

The Children's Lodge Work Experience Policy

Please Do:

1. School starts at 9a.m. and finishes at 3.30p.m. Please ensure that you are punctual and neatly dressed. If you are going to be late, please contact Sinead Brady on 086-0128398 or 086-2471820.
2. Keep all events in the school confidential and please do not discuss school matters in front of parents or children.
3. If you need to leave the premises please inform Sinead Brady
4. Treat all children with respect and kindness. Allow children time to answer and be patient. Any problems with children's behaviour should be referred to Sinead Brady.
5. Inform Sinead Brady if you are writing notes/observations about anything or child in the school.
6. Switch off your mobile phone when on the school premises.
7. At break –time when the children are playing outside or having lunch walk around and help children.
8. Report any problems or concerns you may have.
9. Always seek advice/assistance from Sinead Brady as we are always there to help.

Please Don't:

1. Get involved in any activity that involves lifting children or any other inappropriate contact.
2. Do not find yourself alone with a child in an unsupervised area i.e. bathroom/hall.
3. Please do not discuss in any detail individual children outside of school.
4. Do no Chew gum.
5. Do not use mobile phones or take photos of the children.
6. Please do not reference the children, school or your work experience on any forms of social media.

We hope that you will enjoy your work experience at The Children's Lodge. We are there to help you get the most out of your work experience so please free to ask any questions or let us know if you have any difficulties.

Work Experience Agreement

I have read The Children's Lodge Work Experience Policy provided by Sinead Brady (Owner/Supervisor).

I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentially.

I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work experience may be terminated.

Signed: _____
Work Experience Student

Signed: _____
Sinead Brady (Owner/Supervisor)

Date: _____

Reviewed by
Sinead Brady
2/9/2019

The Children's Lodge

Code of Behaviour for Staff

Communication:

Do:

- Listen to children,
- Speak kindly and warmly to children,
- Encourage and praise children,
- Treat children with dignity and respect,
- Use age appropriate language.
- Talk to children at their level,
- Make eye contact,
- Be conscious of your body language,
- Know how to deal with a concern about a colleague's behaviour.

Don't:

- Shout at children,
- Ignore children,
- Use sarcasm,
- Make jokes about children,
- Put down a child,
- Use inappropriate language.

Managing and Supervising Activities:

Do:

- Child-centred –, planned-trouble shoot, have contingency plans,
- Ensure resources available,
- Ensure staff with appropriate skills and interest in charge of activity,
- Adequate staff-child ratios,
- Involve children in decision making and planning as appropriate
- Ensure all children can participate in an inclusive manner,
- Review and record key learning for next time.

Don't:

- Do an activity only because staff like it,
- Try new activity without adequate planning,
- Leave children unattended,
- Allow rough play,
- Show favouritism towards any one child,
- Become overly involved with one child.

Use of Technology and Images (Photograph/video):

Do:

- Ensure written parent/guardian permission to take and use images of children
- Ensure images of children are not exploitative or demeaning in any way (suitable dress etc.)
- Report use of inappropriate images/

Don't:

- Use child's name and image together
- Use mobile phones in the workplace (The Children's Lodge) unless it is an emergency.
- Contact children or parents either during school hours or outside school hours on social networking sites (Facebook, snapchat etc.) or by telephone to discuss school business or their child unless an arranged meeting has been organized by Sinead Brady, Supervisor. Confidentiality and Professionalism must be maintained at all times.
- Discuss your work, the school or children on any social networking sites. (This will be grounds for immediate dismissal)

One to one work:

Do:

- Be clear about the purpose of the work
- Get written agreement with parents in place as to the details of work i.e time, duration etc.
- Get line management support and supervision
- Ensure regular review within supervision and with child/parent.

Don't:

- Take a child alone on a car journey
- Take a child into a room with a locked door.

Touch:

Do:

- Respect for children's privacy and dignity at all times.
- Ensure age and developmentally appropriate (for example infants and toddlers being held, sitting on laps, cuddling) if a child is seeking it and it is developmentally appropriate, in an open environment, intimate care (washing, changing, dressing, feeding, safety, first aid, comforting)

Don't:

- Inappropriate (rough handling, caressing, breast, buttocks and groin – unless it is part of intimate care/first aid)
- Hitting, slapping, spanking – if the child is resisting or it's not appropriate for the age and developmental level.

