaks and lunches are staggered to minimise the spread of infection
- f. Drop and collection procedure has changed
- g. All delivery of goods is done to the front door. No delivery suppliers enter the building. Please see Policy on delivering or collecting goods.
- h. All goods will be signed for at the front door maintaining social distancing.
- i. If toys are put in a child's mouth they are removed and cleaned. Please see cleaning sheets.
- j. All other toys are cleaned weekly. Please see cleaning sheets.
- k. All outdoor spaces are cleaned after every pod uses it. Please see cleaning sheets.
- l. All communal areas are cleaned daily. Please see cleaning sheets.
- m. All frequently touched surfaces are cleaned twice a day. Please see cleaning sheets.
- n. The illness policy has been updated.

9. Visiting Contractors / Others

- a. The delivery and collection policy has been sent to all contractors and suppliers.
- b. In the event that someone is entering the creche to carry out necessary work then they will need to be inducted as per our policies. Please see induction policy.
- c. All maintenance work, where possible, is to be carried on outside of working hours to minimise the spread of infection.

- d. If a contractor needs to enter the building Government recommendations will be followed to ensure the spread of infection is minimised.

10. Parent/Guardian Covid-19 home compliance form

- a. Parent/Guardians must sign home compliance document saying that they adhere to the Government information regarding health and safety regarding Covid-19
- b. If parents/guardians do not sign this form their children will not be permitted to attend Child's Play for the safety of the staff and the other families attending.
- c. A RAG system will be used to monitor this and should families move to the Amber section of the RAG system then they will be requested to remove their child until they adhere to Government recommendations.
- d. If a family moves to the red section of the RAG system then a very serious conversation needs to be had with the owner to establish how we can all work together. The child will need to be removed from the setting while this occurs. If this cannot be established then the family would be asked to leave the setting.

11. Worker Covid-19 return to work compliance form

- a. All workers must sign the return to work compliance document saying that they adhere to the Government information regarding health and safety regarding Covid-19 and that they understand their responsibilities when returning to work.
- b. If workers do not sign or cannot sign this form they will not be permitted to return to work in Child's Play for the safety of the staff and the other families attending.
- c. A RAG system will be used to monitor this and should workers move to the Amber section of the RAG system then they will be requested to remove from their duties without pay until they adhere to Government recommendations.
- d. If a staff member moves to the red section of the RAG system this is deemed as gross misconduct and the staff members employment contract will be terminated.

Signed: Georga Dowling

Covid-19 Incident/Action Plan

If a child/adult becomes ill or has a suspected case or show symptoms of Covid-19 when in work:

1. Stay calm
2. Contact the manager
3. The manager will take the person to the isolation space immediately and follow the procedure for a suspected case of Covid-19 which involves contacting the parent/guardian to come and collect them or if it is a staff member organizing transport (if necessary) for them to get home.
4. Someone from the Covid-19 Response Team will see if they can get your pod moved to the garden or into the spare pod to allow someone from that pod to clean the room thoroughly.
5. If the pod that the affected person worked in cannot be moved to a different area then the surface areas will be cleaned by the workers in the pod and all of the children and workers hands will be washed in the pod where the affected area was working.
6. Someone from the Covid response team will contact the parents of the children to let them know we had a suspected case of Covid-19.

The action to be taken should a child or staff member test positive for COVID-19

1. The manager will contact Tusla via the online form on the Tusla website.
2. The manager awaits instruction from the Tusla team as to what to do next.
3. The manager will contact the parents and staff who were in contact with the affected person to let them know that there is a positive case of Covid-19.
4. The manager will ensure the entire premises is disinfected.
5. The manager will gather all relevant information that Tusla will need for an inspection.

The action to be taken should a child or staff member come in contact with a person with Covid-19

1. The parent/guardian should phone the creche before bringing their child in and remain at home and self isolate for 14 days.
2. The staff member should phone the creche before entering and remain at home and self-isolate for 14 days.
3. If either are in work when they find out the staff member is sent home immediately and if it is a child then the parent/guardian would need to collect the child immediately. Then the action plan for a suspected case would be put in place.

Policy on staff meeting.

Policy Statement:

It is our goal at Child's Play that we hold all staff meetings online to minimize the risk of workers being exposed to Covid-19.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist Protocol 3: Induction / Familiarisation, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that ensuring the safety of our staff is of utmost importance and is at the centre of our policy making.

Policy:

1. All staff meetings will be held online through zoom, where possible.
2. All staff will be given a minimum of 7 days' notice, unless an emergency staff meeting needs to be called.
3. Attendance at staff meetings is mandatory.
4. If staff can not attend a staff meeting, then they need to alert the owner prior to the meeting.
5. If a staff member misses more than 3 staff meetings per year, disciplinary action will commence.
6. If a staff member is excused from a staff meeting it is the responsibility of the staff member to gain all of the information from that staff meeting from a colleague. Then email info@childsplaycreche.ie with your understanding of the main points of the meeting within 48 hours of the meeting taking place.
7. Attendance and active participation in staff meetings will be monitored by the management team.

Signed: Georga Dowling

Policy on staff training.

Policy Statement:

It is our goal at Child's Play that we hold regular staff training to minimize the risk of workers being exposed to Covid-19.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist Protocol 3: Induction / Familiarisation, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that ensuring the safety of our staff is of upmost importance and is at the centre of our policy making.

Policy:

1. Staff training is put in place for the safety of all staff, children and the entire creche community.
2. As much staff training as possible will be held online through zoom, and other online resources.
3. Attendance at staff training is mandatory.
4. Staff who do not attend all of the staff training will not be allowed to return to work.
5. Once return to work is possible, staff will need to continue continuous professional development training.
6. If a staff member is not engaging in staff training this is seen as gross misconduct and the staff member will be reprimanded accordingly.
7. The worker representative safety team, comprising of Lynsey Cooper and Lorendana Nisioi (Lori) and the management team, comprising of Susan Lawlor, Amanda Collins, Michelle Connolly and Sarah Louise Kerley and the owners, Georga Dowling and Conor Wafer will be responsible for monitoring that practice changes in accordance with what is taught during training.
8. If the new practices are not maintained this will be deemed as gross misconduct and staff members will be reprimanded accordingly.

Signed: Georga Dowling

Policy on drop and collection of children.

Policy Statement:

It is our goal at Child's Play that create a safe drop and collection system to minimize the risk of the creche community being exposed to Covid-19.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring a safe drop and collection system for our entire creche community we will be minimizing the risk of spreading infection.

Policy:

1. On reopening on the 29th June 2020 no parents/guardians will be permitted access to the pods or inside the building.
2. There are designated colour coded drop and collection points for parents to use.
3. There is PPE available for parents/guardians if it is needed when handing over children.
4. There are signposts for all members of the creche community to highlight social distancing, hand washing and respiratory etiquette.
5. Hand sanitizer is available to the creche community on arrival and to parents/guardians during drop and collection.
6. The pods are colour coded: purple, orange, green, red, and blue. There are colour coded stencils on the ground for parents to wait with their child while awaiting entry to their pod.
7. All parents are given access to a video and the policies, highlighting how to safely drop and collect their child.
8. Parents need to ensure they social distance from other parents and teachers while dropping and collecting their child.
9. The parents will bring their child to the nearest colour coded drop off point and when a teacher comes out to collect their child, their child comes into the building with the teacher.
10. Any handover can be given at that point while maintaining social distancing. If the parent/guardian has sensitive information that needs to be handed over then they can phone the teacher to hand this over.
11. If a parent needs to carry their child and hand the child into the arms of the teacher then a mask and gloves need to be worn. These will be available outside the building for the parent to use.
12. There will be set drop and collection times that must be adhered to at the beginning. These will be reviewed and updated regularly.
13. The parents/guardians need to phone 15 minutes prior to collection to get a verbal handover and to organize a collection time.
14. There is no congregating around the entrances or exits of the creche.

Signed: Georga Dowling

Policy on Temperature checks

Policy Statement:

It is goal to ensure the health and wellbeing of all staff and the creche community.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by monitoring children and staff's temperature throughout the day during the pandemic will mean that we catch a spike in temperature immediately and will lower the risk of cross contamination.

Policy:

1. Temperatures for all staff and children will be taken on arrival and at 9am, 12 noon and 3pm.
2. Temperatures are taken with an infra-red non-contact thermometer.
3. If someone has a temperature above 37.5°C their temperature is taken a second and third time to triangulate the temperature.
4. If the temperature is still high, the temperature is taken with another thermometer. If the temperature shows high on the other thermometer then if it a staff member they need to go home if it is a child we need to call their parent/guardian and they need to go home.
5. They can return to work when they no longer have a temperature and show no signs of illness.

Signed: Georga Dowling

Policy on General Advice for Parents

Policy Statement:

It is goal to ensure the all parents know the information they need to inform the management team about.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that working in partnership with parents and ensuring that they know all of the information to give the management team ensures the health and safety of the entire creche community.

Policy:

1. Clear pathways for communication of changes in policy and practice and any other relevant information for parents/guardians were developed.
 - a. Georga personally spoke to each family prior to reopening and went through all of the necessary information.
 - b. The management team spoke to all subsequent families.
 - c. All information was posted on the website or emailed to parents. If parents were not able to access these they were posted to them.
2. The information is current and accessible and updated regularly to reflect this.
3. Enrolment forms were updated as the person(s) authorised to collect the child may have changed due COVID-19.
4. Parents/guardians or accompanying adults were advised not to gather at the entrances to the service. This was facilitated by arranging drop-off and collection times, doing verbal handovers on the phone prior to arrival and having clearly demarcated areas for drop-offs or collections for different pods to ensure social distancing occurs.
5. Parents/guardians were asked for an additional emergency contact in the event they are not contactable.
6. Some of the ways we are communicating with parents are: website, Information leaflets, digital platforms, emails, text messages, video/voice call, zoom meetings and phone calls.
7. Consideration is given to providing such information in a language easily understood by the parents/guardians of the children attending. Among our staff we can speak 7 languages and staff are on hand to explain things to parents/guardians.
8. Parents/guardians need to phone the creche if their child becomes unwell and cannot attend the service
9. Any child who is displaying symptoms such as a cough, fever or breathing difficulties should not attend the service.
10. Information communicated to parents/guardians included the following:
 - a. Revised policies of the service Guidance Document
 - b. Drop off and collection procedures
 - c. Temperature checks of children that have an elevated in temperature during the day
 - d. Advising parents/guardians to phone the registered provider if their child becomes unwell and cannot attend the service

- e. Inform parents/guardians that any child is displaying symptoms such as a cough, fever or breathing difficulties should not attend the service
- f. The action to be taken should a child or staff member be diagnosed or suspected of having COVID-19
- g. The action to be taken should a child, or a staff member display symptoms whilst in the service
- h. The action to be taken should a child or staff member come into contact with a person with COVID-19

Signed: Georga Dowling

Policy on Returning to work safely – Worker Responsibilities.

Policy Statement:

It is our goal at Child's Play that we ensure a safe working environment for the entire creche community

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist No. 6: Workers, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring the staff are well informed will encourage a safe working environment.

Policy:

1. All staff must feel well and fit enough to return to work.
2. All staff must ensure that they are keeping up to date with all information given by the Government.
3. All staff must be aware of the signs and symptoms of Covid-19.
4. All staff must know how the virus is spread.
5. All staff must complete a Covid-19 return to work form.

