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15 Church Street
Portstewart
BT55 7AH

Current Crèche Manager
Mrs Christina McFarland

Office: 028 7083 3200
Mobile: 07925192505
Email: info@steppingstonescreche.co.uk

Current Chairperson of Board of Directors
Dr Emeir McSorley

Email: emeirmcsorley@gmail.com

Values and Principles

Stepping Stones Crèche is committed to providing a welcoming, friendly and stimulating environment for children aged 0-5years old, by acknowledging the children's achievements and supporting their learning progression through play.

We encourage trust and respect regardless of race, religion, gender, disability or special needs. Stepping Stone Crèche welcomes parent's involvement and guidance on these matters to enhance and support the children's growth and experience.

These policies have been compiled and agreed by the staff and the Board of Directors of Stepping Stones Crèche (SSC) (Review Date: October 2016); to ensure quality in all aspects of our service to families. You will find that many overlap in content because they cannot operate in isolation.

Good practice is underpinned by adherence to policies and practice guidelines. The development of these policies is a reflection of the collaborative relationship between staff and the volunteers on the Board of Directors.

Opening Hours

Monday - Friday
8.00am - 6.00pm

Information Regarding Sessions

Each day is divided into two sessions

8.00am to 1pm
1pm to 6.00pm

Admissions

Stepping Stones Crèche (SSC)
15 Church Street, Portstewart, BT55 7AH, is a limited company (NI010464), not-for profit registered charity (NIC102354), for the provision of childcare services, in the form of a Day care setting.

SSC is registered with Northern Health and Social Care Trust (028 2766 1340).

Admission will also be considered with regards to our Equal Opportunities Policy.

The total number of children to be cared for at any one time on the premises is 56 over the three rooms that operate as part of SSC:

Room	Number and age of children	Ratio
Precious Gems (Care Bears)	12 babies aged 6 weeks to 2 years old	1:3 age 6 weeks to 2 years old
Little Pebbles (Jelly Tots)	20 toddlers aged 2 to 3 years	1:4 age 2 to 3 years
Super Stones (Busy Bees)	24 children age 3 years until school age. This room includes some preschool places funded by the Department of Education.	1:8 age 3 to school age

Closure Days

New Year's Day	12th July
St. Patricks Day	Christmas Day
Easter Monday	Boxing Day

Attending Stepping Stones

Your chosen sessions must be booked on registration. Booked sessions, regardless of sickness or casual days off, must be paid in full.

If you wish to make changes to your booked sessions, please discuss this with the Room Supervisor or Crèche Manager. If it is not possible to offer alternative sessions immediately, then you will be offered a place as soon as one becomes available.

If you are changing your booked sessions, or terminating your place at the crèche, then it is essential that you give one month's notice in writing.

A minimum of 3 sessions per week are required in order to secure a place but this is subject to a more restricted availability and the manager's decision will be final. Less than 3 sessions will only be permitted in exceptional circumstances.

Each year, SSC is allocated some funded pre-school places by the Department of Education. Parents with children at the appropriate age will automatically be given forms to complete in order to apply for a funded pre-school place.

Settling Children into the Setting

At Stepping Stones Crèche (SSC) we are aware and are sensitive to how difficult the process of separation may be for both parent/carer and child.

All children will have to make new relationships with adults and children.

The adults and equipment have to be shared with other children.

The noise level is generally greater and they may have difficulty in understanding what is being said or in making themselves understood.

This is an important stage in the child's development and learning. Together the parent, room supervisor and other members of staff, play crucial roles in making the experience a positive one. The staff understand that while their role is important, they need to be sensitive to your individual needs.

Through discussion, we endeavour to work out with you a settling in period, which suits both you and your child. We recommend that all children, no matter what age, come for one hour settling in time, free of charge, before attending for a full session.

Parents/carers are encouraged to say goodbye and reassure the child they will come back.

Parents/carers are free to ring as often as they wish to put their mind at ease.

Be prepared for a delayed reaction in the child who appears to have settled very quickly.

There can be no time limit to settling in a new child.