- Please note that this policy will be kept on file be reviewed on an annual basis.

*Updated August 2017
Reviewed 2nd Sept 2019
SBrady*

The Children's Lodge Montessori School **Confidentiality Policy**

It is the policy of this service to respect the privacy of all persons involved with this service by ensuring confidentiality. All relevant regulations, acts and laws are respected regarding information gathered and stored.

Confidentiality Procedure

- We do not discuss details of any child or family outside the service without written permission from the parent/carer/guardian.
- Confidential information is shared only with staff members who need the information to effectively perform their job.
- Personnel details are not discussed without written consent of staff.
- Both staff and parents may view/receive a copy of their own files or those relating to their own children. If it is not possible to do this immediately, then it must be done within twenty four hours of request.
- All files are kept in a locked unit. Only the manager has access to this unit.
- All staff are informed of the confidentiality policy during their induction period.
- Parents are informed of the confidentiality policy before their child is ~~in~~ ^{stacks}.

The Children's Lodge Montessori School **Human Resources Policy**

It is the policy of this service to provide the best possible care for the children attending by employing persons with the necessary skills, experience and/or qualifications to perform this function. It is also our policy to strive to provide a fulfilling, challenging, comfortable and happy work environment for all staff

- All staff will have appropriate training and/or experience in childcare.
- No job applicant or employee will receive less favourable treatment on the grounds of religious persuasion, ability, age, marital status, race, cultural or national origin, language or gender which cannot be justified as being necessary for the safe and effective performance of the work.
- This service is committed to the ongoing professional development of its staff. Regular in-service training is provided and external training and attendance at seminars/conferences/workshops is supported.
- All staff members will be familiar with the policies and procedures and safety regulations relating to the service.
- All volunteers and students will be over the age of sixteen.

updated August 2017

Reviewed S Brady
2/9/19

THE CHILDREN'S LODGE MONTESSORI SCHOOL

NEW ROAD, BANDON

www.thechildrenslodge.com

Person in Charge:

Sinead Brady is the Owner/Supervisor. Qualifications are Business and Secretarial, Diploma in Montessori Teaching, Fetac 5 in Special Educational Needs, Fetac 6 Train the trainer, Fetac 6 in Childhood Studies, First Aid, BA (Hons) in Early Childhood Studies Level 8 and LINC Graduate 2018.

Permanent Staff Members:

Natasha Madden, Early Childhood Studies UCC Level 8, Paediatric First Aid and Manual Handling. (Leader)
Stepanka Plachetkova Fetac Level 5 in Early Years Education and Paediatric First Aid. (Practitioner)
Ann O'Driscoll, Fetac Level 5 in Early Years Education. (Practitioner)

Part-time Staff:

Kym Knows, Fetac Level 5 in Early Years Education. (Practitioner)

Back up Staff:

Should we require staff to cover sick days/days off/extra cover we will contact Chloe O'Donovan and Ciara Hickey. Both have Fetac Level 6 in Early Years Education Childcare.

References including Garda Vetting on all staff are kept in school for your perusal. Please note that all staff certificates are displayed on the wall in school.

Maximum number of children catered for:

The Maximum number of children we cater for at any one time is 34 children (17 in back classroom and 17 in front classroom). Our ratio is 1 adult to 11 children.

Opening hours:

Our opening hours are 9.00a.m. to 3.30p.m. daily. Our sessions are 9-12noon and 12.30-3.30p.m.

School Fees:

School Fees for Non-ECCE Children can be paid per week or per month @15Euro per session. For ECCE Children there is no charge but there will be a charge of 5 Euro for any additional hours required.

Service provided and age group catered for and facilities:

We are a Montessori School. We cater for children from 2 ½ to 6 years. We have 2 large classrooms and a purpose built kitchen. We have 3 toilets and a large outdoor play area.