6. All staff must let management know if they fall into the at-risk categories.
7. All staff must attend the training outlining the control measures that are put in place to minimise the risk of exposure to Covid-19
8. All staff must read and respond with any changes or updates that they feel should be in these policies. These policies are a working document and consultation around them will be on a continuous basis to ensure that the safety of the workplace is maintained at all time. Please email any updates you feel should be included to info@childsplaycreche.ie and also email to confirm that you have read and understand all of the new policies and control measures.
9. It is your responsibility to co-operate with your employer and the management and worker representative team to ensure that these controls are in place.
10. There is a RAG (Red, Amber and Green) system for the entire creche community, all families and staff, to ensure that everyone abides by the control measures and the policies.
11. Staff are aware that if they break these the move from Green to Amber.
12. The staff are aware that if they break the control measures again the move from Amber to Red. When in the red zone this is regarded as Gross Misconduct and your employee contract will be terminated.
13. If you have any concerns about exposure to Covid-19, control measures not being maintained or suggestions you can contact the Worker Representative Team, who are Lynsey and Lori. You can also contact the management team directly. You can contact them within the work place by talking to them, or by email info@childsplaycreche.ie
14. All staff have completed and passed the training on physical distancing, good hand hygiene and respiratory etiquette.
15. During the training a video was shown on how to correctly wash hands, there are posters above the sinks and displays in the bathrooms.
16. All staff are aware of how to wash their hands correctly.
17. All staff are aware to wash their hands, before and after eating or preparing food, after coughing or sneezing, after using the toilet, before smoking or vaping, when hands are dirty, before and after wearing gloves, before and after being on public transport, before leaving home, when arriving/leaving the workplace or other sites, after changing a child, after aiding a child in the bathroom, after aiding a child with washing or nose cleaning, after completing a task before changing to another task, after touching potentially contaminated surfaces, if in contact with someone displaying any Covid-19 symptoms.
18. All staff must be aware of where the nearest hand washing station is.
19. All staff must be aware to not touch their face
20. All staff must know to stand 2 metres physical distancing from other adults at all times at work.
21. All staff must know to avoid any physical contact with colleagues, customers or visitors.
22. All staff must know if they start to develop signs and symptoms of Covid-19 while at work.
23. All staff must know where the isolation area is.
24. All staff must know the importance of giving the employer any necessary information to maintain a Covid-19 contact log.
25. Any change in staff rosters, breaks and times are communicated to all staff members. The new opening and closing times are discussed with all staff.
26. All staff have completed and passed the training on how to complete the new risk assessments relevant to their job.

27. All staff have collaborated on the safety statement and are aware of the details in the safety statement and the control measures in place to minimise the risk of anyone within the creche community being exposed to Covid-19.
28. All emergency plans for evacuation of the building have been updated and shared with the staff. It is the responsibility of the staff member to ensure that they are aware of the new procedure and how to follow it.
29. All staff are aware that the first aid boxes are to be restocked daily through the restocking checklist.
30. No items are to be shared, for example, cups, saucers, bottles, cutlery, pens, etc.... Everything that is needed within the pod is kept in the pod. Once cutlery, etc is used it is washed and dried and brought to the kitchen to be cleaned in the dishwasher.
31. It is the responsibility of the staff to ensure that all personal items are kept in your bag, they must be cleaned on arrival and they cannot be placed down on communal areas, for example, tables, chairs, surfaces, etc...
32. It is the responsibility of the staff to clean their workspace twice a day with the cleaning equipment provided for you in your pod. All of the necessary cleaning equipment and PPE is available in the pod.
33. It is the responsibility of the staff to clean their hands before and after using public transport when commuting and when you enter and exit the workplace.
34. Where possible all training and meetings will be held online.
35. It is the responsibility of the staff to ensure that if they are using their car for work that they travel alone.
36. It is the responsibility of the staff that if you share a car with someone you need to wear a face covering and clean the frequently touched surfaces of the car.
37. If you are driving a work vehicle these face coverings and cleaning products are located in the work vehicle.
38. All staff have completed and passed the training on how to fit, use, remove, clean, store and dispose of any PPE that we are required to use.
39. It is the responsibility of the staff to abide by these procedures.
40. If you are feeling anxious or stressed you can talk to a worker representative, a member of the management team or consult with your doctor.

Staff: Georga Dowling

Return to Setting Form for Children

Childs Name:	Manager Name:
Parents/Guardians Name:	
Name of Setting:	
Questions regarding COVID-19	Yes / No
1. Does your child have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	
2. Has your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
3. Is your child a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?	
4. Has your child been advised by a doctor to self-isolate at this time?	
5. Has your child been advised by a doctor to cocoon at this time?	
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your child's safe return to the setting. Further information on people at higher risk from Coronavirus can be accessed here .	

*if you are unsure whether or not your child is in an at-risk category, please check with Management

** If your situation changes after you complete and submit this form, please tell management.

Checklist No. 8 (Parents/Guardians)

COVID-19 Return to Work Safely Protocol - Checklist No. 8
Parents/Guardians

This checklist has been developed to help inform parents and guardians about what they need to do to help prevent the spread of COVID-19 in the setting. Providers and families must work together to protect everyone at the setting and in the community. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

	Control	Yes / No	Action needed
1.	Are you keeping up to date with the latest COVID-19 advice from Government?		
2.	Are you aware of the signs and symptoms of COVID-19?		
3.	Do you know how the virus is spread?		
4.	Have you completed the COVID-19 return-to-setting form above and given it to the manager of the setting (1 week prior to your child returning to the setting)?		
5.	Have you told the manager or key worker if your child falls into any of the at-risk categories?		
6.	Have you read the control measures the management of the setting has put in place to minimise the risk of your child and others being exposed to COVID-19 that are in the policies on the website, www.childsplaycreche.ie		
7.	Are you committed to cooperating with the staff in the setting to make sure these control measures are maintained?		
8.	Do you know to contact the management of the setting on 045 448 400 or by email on info@childsplaycreche.ie if you have any concerns about exposure to COVID-19, control measures not being maintained or have any suggestions that could help prevent the spread of the virus?		
9.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
10.	Do you know to keep 2 metres physical distancing from others at all times when dropping and collecting your child from the setting?		
11.	Do you know what to do if you or your child start to develop symptoms of COVID-19 at home?		
12.	Have you read the policies on the website www.childsplaycreche.ie of the procedure in the setting should your child start to develop symptoms of COVID-19 while in the setting?		
13.	Have you filled out the new contact information and given it to the manager or key worker of your contact details and details of an alternative person to contact should your child start to develop symptoms and need to be taken home?		

14.	Do you understand the purpose of the setting maintaining a COVID-19 contact log?		
15.	Are you aware of the importance of regular handwashing of your child's hands?		
16.	Do you know what supports are available to your child if they are feeling anxious or stressed?		
17.	Are you aware your child will not be social distancing within the building with other children or the educators?		
18.	Are you happy to co-operate with the team in Child's Play to ensure that these controls are in place?		
19	Do you understand there is a RAG (Red, Amber and Green) system for the entire creche community, all families and staff, to ensure that everyone abides by the control measures and the policies which are on the website: www.childsplaycreche.ie		
20	Do you understand that parents/guardians are not permitted into the building at the moment?		
21	Do you understand that you need to phone 045 448 400 and speak to someone about your children and to get a handover and do you understand that a zoom meeting can be organised and that we can also email info@childsplaycreche.ie if you have any concerns?		
22	Do you understand if you have any concerns about exposure to Covid-19, control measures not being maintained or suggestions you must contact the Worker Representative Team, who are Lynsey and Lori, or you can also contact the management team directly? I know I can contact them within the work place by talking to them, or by email info@childsplaycreche.ie ?		
23	Do you understand that your child will be in a Family Play Pod?		
24	Do you understand it is your responsibility to know to stand 2 metres physical distancing from other adults at all times in Child's Play?		
25	Do you understand that Child's Play will be maintaining a Covid-19 contact log?		
26	Do you understand it is better if your child's personal belongings stay in the creche, for example, soothers, blankets, etc?		
27	Do you understand your child cannot bring water bottles, cutlery, etc from home into the creche?		
28	Do you understand that if you need to bring comforters, teething rings, etc in for your child it needs to be in a ziplock bag in their bag?		
29	Do you understand that you need to bring in a t-shirt for your child to ensure they can use textural play?		
30	Do you know the drop and collection policy has changed and have you watched the videos on www.childsplaycreche.ie to see how to drop and collect your child to their Pod?		
31	Do you confirm that you had informed everyone who is down on the list to drop/collect your child about the new policies?		

Name.....

Signature.....Date.....

<u>Staff Return to Work Safely Checklist</u>	
Staff name:	Date:
Staff responsibility	Signature
I understand it is my responsibility to inform management if I do not feel well and fit enough to return to work.	

I understand it is my responsibility to ensure that I am keeping up to date with all information given by the Government.	
I understand it is my responsibility to be aware of the signs and symptoms of Covid-19.	
I understand it is my responsibility to know how the virus is spread.	
I understand it is my responsibility to complete a Covid-19 return to work form.	
I understand it is my responsibility to let management know if I fall into the at-risk categories.	
I understand it is my responsibility to attend all of the training provided and I cannot return to work without completing and passing the training.	
I understand it is my responsibility to read and respond with any changes or updates that I feel should be in these policies. These policies are a working document and consultation around them will be on a continuous basis to ensure that the safety of the workplace is maintained at all time. Please email any updates you feel should be included to info@childsplaycreche.ie and also	
I understand it is my responsibility to email (info@childsplaycreche.ie) to confirm that I have read and understand all of the new policies and control measures.	
It is your responsibility to co-operate with your employer and the management and worker representative team to ensure that these controls are in place.	
I understand there is a RAG (Red, Amber and Green) system for the entire creche community, all families and staff, to ensure that everyone abides by the control measures and the policies.	
I understand it is my responsibility to abide by the control measures in place and I am aware that if I break these I move from Green to Amber. I am aware that if I break the control measures again I move from Amber to Red. I am aware that if I move to the red zone this is regarded as Gross Misconduct and my employee contract will be terminated.	
I understand it is my responsibility if I have any concerns about exposure to Covid-19, control	

measures not being maintained or suggestions I must contact the Worker Representative Team, who are Lynsey and Lori, or I can also contact the management team directly. I know I can contact them within the work place by talking to them, or by email info@childsplaycreche.ie	
I understand it is my responsibility to abide by the training on physical distancing, good hand hygiene and respiratory etiquette.	
I understand it is my responsibility to abide by the instructions on the video shown on how to correctly wash hands. I am aware there are posters above the sinks and displays in the bathrooms to remind me about handwashing.	
I understand it is my responsibility to be aware of how to wash my hands correctly.	
I understand it is my responsibility to wash my hands, before and after eating or preparing food, after coughing or sneezing, after using the toilet, before smoking or vaping, when hands are dirty, before and after wearing gloves, before and after being on public transport, before leaving home, when arriving/leaving the workplace or other sites, after changing a child, after aiding a child in the bathroom, after aiding a child with washing or nose cleaning, after completing a task before changing to another task, after touching potentially contaminated surfaces, if in contact with someone displaying any Covid-19 symptoms.	
I understand it is my responsibility to be aware of where the nearest hand washing station is.	
I understand it is my responsibility to be aware to not touch their face	
I understand it is my responsibility to know to stand 2 metres physical distancing from other adults at all times at work.	
I understand it is my responsibility to know to avoid any physical contact with colleagues, customers or visitors.	
I understand it is my responsibility to know if I start to develop signs and symptoms of Covid-19 while at work.	
I understand it is my responsibility to know where the isolation area is.	
I understand it is my responsibility to know the importance of giving the employer any	