Flexibility understanding will ensure the procedure occurs as easily as possible for both parents/carers and child involved.

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Easter Monday	Boxing Day

Infection Prevention and Control

In order to protect your child and other children, no child should be left at SSC if they are unwell.

If a child falls sick during the session, his/her parent/carer will be notified. At this time, the parent/carer will be informed by a member of staff that their child is unwell; the nature of the illness and that it is in the best interest of the child that the parent/carer should arrange that the child is collected as soon as possible.

In the instance that the child has a high temperature but appears otherwise well, liquid paracetamol/ibuprofen will be administered (based on prior parental/carer consent).

If the child is still running a temperature two hours after the administration of liquid paracetamol/ibuprofen, then the parent/carer will be asked to take their child home as soon as possible. This will allow the child to receive medical help if necessary, or to be cared and comforted in their own home and to reduce or limit any further spread of possible infection.

Infection Control

The following is a list (right) of common childhood illnesses and the minimum recommended length of time for which the child should not attend SSC.

Your absolute support on this matter is required in order to ensure the health and well-being of all the children and staff. In cases of doubt the decision of the manager is final.

Disease	Exclusion Period
Gastro-enteritis	At least 48 hours after symptoms have stopped
Vomiting	At least 48 hours since last occurrence
Vomiting & diarrhoea	At least 48 hours since last occurrence
Diarrhoea	At least 48 hours since last occurrence
Chicken Pox	5 days from onset of rash/until scabs is dry
Measles	4 days from start of rash
German Measles (rubella)	4 days from start of rash
Whooping Cough	5 days from commencing antibiotic treatment or 21 days if no anti-biotic treatment
Mumps	5 days from onset of swollen glands
Scabies	child can return after first treatment
Meningitis	Specific advice will be sought
Impetigo	Until lesions crusted or healed, or 48 hours from commencing antibiotics.
Ring worm	none – proper treatment by GP is important
Hand, foot & mouth	none
Conjunctivitis/Red eye	Until treatment has started
Temperature/flu/cold	Once the child is fully recovered
Hepatitis A	For 7 days after the onset of jaundice
Threadworms	Parents are required to start treatment at once.
Scarlet Fever	Can attend 24 hours after commencing anti-biotics.
Slapped cheek/ fifth disease. Parvovirus B19	None – however particular advice will be sought were there are pregnant workers or vulnerable children.
Head lice	Parents are required to start treatment at once. All parents will be informed that there is a case of head lice.

Important

Children must be free from infection before returning them to SSC, please see table regarding time periods Parents/carers are asked to ensure that they can be contacted on an emergency telephone number at all times

Further Advice

Parents/carers should inform management if they consider their child particularly vulnerable to infections.

Please refer to guidance from the Department of Health, or visit their website for further advice:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

Administering Medication at Stepping Stones

The Manager and Supervisors of each room are authorised to administer medication to a sick child i.e. liquid paracetamol e.g. Calpol, antibiotics etc.

In the absence of the room Supervisor the Manager should administer medication; failing this another room supervisor can administer the medication if necessary.

At any time, medicine is to be administered, 2 members of staff need to be present and the 2nd person will witness the medicine form.

All medicine administered must be recorded immediately on a medicine consent form and signed by the parent.

All prescription and non-prescription medicines must be clearly labelled and all medicines must be stored in the medicine fridge situated in the manager's office.

To ensure medicine is only administered if necessary – Supervisors will check with Management first before being given.

The medicine forms are located in the individual playrooms and the following must always be recorded

- Day and Date
- Name of Child
- Type of Medicine and Dosage
- Time Medicine Administered
- Staff Signatures (given by and checked by)
- Parents Signature

Expiry dates on children's medicine stored at the crèche should be checked and disposed of correctly.

Should the child's condition worsen the parent/guardian will be contacted and asked to collect their child.

Parents will be consulted if in any doubt about administering liquid paracetamol or other medicines, in accordance with the permission slip signed by them at the registration to nursery.

Breach of this policy will result in disciplinary action for all staff concerned.