Policies:

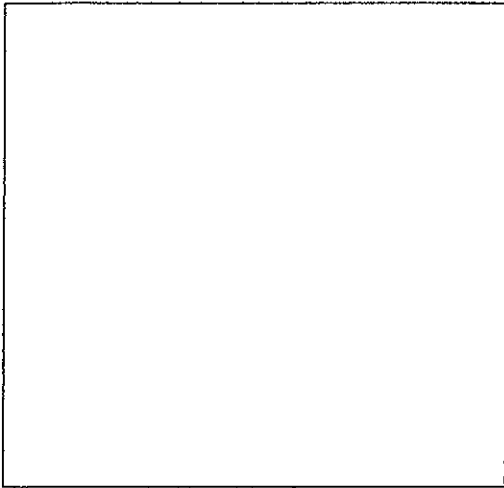
All written policies required comply with the Regulations 2016 and Quality and Regulatory Framework 2018. These policies are kept in school and are available at any time for you to see. We also have an incident book which you will be required to sign off on.

Roll:

We keep a roll of all children's attendance in school on a daily basis.

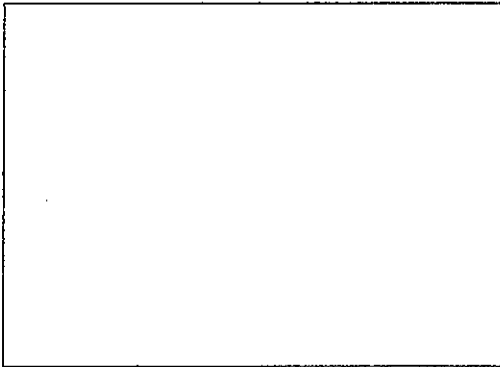
Cleaning Schedules, Fire Drills and Smoke Alarms:

Weekly and Daily cleaning schedules are kept in school. Fire Drills are done on a monthly basis with the children and staff. We have 3 Smoke Alarms which are also checked at this time. We have 2 fire-extinguishers and one fire blanket and these are checked and serviced every 12 months.



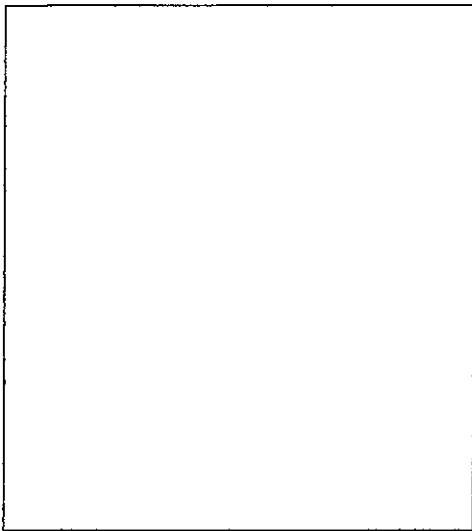
Ann O'Driscoll, (Early Years Educator)

Qualifications: Full Fetac 5 in Early Years Education.



Kym Knowles, (Early Years Educator)

Qualifications: Full Fetac 5 in Early Years Education.



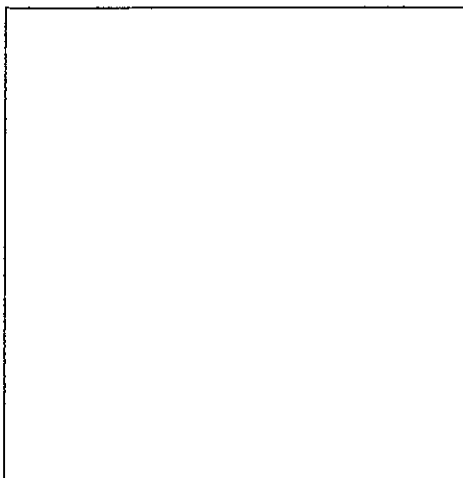
Sinead Brady, Owner/Supervisor/Montessori Teacher

Qualifications: Diploma in Montessori Method of Teaching, Fetac 5 in Special Needs, Fetac 6 Supervision in Childcare and Fetac 6 Train the Trainer. BA (Hons) Early Childhood Care and Education Level 8. LINC Graduate Fetac 6 2018



Natasha Madden (Leader)

Qualifications: Early Childhood Studies Level 8 UCC, Paediatric First Aid and Manual Handling.



Stepanka Plachetkova (Early Years Educator)

Qualifications: Full Fetac 5 in Early Years Education. Paediatric First Aid and Manual Handling