necessary information to maintain a Covid-19 contact log.	
I understand it is my responsibility to understand the staff rosters, breaks and times that are communicated to me. I understand that the new opening and closing times are discussed with all staff and may alter according to need and Government guidelines.	
I understand it is my responsibility complete and pass the training on how to complete the new risk assessments relevant to their job.	
I understand it is my responsibility to collaborated on the safety statement and be aware of the details in the safety statement and the control measures in place to minimise the risk of anyone within the creche community being exposed to Covid-19.	
I understand it is my responsibility to understand the emergency plans for evacuation of the building that have been updated and shared with the staff. It is the responsibility of the staff member to ensure that they are aware of the new procedure and how to follow it.	
I understand it is my responsibility to be aware that the first aid boxes are to be restocked daily through the restocking checklist.	
I understand it is my responsibility to ensure that no items are shared, for example, cups, saucers, bottles, cutlery, pens, etc.... Everything that is needed within the pod is kept in the pod. Once cutlery, etc is used it is washed and dried and brought to the kitchen to be cleaned in the dishwasher.	
I understand it is my responsibility to ensure that all personal items are kept in your bag, they must be cleaned on arrival and they cannot be placed down on communal areas, for example, tables, chairs, surfaces, etc...	
I understand it is my responsibility to clean their workspace/pod twice a day with the cleaning equipment provided for me in my pod. All of the necessary cleaning equipment and PPE is available in the pod.	
I understand it is my responsibility to clean my hands before and after using public transport when commuting and when I enter and exit the workplace.	

I understand it is my responsibility to attend all training and meetings, these will be held online where possible.	
I understand it is my responsibility to ensure that if I am using my car for work that I travel alone.	
I understand it is my responsibility that if I share a car with someone I need to wear a face covering and clean the frequently touched surfaces of the car.	
I understand it is my responsibility if driving a work vehicle that face coverings and cleaning products are located in the work vehicle and I must use them.	
I understand it is my responsibility to complete and pass the training on how to fit, use, remove, clean, store and dispose of any PPE that we are required to use.	
I understand it is my responsibility of to abide by all control measure and procedures.	
I understand it is my responsibility to talk to a worker representative, a member of the management team or consult with your doctor if I feel stressed or anxious.	
All new policies were done in collaboration with staff and their input acknowledged	
I agree with and have read and understood the new policies	
I understand that I must wear my hair tied up, that I cannot wear jewellery, that my nails must be short with no polish and no false nails of any type are allowed and that minimal makeup is to worn.	
I confirm that I have sat the PPE training course, passed and understand the correct protocols regarding PPE. I understand that if I have any questions that I can ask someone on the Worker Representative Safety Team or the Management Team.	

<u>Stock Levels & Order form for PPE</u>					
Pod			Date		
Equipment	Stock levels must be at	Stock levels are currently at	Stock levels replaced by		
Masks	20				
Gloves	10 + Half Box				
Aprons	10				
Comments (explanation if stocks very low)					
Staff Member signs		Manager signs		Date given to manager	

Please fill out this form daily and phone a manager to pick it up.
It the comments section you would add an explanation as to the unusual low level of stock.
Use PPE gear in necessary situations as per training.
Gloves are only to be worn during situations covered in training and as per best practice.

Communicating with Parents

Policy Statement

Communication is paramount to ensure a meaningful partnership with parents. With that in mind we have developed many ways for the creche community to communicate.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, Children First Act 2015, Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist Protocol 3: Induction / Familiarisation, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Purpose:

The purpose of this policy is to ensure that all staff are aware of the importance of communication and know the avenues of communication

Procedure:

Communicating with the creche community:

We communicate through many different methods to ensure that parents/guardians know all of the relevant information.

Prior to returning to creche:

1. The policies were put up on the website for review with the parents.
2. The parents were asked to collaborate and email or phone Georga suggestions/alterations to the policies
3. The revised policies were posted on the website.
4. All parents/guardians spoke to the management team to discuss concerns, new policies, etc...
5. All documentation was emailed or posted to parents for their review prior to rejoining the creche.
6. Regular text messages were sent out with updates on policies, signposting parents to the website or emails for their updates.
7. Signposts and reminders are posted on the designated entry/exit points to the Pods for parents/guardians perusal.
8. Regular updates are posted to the website.

Communication with staff:

1. Updates are communicated through online training
2. Staff meetings are held through Zoom
3. All updates are also posted on the What's App group, emailed to staff and posted on the website.
4. All updates and signposts are put up in the break areas and around the building.

Signed:

Georga Dowling

Policy on Covid-19 Response Team.

Policy Statement:

It is our goal at Child's Play to create a safer working environment by creating a Covid-19 Response Team to ensure the handling of all Covid related incidences.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No. 7: Worker Representative, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by creating a Covid-19 Response Team we will be providing the support necessary to ensure a safe working environment.

Policy:

Covid-19 Response Team were provided with extra training in:

1. Their role
2. Their responsibilities
3. Dealing with all Covid-19 suspected cases
4. Filling out a Suspected Covid-19 case form
5. Contact Tracing
6. Dealing with parents
7. Dealing with staff
8. What the HSE might need if they contact us

The role of the Covid-19 Response team is:

9. Be there to ensure the safe practices of infection control within the building
10. They have the authority to stop staff if they are not abiding by the policy
11. They have the authority to reprimand staff and ask for a meeting with the management team
12. They have the authority to ask staff to re-sit one of the training courses if they spot that a staff member needs support in a particular area.
13. They are there to support staff and the Worker Representative Team.
14. They are here to help make this a safe and healthy environment for everyone.

15. They are here to listen to staff and the Worker Representative Group to continuously engage in ensuring best practice.

Covid-19 Response team are responsible for:

16. The Covid-19 response team have been requested to keep up to date with Government advice and guidelines.
17. The Covid-19 response team were made aware of the signs and symptoms of Covid-19
18. The Covid-19 response team were made aware of how the virus is spread.
19. The Covid-19 response team have been made aware of the control measures in place to help to prevent the spread of Covid-19.
20. The Covid-19 response team were brought through induction before returning to work.
21. The Covid-19 response team have been requested to help in keeping their fellow workers up to date with the latest Covid-19 advice from Government.
22. The Covid-19 response team have been asked to complete a Covid-19 return to work form and given it to their employer.
23. The Covid-19 response team have been made aware of the control measures the employer has put in place to minimise the risk of being exposed to Covid-19
24. The Covid-19 response team were consulted with when putting the control measures in place.
25. The Covid-19 response team are aware that they can contact the owners by direct phone, email, etc... at any time.
26. The Covid-19 response team are aware that they need to co-operate with the employer to make sure these control measures are maintained.
27. The Covid-19 response team are familiar with the cleaning requirements needed to help prevent cross contamination.
28. The Covid-19 response team have been asked to walk around the work area daily and check that the control measures are in place and are being maintained.
29. The Covid-19 response team are aware that it is their responsibility to report immediately to the employer and management team any problems, areas of non-compliance or defects that they see.
30. The Covid-19 response team are keeping a record of any problems, areas of non-compliance or defects that they see. Please see Worker Representative Safety Checklist.
31. The Covid-19 response team have completed and passed training in what to do if someone develops symptoms of Covid-19 while at work.
32. The Covid-19 response team are aware that they need to co-operate with their employer in identifying an isolation area and a safe route to that area
33. The Covid-19 response team are helping, as part of the response team, in the management of someone developing symptoms of Covid-19 while at work.
34. The Covid-19 response team are aware that once the affected person has left the workplace, they will be helping in assessing what follow-up action is needed.
35. The Covid-19 response team are helping to maintain the worker contact log.

36. The Covid-19 response team have been made aware of the changes to the emergency plans and first aid procedures for the workplace.
37. The Covid-19 response team are aware that they need to make themselves available to fellow workers to listen to any Covid control concerns or suggestions they may have.
38. The Covid-19 response team are aware that they must raise those control concerns or suggestions with the employer and feedback the response to the worker who has raised the issue.
39. The Covid-19 response team are aware that all issues or concerns raised by staff need to be addressed with the owner within 2 hours and reported back to the worker within 24 hours.
40. The Covid-19 response team are aware that staff members feeling anxious or stressed can talk to the worker representative safety team, the management team or consult with their doctor.

Signed: Georga Dowling

Policy on Worker Representatives.

Policy Statement:

It is our goal at Child's Play to create a safer working environment by creating a Worker Representatives Safety Team to minimize the risk of the creche community being exposed to infection.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No. 7: Worker Representative, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by creating a Worker Representative Safety Team we will be providing another control layer to minimizing the risk of spreading infection.

Policy:

Collaboration around Worker Representatives:

41. The management team collaborated with staff members and asked them if they would like to participate in the Worker Representative Safety Team for our workplace.
42. The owner explained the task to the suggested staff and both staff members agreed to be the positions. The staff members are Lynsey Cooper and Loredana Nisioi.

Worker Representative Safety Team were provided with extra training in:

43. Their role
44. Their responsibilities
45. Filling out a Suspected Covid-19 case form
46. Contact Tracing
47. Dealing with parents
48. Dealing with staff
49. What the HSE might need if they contact us

The role of the Worker Representative safety team is:

50. Be there to support staff
51. Someone for staff members to go to if they feel controls are
 - a. Not working
 - b. Not being taken seriously
 - c. Not being adhered to
52. They have the authority to stop staff if they are not abiding by the policy
53. They have the authority to reprimand staff and ask for a meeting with the management team
54. They have the authority to ask staff to re-sit one of the training courses if they spot that a staff member needs support in a particular area.

55. They are there to listen to staffs concerns, in relation to Covid-19, and talk to management to put a plan in place to support best practice.
56. They are here to help make this a safe and healthy environment for everyone.
57. They are here to listen to staff when staff want to talk about someone else's practices. This is done in confidence and anonymously – the person will not know that a staff member has discussed their practices with the Safety Team.

