



Early Years Care & Education

Policy number	Description of changes	Date of change
No. 1	Change CCSP to government support schemes / forfeit of deposit amount if place is not taken up /	08.07.2022
No. 2	Deposit amount will be retained if place is not taken up / include electronic transfer as a payment method for fees / change 3 attempts to contact relative to late fees reduced to 2 attempts / introduce area of repayment plan / Noted that the ECCE can be combined with the NCS /	08.07.2022
No.3	No change	08.07.2022
No.4	Added "explanation" for child's absence. Inclusion of appropriate driving within the centre grounds	12.07.2022
No.5	Issuing of policies & procedures digitally & hand book	15.07.2022
No. 6	Available prescriptions for long term medication included /	15.07.2022
No. 7	No change	15.07.2022
No. 8	No change	15.07.2022
No. 9	Inclusion of "All staff must treat & involve all other staff members equally while operating in the work place" & "alienation or exclusion"	15.07.2022
No. 10 (B) School age	Inclusion of "Crude & offensive language is unacceptable " /	15.07.2022
No.10 (A)	No change	15.07.2022
No. 11	No change	18.07.2022
No. 12	Inclusion of sample risk assessment form / age of children & venue taken into account when determining ratio's / mention of parental disc advising of this policy & related policies to parents	18.07.2022
No. 13	No change	18.07.2022
No. 14	Educational support varied depending on level of education undertaken - inclusion of team members	18.07.2022
No. 15	Inclusion of time frame, 4 weeks notice for annual leave application / Puck fair closure changed to 1-5 days / Inclusion of uniforms	18.07.2022



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No. 16	Inclusion of open doors / Store toys away in a manner that protects their integrity / Where necessary, clean down area / equipment for the next groups arrival / We will engage with parents of children that present a challenge relative to keeping them hydrated during hot spells of weather	18.07.2022
No.17	Inclusion of sample risk assessment /	18.07.2022
No. 18	No change	18.07.2022
No 19	Inclusion - Children, in agreement with staff are welcome to bring items from home to help comfort them to sleep e.g. teddy, blanket, and soother / During peaks of hot or cold weather air conditioning units may be utilised to maintain an optimum temperature.	18.07.2022
No. 20	No change	18.07.2022
No. 21	No change	18.07.2022
No. 22	Change - Only 1-3 staff can plan to take annual leave at any time / inclusion relating to meeting ratios - In short notice circumstances the manager will decide which option to adopt, ensuring meeting the required ratio's is a priority. Inclusion re Temporary unpaid leave agreements - Such arrangements will only operate if sufficient cover can be put in place and such agreements are always temporary unless otherwise specifically stated or incurred by employment legislation.	18.07.2022
No. 23	Inclusion of care plan when necessary /	22.07.2022
No. 24	Update supervision to frequency of once every 6 months / addition of the new S&S form	22.07.2022
No. 25	Inclusion of " Isolating others from inclement or information" under definition of bullying	22.07.2022
No. 26	No Change	22.07.2022
No. 27	No. Change	22.07.2022
No. 28	Inclusion of Social Media groups stemming form the work place environment	22.07.2022
No. 29	No Change	22.07.2022
No. 30	No change	22.07.2022
No. 31	inclusion of "other excessive weather" / "This would be indicated by a "red weather warning" by Met Eireann" / clarification of fees	25.07.2022



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Policy number	Description of changes	Date of change
No. 31	Red warning closure / update partial opening of the service through a yellow and orange warning	25.07.2022
No. 32	Inclusion of the use of steps to get children to the changing table / disposal of gloves etc. /personal hygiene awareness	25.07.2022
No. 33	No change	25.07.2022
No. 34	No change	25.07.2022
No. 35	No change	25.07.2022
No. 36	Include - perception medication / required dose	25.07.2022
No. 37	No change	25.07.2022
No. 38	No content change / formatting tidy up	27.07.2022
No. 39	Addition of standards & development Manager / S&S twice annually	27.07.2022
No. 40	No change	27.07.2022
No. 41	No change	02.08.2022
No. 42	No. Change	02.08.2022
No 43	Inclusion "we would use photographic and video recording devices intermittently for specific purposes"	02.08.2022
No. 44	Inclusion " All recorded incidents must be signed off on by a member of the management team." " All medicines will be administered by the product instruction or the prescription form the dispensing pharmacy." Manuak Handling - <ul style="list-style-type: none"> ▪ Never breach your own ability relative to manual handling matters – stay within your comfort zone and seek support/assistance/advice for situations outside your ability. 	02.08.2022
No. 45	No change	02.08.2022
No. 46	Inclusion - If the exact purpose is not stated then the fundraising project will contribute to the general operational costs of the centre.	10.08.2022



Policy number	Description of changes	Date of change
No. 47	No Change	10.08.2022
No. 48	Inclusion - The bus service will not operate as a stand alone service at any time and children availing of this service must be enrolled in one of the sections of the operations of Scamps to avail of this service.	10.08.2022
No. 49	Inclusion - The outcomes standards for all rooms will also inform the desired general outcomes for all children in each section. These will be reflected on by staff in light of a child's progress to achieving the desired outcomes and may inform future activities or remedial actions that are deemed necessary to allow a child or children to reach their full potential.	10.08.2022
No. 50	Inclusion - Ensure that the children in your care have a say and input, when and where appropriate into the emerging curriculum. This part of the curriculum engages the children in areas that they have an interest in on any given day or week. It will be the staff in the room and in particular, the room leaders responsibility to encourage and capture the child's interests and develop the emerging curriculum in each section of the service.	10.08.2022
No. 51	No chnage	10.08.2022
No. 52	No Change	10.08.2022
No. 53	Inclusion - First aid situations will normally form an "incident" and will be recorded in the manner dictated for same via the health & safety policy	10.08.2022
No. 54	Inclusion - Tablets will be utilised to assist in room management by the staff members in the room. This will including photographic children, recording attendance etc.	10.08.2022
No. 55	No change	10.08.2022
No 56	No Change	10.08.2022
No. 57	Changed to reflect updated protocols	10.08.2022
No. 58	No Change	10.08.2022
No. 59	Changed to reflect current protocols	10.08.2022
No. 60	Inclusion - A disinfectant fogging unit is located on site and is utilised as scheduled to assist in disinfecting rooms, room furniture and room equipment. Also updated to reflect current advice for Covid 19	10.08.2022



Policy number	Description of changes	Date of change
No. 61	Inclusion of external hand wash basins	10.08.2022
No. 62	No change	10.08.2022
No. 63	No change	10.08.2022
No. 64	No change	10.08.2022
No. 65	No change	10.08.2022
No. 66	Inclusion -updated structure	10.08.2022
No. 67	Formatting / no content change	10.08.2022
No. 68	Inclusion of transition between rooms internally	10/08.2022
No. 69	No change	10.08.2022
No. 70	No Change	10.08.2022