Complaints/Feedback or Comments Procedure Policy

We welcome any feedback and comments (positive and negative) regarding your opinion on how the crèche operates. You are free to do this in any of the following ways:

1. At any time, you can make an appointment to speak to the Manager or a member of the Board of Directors about a particular concern or problem.

You can contact them using the following contact details:

Current Crèche Manager
Mrs Christina McFarland

Office: 028 7083 3200
Mobile: 07925192505
Email: info@steppingstonescreche.co.uk

Current Chairperson of Board of Directors
Dr Emeir McSorley

Email: emeirmcsorley@gmail.com

2. If you are dissatisfied with the care your child receives or you have any other concerns or queries, which you do not want to discuss with the Manager or a member of The Board of Directors, you can **contact the link Social Worker directly at:**

Early Years Team
Northern Health and Social Services Trust
1st Floor
Route House
8e Coleraine Road
Ballymoney
BT53 6BP

Telephone Number: 028 2766 1340

Administering Medicine outside Stepping Stones grounds

If medicine needs to be administered on a trip or outing, this will be done in accordance with the SSC policy, with the medicine form being filled in as soon as possible upon return to the building. The child's condition will be monitored and if necessary, the group will return to SSC or the parent/emergency contact will be called to come and pick the child up

Positive Behaviour Policy

SSC had adopted the policy on discipline and child management from EARLY YEARS in their publications "Discipline/Child Management in Early Childhood Settings" and "Valuing Play, Valuing Early Childhood". In adopting Early Year's Policy in discipline and child management we stress particularly the following points:

1. We aim to provide a happy stimulating play environment for children, thereby reducing the likelihood of problem behaviour.

2. We seek to create a disciplined environment in which children learn to control their own behaviour, to feel good about themselves, to understand the consequences of their actions and to become increasingly independent and responsible.

3. We appreciate the difference between discipline and punishment, the latter being to cause a person to suffer for an offence or to inflict a penalty. These tactics usually produce negative reactions in children.

4. We appreciate the difference between praise and encouragement, the latter being to support a child in his/her efforts and acknowledge his/her individuality.

5. We aim to keep specific rules to a minimum, these being negotiated/discussed with the children to ensure that they understand the reasoning behind them.

6. We will endeavour to express suggestions and directions in a positive way rather than a negative form, and to emphasise what a child can do, rather than what he/she cannot do.

7. We will acknowledge a child's feelings (e.g. aggression, disappointment, frustration) and help him/her to deal with these through pretend play and activities using natural materials.

8. When a child behaves inappropriately, he/she will be withdrawn from the group activity. This we call "Time Out". In withdrawing the children from the activity we:

- a. Safeguard the other children
- b. Ensure through one-to-one discussion that the child understands why the behaviour is unacceptable
- c. At all times it will be made clear that it is the behaviour rather than the child of which we disapprove
- d. A child will only be restrained if they are in danger of hurting themselves or others.

9. All staff will be made aware of the policy on discipline so that a consistent approach will be followed within the group.

10. If or when problems arise staff will liaise with parents to develop and agreed strategy for handling the child's behaviour both in the group and at home.

11. Bullying is wrong, harmful and unacceptable behaviour. We aim to inform children age appropriately and encourage within a sense of self-confidence and self-worth.

Contact Us

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Early Years Team
Northern Health and Social Services Trust
1st Floor
Route House
8e Coleraine Road
Ballymoney
BT53 6BP
Telephone Number: 028 2766 1340

Confidentiality

Every effort is made to ensure that all information records are stored to ensure the strictest of confidentiality.

Any information regarding parents/carers, clients, the Board of Directors and staff should not be repeated outside the setting.

Staff, members of the Board of Directors and all volunteers are required to sign a confidentiality agreement.

Any information passed between management and individual staff should not be shared to colleagues.

Parents/carers should be in private area, where possible, when receiving information from staff regarding their child.

Parents/carers who wish to speak to a member of staff about a private matter should be brought to a quiet area e.g. the office.

In instances where staff: child ratios do not allow this, an appointment will be made between the member of staff and the parents/carers for a suitable time to discuss the matter in private.

