



*Home from Home Creche Balrothery*

# **Statement of Purpose & Function**

## **CAWLEY CHILDCARE LTD**

### **STATEMENT OF PURPOSE AND FUNCTION**

<b>Document Title:</b>	<b>Statement of Purpose &amp; Function</b>
<b>Document Author:</b>	<b>Home From Home Crèche</b>
<b>Document Approved:</b>	<b>Rachel Cawley and Danielle Cawley</b>
<b>Date the Document is Effective From:</b>	<b>September 2024</b>
<b>Scheduled Review Date:</b>	<b>October 2026</b>
<b>Available to:</b>	<b>Staff, Parents and School Age Children which they can access in hard copy on site if they wish</b>

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 15 Legislation and Regulation](#), [Síolta Standard 9: Health and Welfare](#)) ([National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 4: Records](#), [National Standard 5: Organisation and Management](#), [National Standard 7: Complaints](#), [National Standard 11; Child Protection](#))

In all of our service we thrive to meet the needs of each individual Child and help them grow and develop while they are with us. A copy of this is on our website or you can request a hard copy within the service. For School Age Children, access to all policies and procedures is available in the setting.

At Home from Home Balrothery, a loving affectionate and respectful attitude and manner are displayed towards all children. We encourage all children to be independent and self directing, leading towards them eventually becoming truly responsible for their behaviour.

## **Home from Home Creche Balbriggan**

This is a full time creche offering a school age service.

### **We are committed to:**

- Valuing and respecting all children as individuals.
- Listening to children.
- Involving children in decision making as appropriate.
- Encouraging children to express themselves.
- Working in partnership with parents/guardians.
- Promoting Positive Behaviour.
- Valuing differences.
- Implementing and adhering to all relevant policies to keep children safe.

### **Within our settings:**

- Confidentiality is of the utmost importance and extends to all areas of our service. Confidentiality is about treating sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful.
- It is our policy to keep all personal information about our children, families, and staff private. Confidential and personal information about our children/parents/guardians will only be shared by the Manager and Designated Liaison Person in relation to child safety, in line with this Child Protection Policy. Any breach of confidentiality by any member of staff will lead to disciplinary action. (For further information see our Confidentiality Policy).

### **Code of Behaviour for Staff:**

For the protection of staff, volunteers and children this code of behaviour has been introduced to provide clarity on what is expected and what is not accepted, with respect to their behaviour as recommended in *Our Duty to Care*. Our code of behaviour is kept under regular review.

- We recognise that children have an equal right to our service provision in line with the *Equal Status Act* and the *National Disability Strategy*.
- Staff should be sensitive to the risks involved in participating in contact sports or other activities.
- While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.
- Staff should never physically punish or be in any way verbally abusive to a child, nor should they even tell jokes of a sexual nature in the presence of children.
- Staff should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a lot of time with any one child.
- Children should be encouraged to report cases of bullying to either a designated person, or a worker of their choice. Complaints must be brought to the attention of management.
- It is recommended that Child Care services develop a positive attitude amongst workers and children that respects the personal space, safety and privacy of individuals.
- It is not recommended that staff give lifts in their cars to individual children, especially for long journeys.

**Visitors/Students:**

Visitors - including inspectors, contractors, students etc. should never be left alone with the children. If they are going to address the children it is incumbent upon the Management to check their credentials and to ensure that the content of the address is appropriate.

All students will be carefully supervised and monitored by the Manager. Secondary school pupils who come to the service for 'work experience' will also be carefully supervised and monitored and must not be left alone with the children.

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**Working in a safe environment – Protection of Adults and Children**

Management will ensure a safe environment exists for staff and children by monitoring that all staff:

- Are listened to and any concerns expressed about unacceptable practice or behaviour of colleagues are followed up by management.
- Are supported when dealing with challenging behaviour of children and staff understand and follow positive behaviour management strategies.

*(For further information see Managing Behaviour Policy).*

### **Staff Ratios:**

The adult/child ratios are governed by the Child Care Act 1991 (Early Years Services) Regulations 2016. The service will follow the adult/child ratios as defined in the below Regulations.