Worker Representative Safety Team are responsible for:

58. The worker representative safety team have been requested to keep up to date with Government advice and guidelines.
59. The worker representative safety team were made aware of the signs and symptoms of Covid-19
60. The worker representative safety team were made aware of how the virus is spread.
61. The worker representative safety team have been made aware of the control measures in place to help to prevent the spread of Covid-19.
62. The worker representative safety team were brought through induction before returning to work.
63. The worker representative safety team have been requested to help in keeping their fellow workers up to date with the latest Covid-19 advice from Government.
64. The worker representative safety team have been asked to complete a Covid-19 return to work form and given it to their employer.
65. The worker representative safety team have been made aware of the control measures the employer has put in place to minimise the risk of being exposed to Covid-19
66. The worker representative safety team were consulted with when putting the control measures in place.
67. The worker representative safety team are aware that they can contact the owners by direct phone, email, etc... at any time.
68. The worker representative safety team are aware that they need to co-operate with the employer to make sure these control measures are maintained.
69. The worker representative safety team are familiar with the cleaning requirements needed to help prevent cross contamination.
70. The worker representative safety team have been asked to walk around the work area daily and check that the control measures are in place and are being maintained.
71. The worker representative safety team are aware that it is their responsibility to report immediately to the employer and management team any problems, areas of non-compliance or defects that they see.
72. The worker representative safety team are keeping a record of any problems, areas of non-compliance or defects that they see. Please see Worker Representative Safety Checklist.
73. The worker representative safety team have completed and passed training in what to do if someone develops symptoms of Covid-19 while at work.
74. The worker representative safety team are aware that they need to co-operate with their employer in identifying an isolation area and a safe route to that area

75. The worker representative safety team are helping, as part of the response team, in the management of someone developing symptoms of Covid-19 while at work.
76. The worker representative safety team are aware that once the affected person has left the workplace, they will be helping in assessing what follow-up action is needed.
77. The worker representative safety team are helping to maintain the worker contact log.
78. The worker representative safety team have been made aware of the changes to the emergency plans and first aid procedures for the workplace.
79. The worker representative safety team are aware that they need to make themselves available to fellow workers to listen to any Covid control concerns or suggestions they may have.
80. The worker representative safety team are aware that they must raise those control concerns or suggestions with the employer or management team and feed back the response to the worker who has raised the issue.
81. The worker representative safety team are aware that all issues or concerns raised by staff need to be addressed with management or the owner within 2 hours and reported back to the worker within 24 hours.
82. The worker representative safety team are aware that staff members feeling anxious or stressed can talk to the worker representative safety team, the management team or consult with their doctor.

Signed: Georga Dowling

Policy on delivery and collection of goods.

Policy Statement:

It is our goal at Child's Play to create a safe delivery and collection system to minimize the risk of the creche community being exposed to infection.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring a safe delivery and collection system for our entire creche community we will be minimizing the risk of spreading infection.

Policy:

1. On reopening on the 29th June 2020 no suppliers will not be permitted access to the pods or inside the building.
2. When delivering or collecting items from the creche please go to the main door and buzz the appropriate pod.
3. Please ensure social distancing occurs while you wait for someone to come to the door.
4. The relevant person will sign for the delivery or collection and organize for someone to bring it safely into the building.
5. Please abide by social distancing when this is occurring.
6. Please abide by manual handling training when moving items safely into and out of the building.

Signed: Georga Dowling

Policy on Induction.

Policy Statement:

It is our goal at Child's Play to create an up to date induction system to minimize the risk of the creche community being exposed to infection.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by creating an up to date induction system for our entire creche community we will be minimizing the risk of spreading infection.

Policy:

1. There is a policy to keep up to date with latest advice from Government. Please see Policy to keep up to date with latest advice from Government.
2. All staff will complete a Covid-19 return to work form that will be discussed during induction training.
3. All staff have completed and passed the Signs and Symptoms of Covid-19 training.
4. All staff have completed and passed the training regarding how Covid-19 can be spread.
5. All staff have completed and passed the training explaining the control measures that are in place in the workplace to minimise the risk of workers being exposed to Covid-19.
6. All staff have completed and passed the training demonstrating social distancing, good hand washing and respiratory etiquette.
7. Information about high risk and very high-risk groups have been shared and staff were given the opportunity to discuss their concerns with the owner. These concerns were dealt with on a case by case basis in a private and confidential manner.
8. If you show any symptoms of Covid-19 or you are sick then you must phone the creche (045 448400) and speak to Georga or phone Georga on 087 8509263 if she is not in the creche. If you are sick or have symptoms of Covid-19 you must stay at home.
9. Payment for staff will be dealt with in accordance with the Sick Leave Policy
10. If you have symptoms of Covid-19 or if you are sick or if you need to quarantine. Please see the Sick Leave Policy.
11. All staff have completed and passed the training on what to expect if they start to develop symptoms of Covid-19 in the workplace, which includes where the isolation area is.
12. All staff have completed and passed the training on the new policies including The Contact Log in the workplace. It is there to ensure that we can trace the people every staff member and child are in contact with.
13. All staff have completed and passed the training of the changes in the business Covid-19 response plan. This is a working document and will be reviewed regularly.
14. All staff have completed and passed the training on control measures in place to minimize the risk of workers and others being exposed to Covid-19. This is visible in the risk assessments carried out and the safety statement of Child's Play.
15. Staff have completed and passed the training on changes to the Fire Emergency exit plans.
16. First Aid boxes now include face masks. All first aid boxes must be kept fully stocked. This is completed at the end of every day and supplies are requested from the manager on duty.
17. The Worker Representatives are Loredana Nisioi and Lynsey Cooper.
18. All staff have completed and passed the training on the Worker Representative and their responsibilities.
19. Breaks and rosters may be altered in conjunction with the new opening and closing times and new practices in Play Pods.
20. Everyone is aware that they must wash their hands before leaving home and arriving into the workplace and throughout the day. All staff have completed and passed the training on hand washing and its importance.
21. Staff must avoid touching their face, mouth or hands as this increases the risk of infection.

22. Abiding by social distancing with adults is essential and must be maintained in the work place. All staff have completed and passed training on this.
23. All staff have completed and passed the training course on cleaning. It is imperative that frequently touched areas and pods are cleaned twice daily.
24. The sharing of pens is prohibited.
25. Once cutlery, crockery, knives and forks are used they must be placed in the dish washer immediately.
26. Within the office, disinfectant wipes are to be used when cleaning your work station. These are provided in the office for you.
27. All cleaning products needed are in each pod. These are not to be shared.
28. Staff have completed and passed the training on how to get to and from work safely. If staff are on public transport you have to wear a mask.
29. If you are sharing a car you must wear a mask and you need to clean frequently touched areas before and after the shift. If you use your car for work you should travel alone where possible.
30. All staff meetings will be held via zoom where possible.
31. If you feel anxious or stressed you can talk to a manager, owner or someone on the worker representative team. You can also contact your doctor or seek counselling.
32. All staff have completed and passed the training for fitting, use, removal, cleaning, storing and disposal of PPE.
33. If you have any concerns or issues you can raise them with a member of the Worker Representative Team, the Management Team or directly with the owner.
34. There is a RAG system in place for the entire creche community to minimize all risk of infection. All staff need to abide by this. All staff have completed and passed the training on the RAG system. All staff understand how they can reach red on the RAG system. They are aware that the red on the RAG system is deemed as gross misconduct and a fileable offence.

Signed by each staff member: _____

Dated by each staff member: _____

Signed: Georga Dowling

Policy on Cleaning and Disinfection

Policy Statement:

It is our goal at Child's Play that we ensure a clean, safe and hygienic environment for the entire creche community

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist No. 5: Cleaning and Disinfection, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring a clean, safe and hygienic environment we will minimise the spread of infection.

Policy:

1. All cleaning procedures have been updated in line with the latest public health advice. Please see our Keeping up to date with information.
2. All frequently touched surfaces are cleaned 2 times per day.
3. In the event of a suspected case of Covid-19 all areas are disinfected where the infected person worked.
4. A list of frequently touched places in the creche were carried out in each room as part of their risk assessment. Please see Identifying Frequently touched areas risk assessment.
5. All of these areas are included on the cleaning sheet for that room and are cleaned at least twice a day and if visibly dirty. Examples of frequently touched surfaces include table tops, desks, doors, door handles, light switches, toilets, toilet doors, toilet taps,

kettles, coffee machine, toaster, microwave, fridge handles, kitchen surfaces, cupboard handles, shelving units where toys are, glass in the doors leading to the garden.

6. It is everyone's responsibility to ensure that frequently touched surfaces are clean at all time. This is checked by the management team and the worker representative safety team. Please see Cleaning Sheets
7. All washrooms and surfaces are cleaned at least twice a day and if visibly dirty.
8. All of the cleaning equipment is in the pods to keep the pods clean. Cleaning equipment is also in the office for management to keep their workstations clean.
9. All staff have completed and passed the training on cleaning.
10. Any items brought from home need to be cleaned on arrival and kept clean at all times. All personal items need to be kept in the staff members bag, for example, their mobile phone.
11. Pedal bins are available in all rooms
12. The bins are emptied every day and more frequently if needed by the people in the pod.
13. The cleaning equipment is in each pod for the pod. There is an order system in place where the staff in the pods check and count the levels of their equipment and order more from the management team. There is an overflow of equipment in the laundry room ready to be moved to the pods.
14. All staff have completed and passed the cleaning training course and are aware of all the new cleaning policies and procedures.
15. All staff have been shown how to read and follow the data sheets and instructions regarding using the cleaning equipment. The PPE is available in each pod for the staff to wear when cleaning.
16. Gloves are necessary for cleaning and the staff have been told to wash their hands before and after wearing gloves. Wearing gloves is not a substitute for hand washing.
17. All pods have their own pedal operated bins. All cleaning products can be disposed of in this. These bags are emptied daily or more frequently if necessary, except in the case that there is a suspected case of Covid-19. Then the bag is kept in the spare disposable area (a spare storeroom) for 78 hours.
18. All mops are cleaned once used. There are a mop in each pod and spare mops in the laundry room.
19. All buckets are cleaned thoroughly in between each use.
20. Michelle Connolly is responsible for ordering all cleaning equipment and PPE.

Signed: Georga Dowling

Policy on Setting up a Play Environment: Selection and management of toys from an infection prevention viewpoint

Policy Statement:

It is our goal at Child's Play to ensure that all staff are aware of how to select and manage the toys in their pods to minimize the spread of infection.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Covid-19 Infection Prevention and Control guidance for setting providing childcare during the Covid-19 pandemic, Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19.

Rationale:

We believe that by ensuring that all staff are aware of the importance of selecting suitable toys and managing the cleaning of these toys to decrease the risk of infection.

Policy:

In line with existing national guidance it is recommended to:

- Toys that are easy to clean and disinfect (when necessary) and dry are chosen for the pods.
- In the context of the pandemic, the use of certain types of toys (e.g. soft toys, stuffed toys, play dough) needs to be considered carefully is recommended. Therefore, each pod examines the soft toys and stuffed toys and, with collaboration with management, decide if these toys are necessary for the well-being of the children.
- Playdough is made in a pod for that pod only. It is made fresh every day. If playdough goes into a child's mouth, falls on the floor, or if bodily fluids get on to the playdough then it is discarded. All children must wash their hands before and after the use of playdough. All playdough is discarded at the end of the day.
- No toys or items are shared between pods.
- Play dough is replaced daily and soft toys should be washed regularly.
- If soft toys/comfort blankets are essential for some children they are personal to the child, they should not be shared and they must be machine washable.
- Jigsaws, puzzles and toys that children are inclined to put in their mouths are capable of being washed and disinfected.
- Children are discouraged from putting shared toys into their mouths.