Comparison to other children should not be made when a parent/carer is discussing their child's development.

All staff including trainees and students are made aware of SSC's Policy on Confidentiality and breach of this will result in dismissal or further action as felt appropriate by management and the Board of Directors.

Whistle Blowing Policy

Whistle blowing refers to any disclosure internally or externally by employees of malpractice, illegal acts or omission at work.

Stepping Stones Crèche (SSC) is committed to the highest standard of openness, integrity and accountability, to enable staff and other members of SSC to voice their concerns in a responsible, non-threatening and effective manner.

The policy is in place to safeguard all members of SSC and should not be regarded as a threat.

If staff suspect or have concerns relating to their work place they should speak to the Manager. The Manager is responsible for investigating the matter and taking appropriate action.

The SSC Chairperson will be advised of the situation if needed. In the event that it is felt inappropriate to raise a concern with the Manager then a member of the Board of Directors should be approached.

Details of Board of Directors are displayed on the notice boards.

Staff/parents/carers should not hesitate to approach the Manager or any member of the Board of Directors with concerns, small or big.

Any concerns raised will be treated with respect and in confidence. However, should there be serious allegations that have to be taken further; the person raising the issue might be asked to come forward. It is important that for staff/parents/carers to understand that there will be no adverse repercussions for raising cases.

Contact Us

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Safe Guarding and Child Protection

Stepping Stones Crèche (SSC) is registered with Northern Health and Social Services Trust, under the requirements of the Children (NI) Order 1995, and as such we understand that a child's welfare is paramount.

The Board of Directors, staff, students and volunteers in the crèche will work to provide the highest care and protection for the children in our care.

This policy outlines the agreed procedures staff and management are bound by to protect our children. The code of conduct for staff, students and volunteers is given to all who have childcare responsibilities in our group.

Creating a Safe Environment

Staff Recruitment

We recruit and select staff following Fair Employment Guidelines.

All staff, students and volunteers undertaking childcare responsibilities must undergo a police check, using the new ACCESS NI system.

For further information please look at www.accessni.gov.uk

Staff Training

All staff will receive Child Protection Training. SSC Management will carry out an induction for all new staff, students and volunteers.

As part of this induction, the Manager will go through the signs and symptoms of abuse and clearly state SSC's procedures for handling concerns, allegations or suspicions.

Suspected Abuse

SSC will keep records of unusual behaviour, physical signs, and comments where abuse might be suspected. These written records will be kept confidential and only shared on a 'need to know' basis.

In usual circumstances this information will be shared with the Manager and the Room Supervisor.

The Designated Child Protection Officers are the Manager, one member of the Board of Directors and a room supervisor. All such records will be kept in a separate file in a locked cabinet.

Safety Precautions when entering and leaving the building

SSC will ensure the safety of children entering and leaving the building. Children will only be allowed to leave with an adult known to staff. Parents/carers must inform staff if there will be any changes to normal arrangements when collecting their children from SSC.

In cases where the Manager/member of staff is unsure, they will not release the child until confirmation is received from the parent/carer.

The person collecting a child, if not the parent, has to be 18 or over. Parents/carers are responsible for the safety of the child/children until they have been handed over to staff in the room.

Important Contacts

Early Years Team

028 27661340

Referral Gateway Team

03001234333

Regional Emergency Social Work Service / Out of Hours

028 95049999

Creating a Safe Environment

Code of Conduct

SSC has a code of conduct for all staff, students and volunteers. Management will be responsible for ensuring that all staff are aware of its' content and taking action where guidelines are breached.

Link Social Worker

SSC has a collaborative relationship with our Link Social Worker, who also will act as a point of reference for the Manager should they need to discuss concerns, check out worries or make a referral.

In the unlikely event of a child being investigated by Social Services, we are obliged to provide any information requested. However, we will ensure that families are kept informed during this process.

SSC can also share any information with Social Services without parent's/carers consent if there are concerns relating to child protection.