<b>SERVICE:</b>	<b>AGE:</b>	<b>ADULT/CHILD RATIO:</b>
School Age Children	4 – 12 years	1:12

The staff of Cawley Childcare Ltd will endeavour to assist children in developing self-esteem and positive behaviour patterns in the following ways:

- Praising or criticizing the behaviour rather than the child.
- Encouraging and building a Childs self esteem
- Using play and games with rules to help the child learn and understand boundaries.
- Staff leading by example, as children imitate behaviour.
- Clarifying rules and expectations of behaviour
- Reinforcing positive behaviour at all times, i.e., displaying paintings rewards etc.
- Help the child to understand the effect of this behaviour on others.
- Acknowledge a child who has been hurt
- Give one on one time to help diffuse a situation.
- Discuss behaviour with a Childs parent

The following is not allowed in any circumstance:

- To shout at a child
- Actions that humiliate or undermine a child • Exclude a child from a class activity
- Leave a child unsupervised.
- Never to discuss a Childs behaviour with a parent other than their own.

As each service differs, a range of activities is available in each setting Staff use the Better Start programme, allot of our activities are Child lead especially with school Aged Children.

Supervised homework is offered for all school age children and a range of activities to choose from after homework is complete.

Activities such as

Drama

Art & Crafts

Messy play

Painting

Lego

Dress up

Table top work such as board games, puzzles etc.

Outdoor Play

- Choice of outdoor equipment, basketball, football ,tennis, large green space to move around in and an enclosed secured area

As children are older in the setting, there is an offer to join in on an activity or play independently.

A large chill out area is also in offer to give children some space for downtime, resting, relaxing.

Sensory equipment is on offer for all children to use

DLP

<b>Designated Liaison Persons</b>	<b>Duty Social Worker</b>	<b>Local Garda</b>
Rachel Cawley 086 1741809 Danielle Cawley 086 6669016	Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin, 01 8708000	Balbriggan Garda 01 802 0510

**Type of Service:** Home From Home Crèche Balrothery, is a full daycare service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016. The purpose of this service is to provide a full day care facility for children aged 1 year – 10 years. We offer both preschool and Afterschool sessions as well as full day care. This service is privately owned and managed by Rachel Cawley and Danielle Cawley.

<b>Opening Hours:</b>	7:30 AM – 6:30 PM  0730am – 0920am – breakfast club  3pm – 630pm -afterschool service  During midterms, Summer full day is offered 0730am – 630pm
<b>No of Weeks per year:</b>	52
<b>Capacity:</b>	48
<b>Age Range:</b>	4 year – 12 years
<b>Ratios:</b>	As per regulations
<b>Curriculum:</b>	Aistear, Better Start
<b>Address:</b>	Darcystown, Balrothery , Co Dublin
<b>Phone Number:</b>	01 8020752
<b>Email:</b>	cawleyrachel@hotmail.com



**HOME FROM HOME CRECHE Balrothery - Key Personnel: In-House**

<b>Manager (Person in charge):</b>	Rachel Cawley and Danielle Cawley
<b>Deputy in the absence of Manager:</b>	Lisa Guildea
<b>Health and Safety Officer:</b>	Rachel Cawley
<b>Fire Officer:</b>	Danielle Cawley
<b>First Aid Co-ordinator:</b>	Danielle Cawley
<b>Designated Liaison Officer:</b>	Lisa Guildea
<b>Deputy Designated Liaison Officer:</b>	Danielle Cawley

<b>TUSLA Early Years Inspection Team:</b>	Dublin North, Early Years Inspectorate, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin, 01 8951203
<b>TUSLA Social Work Department:</b>	Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin, 01 8708000
<b>Garda:</b>	Balbriggan Garda 01 802 0510
<b>Doctor:</b>	Bracken Clinic 01 8416000
<b>Pharmacist:</b>	O'Regan Pharmacy 01 8417533
<b>Hospital:</b>	Temple Street Hospital 01 8784200
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b>	Westway Fire Safety 086 3578871
<b>Pest Control:</b>	Eastern Pest Control 01 377377
<b>Garda Vetting:</b>	Early Childhood Ireland / 01 4057100
<b>Water Leaks:</b>	1850 27 87 78
<b>Electricity Emergency:</b>	1850 372 999 (24-hours)
<b>Gas Emergency:</b>	1850 205 050 (24-hours)

All policies and procedures are on site in each setting for parents and school age children:

*Policies include;*

- Behaviour Management
- Managing Medication
- Incidents/Accidents
- Outings
- Sleep/Rest Time
- Infection Control
- Fire Safety
- Child Safeguarding
- Staff Absences
- Mobile Phones/ Cameras
- Nappy Changing
- Staff Recruitment
- Inclusion
- Garda Vetting
- Qualifications / Training
- Fees
- Cleaning
- Management Structure

Policy Drawn up by: \_\_\_\_\_ Date : \_\_\_\_\_

Rachel Cawley