- All toys/equipment are stored in a clean container or clean cupboard. Manufacturer's cleaning instructions are always followed.
- Hands must be washed after handling contaminated toys and equipment.
- It is recommended that if groups or children are cared for in pods or if there are morning and afternoon groups in the same room avoid sharing of toys between groups to the greatest extent possible for example by having separate boxes of toys for each group. We are not sharing toys between pods and we do not different groups using the same pod. If this did occur all toys would be cleaned in between groups.
- In the garden, where separate toy boxes are not possible toys must be cleaned between use by different pods.
- All toys are cleaned regularly, ie weekly
- All toys that cannot be cleaned were removed.
- Individual mouthing toys used for children who are teething are brought in from home and only used if required. They are stored in the children's bags and cleaned before use. Staff should be vigilant that these items, if used, are not transferred between children and are removed immediately after use. Such items must be sterilised in accordance with manufacturer's guidance.
- A sufficient supply of toys and equipment are accessible and clean for each play-pod. Materials not in use are removed from the room and used in rotation.
- Comfort toys from home may be brought into the service but must not be shared with other children.

Cleaning of Toys

- All toys (including those not currently in use) are cleaned on a regular basis, i.e. weekly. This will remove dust and dirt that can harbour germs.
- Toys that are used by very young children are washed daily.
- Toys that children put in their mouths are washed after use or before use by another child. This is monitored very carefully in the Orange and blue pods and with any children with additional needs.
- All toys that are visibly dirty or contaminated with blood or body fluids are taken out of use immediately for cleaning or disposal.
- Toys waiting to be cleaned are stored separately in the pods.

Controls in each pod:

- Each pod carries out their own risk assessment of frequently touched items and these are cleaned twice daily. The frequently touched cleaning sheet is filled out in each pod.
- Each pod compiles their own cleaning sheet in accordance with the need and the toys in their pod. There are daily and weekly cleaning sheets.
- These sheets are filled out as the toys and equipment are cleaned.
- Each pod will have their system in place where the clean toys are separated from the dirty toys to avoid cross contamination.

Cleaning Procedure

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

Disinfection procedure:

In some situations, toys/equipment may need to be disinfected following cleaning.

For example:

- 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: We use a chlorine-based disinfectant at a concentration of 1,000ppm available chlorine
 - Rinse and dry the item thoroughly before allowing it to be reused.

Note: Always follow the manufacturer's cleaning/disinfecting instructions and use recommended products to ensure effective usage and to ensure equipment is not damaged.

Policy on how to clean the childcare setting where there were children, or staff with suspected or confirmed COVID-19

Policy Statement:

It is our goal at Child's Play to ensure that all staff are aware of how to clean the childcare setting where there were children, or staff with suspected or confirmed Covid-19

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Covid-19 Infection Prevention and Control guidance for setting providing childcare during the Covid-19 pandemic. Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring that all staff are aware of the importance of cleaning the childcare setting correctly after a child or staff member has a suspected or confirmed case of Covid-19 to decrease the risk of infection.

Policy:

How Covid-19 lands on surfaces:

Droplets carrying the virus that causes COVID-19 can fall from the air on to surfaces such as table tops, toys, and other things that we touch.

If people contaminate their hands while sneezing or coughing they may contaminate surfaces by touching them.

A person may become infected when they touch a contaminated object or surface and they then touch their own mouth, nose or eyes.

For example, someone may touch a contaminated door handle and then rub their eyes or put something in their mouth.

The virus cannot grow on surfaces but it can survive if they are not cleaned. The virus gradually dies off over time and under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Cleaning the area where a suspected affected person from Covid-19 is:

Regular cleaning of frequently–touched hard surfaces, which is done twice daily, and of hands will therefore help to reduce the risk of infection.

Once a person with suspected COVID-19 is identified in a childcare setting all surfaces that the person has been in contact is cleaned and disinfected.

- Once the room is vacated, the pod should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- The pod and areas touched are cleaned.
- The area is then disinfected with the fogger. Disinfection only works reliably on things that are clean. Therefore disinfecting is not instead of cleaning it is as well as cleaning.

- The people in the pod and the response team cleaning the areas should avoid touching their face while they are cleaning and should wear gloves and an apron.
- The environment and the furniture are cleaned using disposable cleaning cloths and our detergent followed by disinfection with a chlorine based product such as sodium hypochlorite.
- Particular attention is paid to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room is put back into use.

Cleaning of communal areas if a person is diagnosed with COVID-19

If a child or adult diagnosed with COVID-19 spent time in a communal area like a play area or sleeping area or if they used the toilet or bathroom facilities, then these areas would be cleaned with our detergent followed by our disinfectant as soon as is practicably possible.

Particular attention is paid to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Cleaning of Laundry if a person is diagnosed with COVID-19

Laundry for example from cots should be washed at the highest temperature that the material can stand.

Items can be tumble dried

Gloves and an apron will be worn when handling dirty laundry and items are held away from your clothing.

Hands should be washed thoroughly with soap before and water after removing the gloves

Managing rubbish if a person is diagnosed with COVID-19

All personal waste including used tissues and all cleaning waste are placed in a plastic rubbish bag.

The bag are tied when it is almost full and then place it into a second bin bag and tied.

Once the bag has been tied securely it is left in the allocated store room for Covid-19 waste.

The bags are left for three days before collection by the waste company.

Key Good Practice Points for Staff Members

Do not attend for work if you have symptoms of respiratory virus infection.

Avoid touching your eyes, nose and mouth, respiratory viruses need access to these body sites in order to cause infection.

Clean your hands regularly using an alcohol-based hand rub (if hands are not visibly soiled) or by washing with soap and water.

Observe respiratory hygiene and cough etiquette for example when coughing and sneezing, cover your mouth and nose with a tissue.

Discard the tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

If you do not have a tissue cough into your upper arm or the crook of your elbow -do not cough into your hand.

Policy on sleep and rest

Policy Statement:

It is our goal at Child's Play to ensure that all children get the sleep and rest they need in a safe and comfortable manner.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Covid-19 Infection Prevention and Control guidance for setting providing childcare during the Covid-19 pandemic. Tusla: Children’s Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring that all staff are aware of the importance of sleep and rest for children that this will ensure we provide the safest and best space for them to sleep and rest whilst also minimizing the risk of infection.

Policy:

1. Cots where possible will not be used by more than one child,
2. Where possible each child requiring a cot has their own named cot and own named bed linen.
3. In the event that this cannot be provided, children can use the same cot at different times subject to strict infection control practices being undertaken between use:
 - a. Cleaning of the cot frame
 - b. Cleaning of the mattress
 - c. Changing of the bed linen
 - d. Labelling of the sleep equipment with the name(s) of the children who use the cot
 - e. Record when the bed linen was changed
4. Children each have their own labelled sleep bed and linen.
5. Daily cleaning of mattresses and sleep beds takes place with additional cleaning required when visibly soiled.
6. Each child has their own bed linen and sheets
7. Staff must be vigilant in the safe removal and laundering of soiled linen using gloves and an apron.
8. Clean bed linen is stored in a clean dry container.
9. All laundry is washed at the highest temperature that the fabric can tolerate.
10. Child-sized furniture used in cosy corners is easy to clean and covered in a wipeable material and is included on the frequently touched surfaces.

Action Plan: Policy on dealing with a suspected case of Covid-19.

Policy Statement:

It is our goal at Child’s Play to ensure that all staff are aware of how to deal with a suspected case of Covid-19.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Employer Checklist No. 4: Dealing with a suspected case of Covid-19.

Rationale:

We believe that by ensuring that all staff are aware of how to deal with a suspected case of Covid-19 this will decrease the risk of infection.

Policy:

Control: Procedure and information:

1. If someone shows symptoms of Covid-19 in the workplace (or tested positive) there is an isolation space that they can go to minimize the risk of spreading the infection.
2. Contact tracing is being used in each Pod and this is maintained daily. Please see the contact tracing policy.
3. The staff in each pod are responsible for keeping the log for their room and this is given to management at the end of each day to be filed.
4. All staff have completed and passed the training on Contact Tracing Log which covers why, how and the purpose for Contact Tracing.
5. All staff have been training and passed the training on the purpose of the isolation space and the procedure for using it. Please see the policy on Isolation area purpose and use policy.
6. The signs and symptoms of Covid-19 are displayed around the creche for staff to familiarize themselves with.

Control: Instructions if a person develops signs and symptoms of Covid-19 at work:

7. All workers are aware that they need to contact a manager or someone on the worker representative safety team if they develop signs and symptoms of Covid-19
8. All public health information on Covid-19 from the HSE, HPSC and Gov.ie are all communicated with staff through whats app, notices and /or emails as per our Keeping up to date with information policy.

Control: Reporting:

9. All workers are aware that they need to report to a manager or worker representative safety team if they develop signs and symptoms of Covid-19.

Control: Response Team:

10. Georga Dowling will be the person in charge of dealing with any suspected cases of Covid-19. In the absence of Georga Dowling then Amanda Collins is the manager who will deal with any suspected cases of Covid-19. In the absence of Amanda Collins, Michelle Connolly will be the manager in charge of dealing with any cases of Covid-19. In the absence of a manager then the Worker Representative Safety team will be the point of contact. They are Lynsey Cooper and Lorendana Nisioi.
11. All managers and the worker representative safety team will be the workers who support the manager on duty with all suspected cases of Covid-19.
12. All managers and staff have attended and passed the training on what to do when dealing with a suspected case of Covid-19.

Control: Isolation area(s):

13. An isolation space has been identified. Please see the Policy on isolation area, purpose and use.
14. The isolation space is accessible to all workers as it is off the main corridor.
15. The route of the isolation is kept accessible at all times. It is off the main corridor for easy access.
16. If more than one person is displaying signs and symptoms of Covid-19 then the office will be used as a second isolation space.
17. In the isolation area there are tissues, hand sanitizer, disinfectant and/or wipes, gloves, masks, waste bags and a pedal operated closed bin. There is also a door to close the room off. There is not a window as none of the ancillary rooms have windows.

Control: Isolating a person(s) displaying Covid-19 symptoms:

18. A manager is rostered as an extra staff member on the team at all times to ensure that there is always a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing at all times.
19. The manager and response team have all been trained and passed the training in the procedure for dealing with a suspected case of Covid-19.
20. All staff would be advised by the manager on duty if there is a suspected case of Covid-19 in the building. They are told to remain physical distancing as recommended (2 metres currently) from the affected person at all times.
21. There is a disposable mask available for the affected person to wear whilst in the common areas and exiting the building.

Control: Arranging for the person to leave the workplace / Exit strategy:

22. The manager/isolation team will ask the affected person if they feel well enough to travel home.
23. If the affected person considers themselves able to travel home, then the manager/isolation team will direct them to do so and to call their GP and self-isolate at home.
24. If the affected person feels unable to go home, then the manager/isolation team will ensure that they can stay in the isolation space and ensure that they call their GP.
25. If the affected person feels unable to go home, then the manager/isolation team will ask them if they would like to contact their next-of-kin.
26. The next-of-kin list has been updated prior to everyone returning to work.
27. The manager/isolation team will advise the affected person to avoid touching other people, surfaces and objects.
28. The manager/isolation team will advise the affected person to cover their mouth and nose with the disposable tissues(s) provided when they cough and sneeze and to put the tissue in the pedal operated bin in the isolation space.
29. The manager/isolation team will organize transport home or to an assessment centre whichever the affected person(s) GP has advised them to go to.
30. The manager/isolation team will advise the affected person not to go to their GP, any pharmacy or hospital, but instead to phone their GP for advice.
31. The manager/isolation team will advise the affected person not to use public transport.
32. The manager/isolation team will advise the affected person to continue to wear a mask until they reach home.