Child's development

SSC will work in partnership with parents/ carers, to pass on information on how their child is settling and developing. We would also like to offer help and support if parents have any concerns regarding their child.

Child supervision

At all times SSC adheres to the legal ratio of

- 1 adult to 8 children over 3 years
- 1 adult to 4 children aged 2-3 years
- 1 adult to 3 babies.

If any off-site visits are arranged, the ratio is carefully looked at. The ratio may change to 1 adult per three children depending on the age, size of group and destination.

When children need help toileting or need a change of clothes, permanent staff will supervise this and ensure an adult is not left alone with a child.

In The Care Bears room, the changing room is off the main room, but with a gate fitted so that staff are not left alone behind a closed door. An agreement will be made with parents on how they wish their child to be wiped or cleaned.

Staff are responsible for monitoring each other and will report concerns where necessary. In addition, any concerns that parents may have should be reported through the appropriate channels.

In The Care Bears room, the changing room is off the main room, but with a gate fitted so that staff are not left alone behind a closed door. An agreement will be made with parents on how they wish their child to be wiped or cleaned.

SSC will ensure that all staff, students and volunteers handle children in a caring manner so the children feel safe and secure within our setting.

Child Management Policy

All staff, students and volunteers will be familiar with our Child Management Policy and it will be implemented under the guidance of the Crèche Manager.

Children will be helped to learn how to manage emotions such as anger, fear and frustration in a way that does not frighten other children. We will also ensure that staff reassure and comfort children when needed in an appropriate and caring manner.

The Manager will be responsible for ensuring that the Child Protection Policy is implemented.

Handling Complaints

We will handle complaints of abuse against children by staff, students or volunteers through the Manager.

All complaints of this nature will immediately be passed to the Chairperson who will seek advice from the Link Social Worker, Support Agency Advisor and Labour Relations where appropriate.

Decisions about whether to suspend staff while an investigation is ongoing will be taken in light of advice given.

Important Contacts

Early Years Team

028 27661340

Referral Gateway Team

03001234333

Regional Emergency Social Work Service / Out of Hours

028 95049999

Health and Nutrition

What we eat can play a critical role in determining our health, whatever our age. The eating patterns established in the first few years of life influence our health during childhood and adulthood. Encouraging good nutrition during the early years of life is therefore an investment in the health of our children for years to come.

A weekly menu will provide the children with varied foods. A rotating 3-week menu will be on display and emailed in advance to all parents. Recipes and food ingredients are available to parents. Parents are encouraged to offer menu suggestions or comments on the nutrition policy.

The Health and Nutrition Policy at SSC is based on the advice and ideas provided by the Public Health Agency on healthy eating for your young child 'Nutrition Matters for the Early Years' available to download at:

http://www.publichealth.hscni.net/sites/default/files/Nutrition_Matters_for_the_early_years_LR_06_16.pdf

When deciding on the menu in the provision of food/drinks, SSC will consider the following points:

Mothers will be supported to continue breastfeeding their babies and are encouraged to feed their babies within their child's room at SSC or in the Managers office if they require more privacy. Expressed breast-milk can be supplied by parents in suitable bottles which will be stored in a fridge in the baby room.

Babies/infants who are taking Formula Milk will have the Formula provided by the parents/carers in pre-measured out portions. Babies/infants bottles must be supplied by the parent with the correct measurement of sterile water (corresponding to the portion supplied) and the bottles sealed appropriately. Staff will make up the Formula Feeds when required by the baby/infant. Children will be held upright while bottle feeding. No bottles will be propped.

Children cared for all day will receive most of their food whilst in childcare. Children need to eat regularly and it is recommended that they are offered something to eat at least every three hours, therefore SSC have fixed meal/snack times where children are offered the food prepared. In general, it is recommended that children being cared for over a normal working day receive at least one main meal and two

snacks (one being breakfast). Fruit and healthy snacks will be available in between meals if the child is hungry.

SSC recommend milk or water as a suitable drink for young children. Drinking water will be readily available at all times. Fizzy drinks will not be provided. On occasion, well-diluted fruit squash or diluted pure unsweetened fruit juice will be served with main meals to avoid damage to teeth.

