



*Cawley Childcare Ltd*

*(T/A Home from Home Creche & Preschool, Naíonra Tíghín N<sup>o</sup>  
Trá & Kids Campus)*

# **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 and Preschool, Naionra Tigin na Tra &amp; Kids Campus / CB</b>
<b>Document Approved:</b>	<b>Rachel Cawley and Danielle Cawley</b>
<b>Date the Document is Effective From:</b>	<b>Sept 2019</b>
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<b>Available to:</b>	<b>Staff, Parents, School Age Children</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. We operate three services. Parents, Staff and School Age Children can access a copy of this on our website or request a hard copy within the service their Child attends. For School Age Children, access to all policies and procedures is available in the setting.

**Home from Home Creche & preschool**

This is a full creche service as well as preschool session. Children range from

**Naíonra Tigín Na Trá** (Irish language Preschool)

**Kids Campus** (preschool and School Age children service)

At Cawley Childcare Ltd, (T/A Home from Home Crèche and Preschool, Naíonra Tigín Na Trá and Kids Campus) 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.

**We are committed to:**

- Valuing and respecting all children as individuals.
- Listening to children.
- Involving children in decision making s 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 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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- Valuing differences.
- Implementing and adhering to all relevant policies to keep children safe.

**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:

- Follow toileting and nappy changing procedures (*For further information see Nappy Changing/Toileting Policies*).
- 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>
Full/Part Time Day Care:	0 – 1 Year	1:3
	1 – 2 Years	1:5
	2 – 3 Years	1:6
	3 – 6 Years	1:8
Sessional Preschool	2,5-5 years	1:11
School Age Children	4 – 12 years	1:12

The staff of Cawley Childcare Ltd will endeavor 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 behavior 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 completed. Activities such as drama, art, messy play, painting outdoor play, Lego, imagination play, dress up tabletop activities and games.

DLP

<b>Designated Liaison Persons</b>	<b>Duty Social Worker</b>	<b>Local Garda</b>
Rachel Cawley 086 1741809 Danielle Cawley 086 6669016 Lisa Guildea 0861503489	Duty Social Work Department, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin, 01 8708000	Balbriggan Garda 01 802 0510

**1.(A) Type of Service:** Home From Home Crèche and Preschool, 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 4 months – 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>	7:15 AM – 6:30 PM
<b>No of Weeks per year:</b>	52
<b>Capacity:</b>	80
<b>Age Range:</b>	4 months – 10 years
<b>Ratios:</b>	As per regulations
<b>Curriculum:</b>	Aistear, Better Start
<b>Address:</b>	Hampton Lane, Balbriggan, Co Dublin
<b>Phone Number:</b>	01 8417700
<b>Email:</b>	cawleyrachel@hotmail.com



## HOME FROM HOME CRECHE & PRESCHOOL - 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>Data Controller:</b>	Rachel Cawley

**1(B)Type of Service:** Naionra Tign Na Tra is a preschool service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016. The purpose of this service is to provide sessional under the ECCE scheme for children aged 2.5 – 5 years. This service is privately owned and managed by Rachel Cawley and Danielle Cawley.

<b>Opening Hours:</b>	8:30 AM – 3:15 PM
<b>No of Weeks per year:</b>	38
<b>Capacity:</b>	66
<b>Age Range:</b>	2.5 - 5 years
<b>Ratios:</b>	As per regulations
<b>Curriculum:</b>	Aistear, Better Start
<b>Address:</b>	Mill Street, Balbriggan, Co Dublin
<b>Phone Number:</b>	01 6911410
<b>Email:</b>	cawleyrachel@hotmail.com

**NAIONRA TIGNI NA TRA - Key Personnel: In-House**

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

**1(C)Type of Service:** Kids Campus is a breakfast club, preschool and afterschool care service it operates in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016. The purpose of this service is to provide sessional under the ECCE scheme for children aged 2.5 – 5 years. This service is privately owned and managed by Rachel Cawley and Danielle Cawley.

<b>Opening Hours:</b>	7:30 AM – 6.30 PM
<b>No of Weeks per year:</b>	38
<b>Capacity:</b>	30
<b>Age Range:</b>	.5 - 5 years – Preschool 4-12 years – Breakfast club and afterschool care
<b>Ratios:</b>	As per regulations
<b>Curriculum:</b>	Aistear, Better Start
<b>Address:</b>	Castlelands Community Centre, Castlelands, Balbriggan Co Dublin
<b>Phone Number:</b>	01 6905168
<b>Email:</b>	cawleyrachel@hotmail.com

## KIDS CAMPUS - Key Personnel: In-House

<b>Manager (Person in charge):</b>	Rachel Cawley and Danielle Cawley
<b>Deputy in the absence of Manager:</b>	Elma Gicevic / Sinead Mullen
<b>Health and Safety Officer:</b>	Rachel Cawley
<b>Fire Officer:</b>	Elam Gicevic
<b>First Aid Co-ordinator:</b>	Rachel Cawley
<b>Designated Liaison Officer:</b>	Rachel Cawley
<b>Deputy Designated Liaison Officer:</b>	Danielle Cawley
<b>Data Controller:</b>	Rachel Cawley

## Key Personnel (ALL SERVICES): External

<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