Control: Follow-up:

33. The manager/isolation team will carry out an assessment of the incident to identify any follow-up actions that may be needed.
34. The manager/isolation team will provide advice and assistance if contacted by the HSE.

Control: Disinfection:

35. The manager/isolation team will put the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected.
36. If the pod that the affected person worked in cannot be moved to a different area then the surface areas will be cleaned by the workers in the pod and all of the children and workers hands will be washed in the pod where the affected area was working.
37. The cleaning and disinfectant of the pod and the isolation room are cleaned and disinfected within an hour after the affected person has left the building.
38. All staff have been trained in dealing with contaminated areas and have been supplied with appropriate PPE.

Sign: Georga Dowling

Policy on isolation area, purpose and use.

Policy Statement:

It is our goal at Child's Play to ensure that we have an isolation space in the event that someone shows symptoms of having Covid-19

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Employer Checklist No. 4: Dealing with a suspected case of Covid-19.

Rationale:

We believe that by ensuring there is an isolation space in the event that someone shows symptoms of Covid-19 this will minimize the spread of infection.

Policy:

1. The isolation room is located on the corridor beside the nappy changing room.
2. The purpose of the isolation room is to isolate someone who is showing symptoms of Covid-19. The manager on duty needs to approve any use of the isolation space.
3. Prior to using the isolation space the manager on duty needs to check the cleaning sheet of the Isolation Room to ensure that it has been cleaned after it was used. Please see use of isolation space sheet.
4. The procedure for using the isolation room is to contact the manager on duty to alter them to the fact that there is someone who is showing symptoms of Covid-19.

5. Once this is triangulated by a manager or the worker representative safety team then the person is brought to the isolation space.
6. If it is a child they are brought by someone in their pod. If it is a worker they are brought in by the manager on duty.
7. No one is allowed to enter or exit the isolation space.
8. On entry into the isolation space the manager fills in the contact log for the isolation room.
9. Once the person who is symptomatic leaves the isolation space the isolation space is cleaned using the fogger by the manager on duty. Please see policy on Use of Fogger.

Signed: Georga Dowling

Policy on the use of the fogger.

Policy Statement:

It is our goal at Child's Play to ensure that we maintain a clean and hygienic workplace for the entire creche community.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Employer Checklist No. 4: Dealing with a suspected case of Covid-19.

Rationale:

We believe that by using a Fogger to disinfect an area will minimize the risk of spreading infection.

Policy:

1. The fogger is located in the office.
2. The fogger is to be used by the management team for cleaning the common areas in the creche, the isolation space and the garden.
3. To use the fogger you ensure that the drum has sufficient disinfectant in it. If not refill the drum.
4. A mask and gloves are to be worn when using the fogger.
5. Ensure that the area is clear of people prior to using the fogger.
6. Turn the fogger on and point the nozzle to where you want to disinfect.
7. Pull the handle and the disinfectant comes out.
8. Ensure the fogger is turned off after use.
9. Clean the fogger with sterile wipes after use.
10. Remove the mask and gloves and dispose of correctly.

11. Wash your hands thoroughly as per the hand washing training.
12. All staff will be trained on use of the fogger to ensure that everyone can use it.

Signed: Georga Dowling

Policy on Contact Tracing.

Policy Statement:

It is our goal at Child's Play to ensure that all staff keep a contact tracing log, the rationale behind contact tracing and how to keep a Contact Trace Log to ensure the safety of everyone within the creche community.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Employer Checklist No. 4: Dealing with a suspected case of Covid-19.

Rationale:

We believe that by ensuring that all staff are aware of how to deal complete a Contact Tracing Log and the rationale behind a contact tracing log that this is imperative for the safety of the entire creche community.

Policy:

1. A contact tracing log is a list of everyone that you came in contact with who was unable to keep a 2 metre distance from you.
2. Everyone working with a pod together will be on your contact list because even though you will be social distancing from the other adults in the room the movement of the children within the room brings you together.
3. Essentially that should be the extent of your contact list.
4. During your breaks you need to ensure that you are social distancing from your colleagues and that you take your break in the designated area for your pod.
5. If someone enters your pod for longer than 15 minutes they need to go on the contact tracing log for that pod.

Signed: Georga Dowling

Contact Tracing List

Pod Name

Date:

Names of People in the pod

Parent Name if child in pod

Adult Phone Number

[illegible]

Isolation Space use and cleaning checklist					
Date	Used by	Time arrived	Time left	Cleaned by	Signed by

Assessment of suspected Covid-19 incident report form			
Date		Manager involved	
Name of person affected		Pod they are from:	
Time:	Time notified to manager:	Isolation team members involved	
	Time in isolation:		
	Time left building:		
Describe the situation:			
Describe the symptoms:			
I advised the staff in their pod to move the people in that	Yes/No	I advised the staff in their pod to clean the work areas in the pod	Yes
	Name of staff I spoke to was:		Name of staff member I spoke to was:

pod to a spare pod or the garden space if possible					
Did the person feel well enough to travel home?	Yes	I directed them to leave the building			
		I directed them to call their GP			
		I directed them to self-isolate at home			
	No	I directed them to remain in the isolation space			
		I enabled them to call their GP			
		I enabled them to call their next-of-kin			
I advised the affected person to avoid touching other people, surfaces and objects	Yes	I advised the affected person to cover their mouth and nose with the disposable tissue provided when they cough and sneeze and to put the tissue in the waste bag provided by using their foot to operate the pedal operating bin.		Yes	
I advised the affected person not to go to their GP, pharmacy or hospital.	Yes				
I asked the person if they would like us to arrange transport to where their GP suggested they go.	Yes	I advised the affected person not to use public transport to get home.	Yes	I advised the affected person to wear the face mask until they got home	Yes
I have informed all of the staff that we have a suspected case of Covid-19 in the building	Yes	I placed the isolation area out of use until I cleaned it.		I cleaned the isolation area with disinfectant within an hour of the person leaving the building.	

The staff in the pod were able to safely move the children to:	Name of place:	I placed the room out of use	Yes / No
	The staff member who confirmed this was:	If yes, I organised to clean and disinfect the room	Yes/ No/ N/A
			Name of staff who cleaned and disinfected the room:
The staff in the pod were not able to safely move the children anywhere	Reason:	Instead the pod was cleaned down Yes/No	The staff member who confirmed this was:
	The staff member who confirmed this was:	Instead the children and staff washed their hands Yes / No	The staff member who confirmed this was:
Any other information:			
Signature of manager		Signature of all other staff mentioned	

Schedule 5 (m)
Outdoor play and activities

Policy Statement:

It is our goal at Child's Play to ensure that all children get to use the Outdoor space as much as possible in a safe manner.

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Covid-19 Infection Prevention and Control guidance for setting providing childcare during the Covid-19 pandemic. Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring that all staff are aware of the importance of outdoor play and how the outdoor space is to be cleaned then children will be able to enjoy the outdoor space whilst also minimizing the risk of infection.

Policy:

1. Time spent outdoors should be maximised where possible. Therefore, all pods are allocated set times to be outside. These will be longer than before.
2. Although the Tusla guidelines suggest that two play-pods can play outdoors at the same time provided they adhere to social distancing – we would prefer to allocate different times to each pod, where possible.
3. Fixed play equipment in the outdoor area would be cleaned and disinfected after each group uses the area and a written record kept on the Garden Cleaning Sheet.
4. All staff and children must wash their hands on re-entering the premises after outdoor play.
5. Cleaning of the outdoor play area should be incorporated into the services cleaning schedule.

Signed:

Georga Dowling

Policy of Hand Sanitizer

Policy Statement:

It is our goal at Child's Play that we ensure a clean, safe and hygienic environment for the entire creche community

Principle:

This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Employer Checklist No. 5: Cleaning and Disinfection, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We believe that by ensuring a clean, safe and hygienic environment we will minimise the spread of infection.

Policy:

1. We have adequate hand washing facilities and supplies of warm water (<43.0 oC), liquid soap, paper towels, hand sanitiser (above 70% alcohol content) and bins for disposal of paper towels available throughout the service.
2. Staff members wash their own hands and assist children's hands washing using liquid soap and warm running water (age appropriately) . Disposable single-use paper towels to be used for hand drying.
3. Handwashing at a minimum should occur:
 - Immediately upon arrival and leaving the service
 - On entering /leaving any care room or communal room, staff room, bathroom, laundry room within the service
 - Immediately after outdoor play and before re-entering the service
 - Before and after nappy changing
 - After using the toilet
 - Prior to eating meals
 - All staff and children should wash their hands after wiping children's noses. Children are encouraged to do this themselves, but younger children may require assistance
 - If visibly dirty
 - After sneezing and coughing
 - Prior to and after handling food
 - Before and after caring for a sick child
4. Nails are cut short and free from polish. Hands and fingers are free from jewellery and acrylic nails. Hand sanitiser may be used as an alternative to handwashing where handwashing facilities are not readily available outdoors. Hand sanitiser should be placed out of reach of young children. Children should always be supervised whilst using hand sanitiser.

5. Hand sanitisers are available at all entrances and exits to the service and on entry into each pod. There are also hand washing facilities within each care room. The sanitiser is used each time an adult or child enters and leaves a room.
6. The adult hand sanitisers for adults have 70% ethanol as an active agent.
7. We have a hand sanitiser that is directly for children's use that is 60% ethanol
8. We have located hand sanitizing stations at each entry point into the building, as well as in the outdoor space and in the main hallway where there is a high footfall.
9. We have posters near each hand sanitizer station that demonstrates the correct way to use the sanitizer
10. We have a checklist in place to monitor levels of each station which are checked regularly throughout the week.

Signed:

Georga Dowling

Policy on Usage of Cups & Beaker's

Policy statement:

It is our goal at Child's play that we ensure a clean, safe and hygienic environment for the entire creche community.

Principle:

This policy is underpinned by the Covid-19 return to work safety protocol- employer checklist No1: Planning and preparing & checklist, No2: Control Measures, Employer

checklist, No5: cleaning and disinfection, Tusla: children's services regulations, guidance document for early years services: Covid-19, Covid-19 infections prevention and control guidance for settings providing childcare during the Covid-19 pandemic.

Rational

We believe that by ensuring a clean, safe and hygienic environment we will minimise the spread of infection.

Policy

1. Cups will be provided throughout the day for all children in the building.
2. After each use the cups will then be placed into the dishwasher to insure nobody else uses the cup after another child.
3. The cups will be placed in the dishwasher at the highest temperate to insure they have been cleaned sufficiently.
4. Every pod will have the right amount of cups in their room at all times.
5. Each pod needs to contact the kitchen on the phone when they need to return the cups to be cleaned and also when they need more cups.
6. Educator's in the room will be monitoring the usage of the cups with the children to make sure they are not passing them to each other.
7. The Orange pod will be using beakers. These are brought in from home and sterilised in here. The child's name will be labelled clearly on the beaker.
8. The beakers will stay in the creche unless they become damaged. In this case the parents will bring in a new one and we will sterilise them.
9. At the end of the day each beaker will be washed with Milton tablets before being sterilized in the steriliser.
10. The steriliser will be placed in the microwave in the kitchen on the correct timing as indicated on the instructions and returned to the rooms.