Cultural dietary habits are respected. Parents should provide details of these to management.

All children need a breakfast – either at home or provided in childcare. SSC will provide an opportunity for children to eat shortly after their arrival in the morning.

Young children are very active and have high energy (calorie) and nutrient needs in proportion to their small body size and therefore need to be provided with nutritious foods that meet their requirements. These requirements can be met by including a variety of foods from each of the main food groups (bread, rice, pasta, potatoes; fruits and vegetables; milk and dairy

foods; meat, fish, eggs, beans). Please note all eggs/meals containing eggs are well cooked to reduce the risk of food poisoning.

Whole milk is recommended once the child is 1 year and up until they are at least 2 years. Between 2-5 years' children can drink whole or semi-skimmed milk but skimmed milk or 1% milk should be avoided as they don't provide enough calories.

Full fat spreads and dairy products are recommended to ensure children attain the energy requirements they need in the food they eat. Low fat/diet products are not recommended for children under the age of 2 years.

Children between the ages of two and five should gradually be encouraged to increase their intake of higher fibre foods. For example, wholemeal bread, wholemeal pasta, wholemeal crackers, breakfast cereals such as Weetabix or porridge. SSC will incorporate a variety of higher fibre foods into the menu plans.

It is recommended not to add salt to food during preparation, especially for young infants (<1 year) as their kidneys may not be fully developed.

Nutrition Matters for the Early Years

Available at
http://www.publichealth.hscni.net/sites/default/files/Nutrition_Matters_for_the_early_years_LR_06_16.pdf

Health and Nutrition

Whole nuts are unsuitable for children under the age of five years because of the risk of choking. Care will be taken with other foods that may pose a choking risk, e.g. large pieces of uncooked carrot, large pieces of unpeeled apple.

A healthy lifestyle is promoted through a variety of activities including active play, outing, cookery, stories and music etc.

SSC will participate in public health campaigns tailored for young children. SSC promotes good dental hygiene and encourage tooth brushing (without rinsing) after the child's breakfast. In addition, we organise visits by health care professionals to reinforce health promotion in areas such as dental care and personal hygiene.

Special Dietary Needs

Providing special diets

We aim to ensure that special dietary requirements are observed, consistent with the needs of the individual child and the pattern of care provided by the family environment.

If the child needs a special diet, it is the responsibility of the parent/carer to inform SSC management of this, so that arrangements can be made to accommodate the child's requirements. All parents must complete the document

‘SPECIAL DIETARY NEEDS INFORMATION SHEET’

to inform management whether your child has or has not special dietary requirements.

The Public Health Agency advises it is unwise to restrict food choice among young children without professional help and advice. Parents requesting special diets for their children because of food allergy should do so based on medical advice.

Special diets for children with coeliac disease (a gluten free diet), diabetes or those who need to avoid milk or nuts and all products made from them can be quite complex. Parents must provide a diet-sheet about their child's special dietary needs that has been prepared by a registered dietitian.

Food allergy

Where parents believe that their child is sensitive or allergic to certain foods they should contact the crèche manager regarding this. Parents will be required to provide a copy of the diet sheet from a registered dietitian or specific guidance in agreement with the child's doctor. If required, the identified sensitive food will be restricted and all parents will be notified of this.

Nutrition Matters for the Early Years

Available at
http://www.publichealth.hscni.net/sites/default/files/Nutrition_Matters_for_the_early_years_LR_06_16.pdf

Peanut allergy

Peanut allergy is usually severe. Therefore, as a precaution, SSC will not provide peanuts or foods containing peanuts including peanut butter to any child in our care.

Parents/carers must inform SSC if their child has a known peanut allergy.

It is advised, by the Public Health Agency, that all children with a peanut allergy carry identification and where necessary a pre-filled syringe of adrenaline (e.g. epipen) which can be administered if they have a reaction.

A labelled epipen and instructions for use can be left under the care of management at SSC. It is the responsibility of the parent/carer to ensure the epipen is maintained within the expiry dates and that SSC has all recent information required to care for your child.