Signed: Georga Dowling

Policy on Soothers

Policy statement:

It is our goal at Child's Play that we ensure a clean, safe and hygienic environment for the entire creche community.

Principle:

This policy is underpinned by the Covid-19 return to work safety protocol- employer checklist No1: Planning and preparing & checklist, No2: Control Measures, Employer checklist, No5: cleaning and disinfection, Tusla: children's services regulations, guidance document for early years services: Covid-19, Covid-19 infections prevention and control guidance for settings providing childcare during the Covid-19 pandemic.

Rational

We believe that by ensuring a clean, safe and hygienic environment we will minimise the spread of infection.

Policy

1. Each child has their own storage box for their soothers with their name labelled clearly on the box.
2. The soother needs to be brought in, in a zip lock bag and we will sterilize it.
3. They are also sterilised after each use before placing it back in the box.
4. The soothers are to stay in the creche unless it becomes faulty. In this case parents need to bring in a new soother, placed in a zip locked bag with the child's name on the bag, which we will sterilise.
5. Children will only have soothers when they are going to bed and once awake soothers will be sterilized and placed in their container for the next time it's need.
6. At the end of the day all soother's will be sterilized again.
7. The boxes that the soothers are stored in are sterilised twice per week.

Signed:
Georga Dowling

Policy on Garden

Policy statement:

It is our goal at Child's Play that we ensure a clean, safe and hygienic environment for the entire creche community.

Principle:

This policy is underpinned by the Covid-19 return to work safety protocol- employer checklist No1: Planning and preparing & checklist, No2: Control Measures, Employer checklist, No5: cleaning and disinfection, Tusla: children's services regulations, guidance document for early years services: Covid-19, Covid-19 infections prevention and control guidance for settings providing childcare during the Covid-19 pandemic.

Rational

We believe that by ensuring a clean, safe and hygienic environment we will minimise the spread of infection by ensuring that the garden is kept clean at all times.

Policy

1. Time outside for each pod is maximised.
2. Each of the pods are allocated their own garden times throughout the day.
3. The garden area needs to be cleaned and disinfected before going out and also after using before the next pod is due out.
4. All the garden equipment needs to be cleaned and disinfected beforehand and also after.
5. There is a written record of the cleaning carried out.
6. There is a blue roll provided in the garden area on the wall for cleaning.
7. There is a spray provided in the garden area before and after use.
8. We have hand sanitizer for adults and children in the garden hanging up.
9. Each pod has to bring their PPE box and first aid box with them.
10. Each pod have their own entrance into the garden area.
11. There is a garden cleaning check list that all pods need to sign before going and when coming back in to make sure.
12. If two pods are outside at the same time but a barrier is used to ensure that they social distance.
13. All adults and children wash their hands when the re-enter the building.
14. The cleaning and disinfecting of the outdoor space is incorporated into the cleaning schedule of the building.

Signed: Georga Dowling

Policy on outdoor play

Policy Statement:

Child's Play recognises the importance of outdoor play and experience for all children in particular during this Covid-19 pandemic. The outdoor environment provides a range of developmentally appropriate, challenging, diverse, creative and enriching experiences for all children. Child's Play is committed to following good practice in relation to ensuring ratios in the garden are maintained the same as in the playrooms. Any play outside of our private outdoor space is deemed as an outing and the outings policy is applicable.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, This policy is underpinned by the Covid-19 Return to Work Safely Protocol – Employer Checklist No 1: Planning and Preparing & Checklist No 2: Control Measures, Checklist No 3: Induction/Familiarisation, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

It is recommended that children should be outside as much as possible, especially during Covid-19. As children are now in Family Play Pods we will be cleaning the outdoor space after each use. This will ensure that when each pod go out the area is clean. To do this in an effective manner we have purchased a fogger. All staff are trained to use the fogger.

Procedure:

- All children and staff must wash their hands on arrival to and departure from the garden.
- Here at Child's Play we believe that children learn through play, movement, communication, and sensory experience which the outdoors provides for on a much greater scale than indoors. The outdoors is one of the best learning environments for young children, providing them with an opportunity to explore, experience and make meaning of the natural world.
- Here in Child's Play all Pods are have allocated outside time in the garden.
- A staff member from the pod needs to get the fogger when the children are back inside and go out and fog the garden. They let the next pod know, by phoning them, to let them know that the garden has been fog.
- Only when this happens can the next pod go outside.
- We believe that there is not inappropriate weather but rather inappropriate clothing. All children are encouraged to bring in outdoor clothing and a change of clothes to ensure that they can experience the outdoor space and enjoy it. The children are changed when they come in, if necessary.
- The organisation of the outdoor environment is very important to us. We are constantly changing the areas in the garden to ensure the children learn the most from their natural surroundings. The garden currently has a mud kitchen, a sand and water tray, tyres, a climbing frame, slides, climbing walls, bicycles, balls, tricycles, etc.
- There is also a separate planting area where the children are encouraged to plant and grow flowers, vegetables and fruit.
- There are two surface types: a grassy area and a soft play area.

- Child's Play believes that outdoors is one of the best learning environments for young children. Our outdoor environment is accessed daily and offers diverse, creative, challenging, and enriching experiences for our children.
- Rules for accessing the garden are as follows:
 1. If your Pod leads directly out to the outside play area then enter and exit via that door. The two pods that lead out to the garden are the Green Pod and the Blue Pod.
 2. The orange pod go through the main door and into the garden from the side gate of the garden.
 3. The Red pod exit through their own entry and exit point (Exit 4) and walk up the path to the side gate of the garden.
 4. The purple pod exit through their entry and exit door (Exit 5), walk up the path and enter the garden from the side gate.
 5. An educator from the Green pod will be responsible for opening the side gate when the Orange, Red or Purple pod are going to enter the garden. When the educator from the Green pod will wait until they see the other pod approaching and then will return to their pod, maintaining social distancing at all times.
 6. When exiting the outdoor play area, the educators exit the same way they arrived. All staff and children must wash their hands when leaving the garden.
 7. One educator stays behind and enters the building through the main door, gets the fogger and fogs the garden. They then alter, by knocking on the window of the green pod that they are finished. The exit the garden and an educator from the green pod comes out and locks the gate (sanitizing their hands when they leave their pod and when they re-enter their pod)
 8. This ensures that the garden is always a safe, clean and secure area.
 9. An educator always needs to ensure that the garden is a safe and secure place prior to entering it with the children.
- Ensuring the garden is a safe space we carry out risk assessments on the garden and any equipment
 1. The outdoor play area is to be checked for unsuitable sharp objects during the opening procedure for the crèche and also prior to bringing the children out.

2. The windows in the two playrooms leading to the playroom are not to be opened further than the edge of the outside window ledge.
 3. The roll book, phone and contact numbers are to be brought by the room supervisor every time the children are brought to the outdoor play area.
- When we are in the garden we must always wear suitable clothing outside, waterproofs or hats and sunscreen. All outdoor clothing, shoes and bibs/dribblers will be removed on when coming indoors.

The outdoor space incorporates risky play for the children which is hugely important for their development. The children are shown how to manage the climbing walls and their ability is constantly monitored by their key workers to encourage their independence of use of the outdoor equipment.

- The children learn safety rules in the garden and are encouraged to use these for their safety and learning.

Our outdoor environment offers diverse, creative, challenging, and enriching experiences for our children with lots of opportunity for play, movement, and sensory stimulation.

- Most of the things that can be done inside can also be done outside, for example reading stories, taking part in pretend play, doing group art projects, and playing with sand or water. These are all encouraged throughout the day for all age groups.

We use all different resources in our garden to make the space as creative and inviting as possible. Houses are constructed using different sized cardboard boxes, old sheets or curtains; marks are made using large pieces of chalk or buckets of water and large paint-brushes; gardening activities are undertaken; and roads and dens are created. CD's glint off sunlight and streamers make for some interesting wind exploration.

- Roles and responsibility of the educators: The educators are constantly exploring new ways to extend children's play and learning outdoors through the key worker system. Our educators observe and support children's outdoor play, learning and experiences and in conjunction with the children document some of these experiences to share with their families in the children's learning journals.

Equality and inclusion: Our outdoor spaces can be accessed, utilized and enjoyed by children of all ages and abilities. We provide a safe and secure outdoor area with opportunities for appropriate challenge to facilitate the children's ability to learn about risk and increase their self-management skills. We closely monitor children's abilities and interests and provide access to spaces, materials, and equipment that safely stimulates development and learning.

- Hygiene: To develop an understanding of the importance of health and hygiene routines among the children a routine of hand washing is implemented when children come in from outdoors.
- Time spent outdoors should be maximised where possible. Therefore, all pods are allocated set times to be outside. These will be longer than before.
- Although the Tusla guidelines suggest that two play-pods can play outdoors at the same time provided they adhere to social distancing – we would prefer to allocate different times to each pod, where possible.
- Fixed play equipment in the outdoor area would be cleaned and disinfected after each group uses the area and a written record kept on the Garden Cleaning Sheet.
- All staff and children must wash their hands on re-entering the premises after outdoor play.
- Cleaning of the outdoor play area should be incorporated into the services cleaning schedule.

The indoor and outdoor play areas provide opportunities for challenge to facilitate the children's ability to learn about risk and their own capabilities within safe limits. This policy ensures the health, safety and welfare of the participating children. Outings outside the boundaries of the service are covered in our Outings policy.

This policy links with our -

Outings policy

Risk management policy

Health & Safety policy

- Staff training policy

Signed: Georga Dowling

Fire Safety Policy

Policy Statement:

Child's Play places the highest priority on the health, safety and protection of all children, staff and families using our service. All reasonable measures are undertaken to guard against the outbreak of fire. In the case of fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are familiar with the location of any firefighting equipment and trained in the use of such equipment.

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Fire Services Act 1981, 1989, 2008 and 2003, the Health, Safety and Welfare at Work Act 1989 and 2005, the Building Control Act 1990 and the Fire Safety in Pre-Schools Guidelines 1999, Fire Standards IS 3218 and Emergency Lighting IS3217, Tusla: Children's Services Regulations, Guidance Document for Early Years Services: Covid-19, Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic.

Rationale:

We at Child's Play are required by law to produce and put into practice a Fire Register and an Emergency Evacuation Plan., which is in place. All employees working with children are equipped with the knowledge and skills to respond effectively where there is concern in relation to fire hazards within the building. Staff supervise the children at all times during the day. All equipment, fixtures and fittings comply with the most recent European safety standard. At Child's Play we have procedures detailing the frequency and timing of fire drills that are carried out in the service and we maintain a written record of any fire drill that occurs in the premises as well as a record of firefighting equipment and smoke alarms in the premises. These records are available for inspection by any parent/guardian, an employee or an authorised person and retained for a period of five years after its creation. Procedures to be followed in the event of fire are displayed in the hallway and in each playroom in the premises.

While we are operating a Family Pod strategy during Covid-19 we will be carrying out fire drills on a Pod by Pod basis to minimise the spread of infection. However, in the event of a fire each Pod has been allocated an alternative Assembly Point for safety reasons:

Red Pod: Against the wooden wall of the bin area

Purple Pod: On the grass to the left hand side of the bin area.

Orange Pod: Assembly Point A

Green Pod: Assembly Point B

Blue Pod: On the grass in front of first apartment opposite the creche.

Spare Pod: On the grass in front of the second apartment opposite the creche.

Kitchen: On the grass in front of the third apartment opposite the creche.

Procedure:

The guidelines for a fire safety programme as presented in Fire Safety in Pre-schools (1999) are adhered to:

Our fire file is located on the shelf in the office and has the following sections

- | | |
|------------|--------------------------------------|
| Section 1: | Details of Premises; |
| Section 2: | Emergency and Evacuation Procedures; |
| Section 3: | -Evacuation/Fire Drills; |
| Section 4: | Staff Training; |
| Section 5: | Fire-Fighting Equipment; |
| Section 6: | Fire Alarm Systems; |
| Section 7: | Fire Doors; |
| Section 8: | Emergency Lighting; and |
| Section 9: | Building Services. |

Fire drills are carried out monthly and the day and time of the fire drills is altered to ensure that all children experience the fire drills.

- All staff shall participate in monthly fire drills. A log is kept indicating date, time and appropriate comments of such drills. In conducting fire drills, order and speed is stressed.

The Fire Safety Officer will time the fire drill. He/she will also be responsible for checking the alarm and filling out the records in the fire file.

Fire Register:

- Staff assigned specific responsibilities are listed in the fire file along with the training they have received. Copies of training certificates are retained in the TUSLA folder.

All fire appliances including fire extinguishers and fire blankets and their location are listed in the Fire File.

- The most recent service date of the alarm and equipment are written on the certificates at the front door of the building.
- Evacuation procedures are drawn up for each room with due consideration to the age range/mobility of the children.
- A Record of Means of Escape Route Inspection is completed daily to ensure all emergency escape routes are free from obstructions and open freely.
- A Record of Fire Door Inspection is maintained monthly to ensure that all Fire Doors are working correctly.
- A Fire Detection & Alarm System General Register is used to record any incidents or activation in relation to the fire detection system. A weekly/monthly sounder test is carried out on all alarms.

A Record of Emergency Lighting Equipment Inspection is used to record dates of service and ensure that all lighting is maintained in line with the required standards.

- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year. The Fire Safety Warden ensures that the annual maintenance is carried out by a competent service provider (Horizon)

On completion of the work, a Certificate of Servicing/Testing is issued by the service provider to the Fire Safety Manager and a copy is kept at the front door with the certificates for inspection by an authorised person of the local fire authority.

Fire Drill:

Fire evacuation drills are carried out to simulate fire conditions. No advance warning is given, other than to specific staff or an alarm monitoring centre for the purposes of safety and the avoidance of a false call being made to the Fire Service.

- The alarm is set off manually or the smoke detectors will raise the alarm.

- During Covid-19 we will carry out a fire drill for each pod separately to avoid cross contamination.

- In the event that everyone does have to evacuate due to fire each Pod has been allocated a separate Assembly Point.
- The staff and children make their way to the assembly point location.
- Staff bring the child attendance record.
- The fire officer collects the staff/ guest sign in book.
- The fire officer checks each room to ensure no person is left in the building.
- At the assembly point all children and staff are accounted for using the Attendance Records.
- A record of the fire drill is maintained including the date, person/section taking part, the evacuation time, any details of deficiencies and actions to be taken.

Training:

A staff member is appointed Fire Warden and receives training from a registered provider every year: Georga Dowling, Conor Wafer, Sharon O’Sullivan, Amanda Phillips.

- All staff receive training in Fire Safety and evacuation procedures and sign a declaration that they are aware of and trained in the procedures to be followed in case of fire in the service.
- All staff are familiar with the location of any firefighting equipment and trained in the use of such equipment.

Staff will support children understand the procedures to follow when they hear the fire alarm.

A Fire Warden has been appointed. Our fire officers are: Georga Dowling, Conor Wafer, Michelle Connolly, Amanda Phillips & Sharon O’Sullivan

Fire Drill Procedure – ECCE 2 - Classroom 4: Red Pod

The assembly point for this classroom is to the right hand side of the bin area.

Should you see a fire activate the alarm immediately.

In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.

1. All staff must stay with the children under their direction at all times.

2. The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building.
3. All staff must instruct children not to talk or run during drills and to stay with their class once outside.
4. The last staff member who leaves the room must close the classroom door and windows.
5. The manager will call 999 immediately.
6. The fire warden will check the bathrooms for children when the alarm sounds.
7. The primary exit for your room is Fire Exit 2, out your main door and turn left.
8. Go to the right hand side of the bin area and line up against the wooden wall.
9. If this is impassable because of smoke or fire use the Fire Exit 1, the main door, and go to your assembly point.
10. Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building
11. The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded.

Signed: Georga Dowling

Fire Drill Procedure – ECCE 4/Afterschool Room - Classroom 6: Purple Pod

Your assembly point is on the grass to the left hand side of the bin area.

1. Should you see a fire activate the alarm immediately.
2. In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.
3. All staff must stay with the children under their direction at all times.

4. The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building.
5. All staff must instruct children not to talk or run during drills and to stay with their class once outside.
6. The last staff member who leaves the room must close the classroom door and windows.
7. The manager will call 999 immediately.
8. The manager will check the bathrooms for children when the alarm sounds.
9. The primary exit for your room is through the exit door 5 in your room beside the sink, instruct the children to walk in a line down the path to your assembly point.
10. If this is impassable because of smoke or fire go to Fire exit door 6, the other door in your room.
11. If this is impassable please go to Fire Door 2 beside the Toddler room.
12. Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building.
13. The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded.

Fire Drill Procedure – Preschool/Afterschool Room - Classroom 5 Spare Pod

Spare Pod: Your assemble point is beside the second apartment opposite the creche.

1. Should you see a fire activate the alarm immediately.
2. In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.
3. All staff must stay with the children under their direction at all times.

4. The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building.
5. The room supervisor must check the sleep room for any children also.
6. The last staff member who leaves the room must close the classroom door and windows.
7. The manager will call 999 immediately.
8. The manager will check the bathrooms for children when the alarm sounds.
9. The primary exit for your room is through Classroom 6, the room next door to you. Exit through their fire exit Door 5 beside their sink and go to your assembly point.
10. If this is impassable because of smoke or fire Exit through their fire exit Door 6 - also located in their room.
11. If this is impassable because of smoke or fire use the Fire Exit 2 and go to Assembly Point A.
12. Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building.
13. The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded.

Signed: Georga Dowling

Fire Drill Procedure – Wobbler Room - Classroom 1: Blue Pod

Your assembly point is on the grass in front of the first apartment opposite the creche.

- Should you see a fire activate the alarm immediately.
- In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.
- All staff must stay with the children under their direction at all times.
- The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building.
- The last staff member who leaves the room must close the classroom door and windows.
- The manager will call 999 immediately.
- The manager will check the bathrooms for children when the alarm sounds.

- The primary exit for your room is the exit door 4 in your room leading to the garden and then through the garden gate to your assembly point
- If this is impassable because of smoke or fire use the Fire Exit 1, the main door and go to your assembly point.
- Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building.
- The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded.

Signed: Georga Dowling

Fire Drill Procedure – Baby - Classroom 3: Orange Pod

Your assembly Point is Assembly Point A

1. Should you see a fire activate the alarm immediately.
2. In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.
3. All staff must stay with the children under their direction at all times.
4. The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building.
5. The last staff member who leaves the room must close the classroom door and windows.
6. The manager will call 999 immediately.
7. The manager will check the bathrooms for children when the alarm sounds.
8. The kitchen staff will come from the kitchen to assist.
9. Two evacuation cots are to be used for babies, the kitchen staff will assist with one and a childcare worker with the other. The babies are all placed in the cots.

10. The primary exit for your room is Fire Exit 2, outside the baby room door and to your right and go to Assembly Point A.
11. If this is impassable because of smoke or fire use the Fire Exit 1, the main door and go to assembly Point A.
12. Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building.

The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded.

Signed: Georga Dowling

Fire Drill Procedure – ECCE Classroom 2: Green Pod

Your assembly point is Assembly Point B

1. Should you see a fire, activate the alarm immediately. (Fire Officer)
2. In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell. (Staff member)
3. All staff must stay with the children under their direction at all times.
4. The room supervisors of each room will take their attendance book (which contains a list of children present today, all contact numbers and addresses for children) with them when exiting the building. (Room Supervisor)
5. All staff must instruct children not to talk or run during drills and to stay with their class once outside.
6. The last staff member who leaves the room must close the classroom door and windows.
7. The manager will call 999 immediately. (Manager)
8. The manager will check the bathrooms for children when the alarm sounds
9. The primary exit for your room is through your Exit door3 to the Outdoor Play Area and go to assembly Point B.

10. If this is impassable because of smoke or fire use the Fire Exit 1, the main door and go to Assembly Point B.
11. If this is impassable because of smoke or fire use the Fire Exit 2 and go to Assembly Point B.
12. Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building. (Manager)
13. The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded. (Fire Officer)

Signed: Georga Dowling

Fire Drill Procedure – Kitchen

Kitchen: Beside apartment 3 opposite the creche.

- Should you see a fire, activate the alarm immediately.
- In the event of a fire drill the fire bell will consist of a single, continuous loud, alarming bell.

All staff must stay with the children under their direction at all times.

- Turn off all cookers, ovens, appliances etc.
- Close the windows and doors behind you.
- The manager will call 999 immediately. (Manager)
- If this is impassable because of smoke or fire use the Fire Exit 1, the main door and go to your assembly point.
- Teachers and childcare workers must wait until they are given the “All Clear” signal before returning with their group, into the building. (Manager)
- The Fire Safety Officer must make certain that the alarm is reset and that the fire drill is recorded. (Fire Officer)

Signed: Georga Dowling

Schedule 5
1 (g) Fire Safety Policy

Emergency Policy in the event of a fire

Policy Statement:

All reasonable measures are undertaken to guard against the outbreak of fire. In the case of fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are aware of the policy and procedures to be carried out in the event of a fire

Principle:

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Fire Services Act 1981, 1989, 2008 and 2003, the Health, Safety and Welfare at Work Act 1989 and 2005, the Building Control Act 1990 and the Fire Safety in Pre-Schools Guidelines 1999, Fire Standards IS 3218 and Emergency Lighting IS3217

Rationale:

This policy was designed to ensure that all staff are aware of the procedure in place in the event of a fire emergency.

Procedure:

The guidelines for a fire emergency as presented in Fire Safety in Pre-schools (1999) are adhered to:

In the event of a fire:

1. Press the nearest fire break glass or emergency button to alert all people in the building.
2. Follow the procedure for evacuating the room.
3. The manager goes to the fire panel and checks the zone that has been triggered.
4. The manager checks this zone and phones the fire brigade by dialing 999.
5. Follow the instructions given by the fire department.
6. Ensure all participants have evacuated safely from the building.

Signed: Georga Dowling

Hand Sanitising Station Checklist

Date:		Area:	
Time	Status of station	Action undertaken	Signed

Empty Bin Bag Checklist

Area:

Date	Time	Action undertaken	Signed