Recent advice from the Department of Health states that if there is a family history among parents, brothers or sisters of conditions such as asthma, eczema or hay fever, parents should speak to their GP, health visitor or medical specialist before introducing peanuts to the child for the first time.

It is also advised that those children who are breastfed should be breastfed throughout weaning and that high allergen foods (milk, eggs, fish, shellfish, wheat, soya, peanuts, tree nuts, sesame seeds, celery and mustard) are introduced one at a time so that if a reaction occurs the specific food causing the response can easily be identified.

Other foods which are to be avoided such as honey because of the risk of botulism in the under 1 age group, fish high in mercury such as marlin, shark, swordfish and any raw shellfish.

Birthday celebrations

Birthdays are special and SSC will celebrate this with your child should their birthday fall on a day when they attend crèche.

To comply with Health & Safety and to meet the healthy eating guidelines for Early Years, we will celebrate your child's birthday where a special birthday crown/tiara will be provided and the birthday boy/girl will eat their meals using special birthday plate/cutlery and a place mat.

Nutrition Matters for the Early Years

Available at
http://www.publichealth.hscni.net/sites/default/files/Nutrition_Matters_for_the_early_years_LR_06_16.pdf

Intimate Personal Care

The purpose of this policy is to ensure the appropriate processes with regard to intimate personal care are known and adhered to within the setting.

SSC is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

We recognise that there is a need to treat all children with respect and dignity when intimate care is given.

This policy has been introduced to ensure that staff, students and volunteers within the setting are aware of the Intimate Personal Care Policy and conform to the expectations of SSC in line with current standards of care.

Procedure

At all times management and staff will ensure that:

There is adequate support for children with intimate care needs.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Staff who provide intimate care are trained to meet the needs of individual children.

Only vetted staff will be involved in the intimate care of the children.

All staff will adhere to SSC Safeguarding and Child Protection Policy.

Suitable equipment and facilities are made available.

Staff carrying out intimate care are appropriately supported.

Where possible one to one care will be provided unless there is an identified need for more adults.

Intimate care is discussed and agreed with parents and carers.

The needs and wishes of the child are taken into consideration.

Each child has their own nappies, wipes and cream supplied by parent/carer.

Gloves and aprons are put on by staff before changing starts and the area is prepared. The changing mat is cleaned after use.

There is an appropriate sanitary bin designated for the disposal of nappies.

Consent Form

By signing below, you consent that SSC staff can assist with intimate personal care of your child and that you have read this policy and you are aware of the procedure within SSC for Intimate Personal Care.

Childs Name	
Parent/carer name printed	
Parent/carer signature	
Date of signature	



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Portstewart
BT55 7AH

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Email: info@steppingstonescreche.co.uk

Current Chairperson of Board of Directors
Dr Emeir McSorley

Email: emeirmcsorley@gmail.com

Consent Form

Policy Document For Parents

I _____ have read the following policies and procedures and agree to adhere to them.

I have read and understood the policies and procedures on the following

(Please tick)

- Values and Principles
- Admissions
- Attending SSC
- Infection Prevention and Control
- Administering Medication
- Complaints/Feedback
- Positive Behaviour
- Confidentiality
- Whistle Blowing
- Safeguarding and Child Protection
- Health and Nutrition
- Intimate Personal Care

Signed _____ Date _____

Special Dietary Needs INFORMATION SHEET

Child's Name			
Child's Address			
Contact Phone number			
Doctor/Dietitian's Name			
My child has/has not a special dietary requirement	YES	NO	
Dietary requirements (e.g. Coeliac/gluten free; lactose intolerant; vegan; vegetarian)			
Allergies (e.g. nuts; eggs; shellfish/ seafood)			
Cultural dietary requirement. Provide details.			
Diet Sheet Supplied.	YES	NO	
Has your child ever suffered a severe anaphylactic reaction?	YES	NO	
Epipen (and instructions for sue) or other medicine supplied?	YES	NO	
Other specific requirements?			
Parent/carer signature and date.			
Management signature and date.			