



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

QIPP Submission 2024 / 2025

QIPP Submission Status: Submitted | QIPP Report Submission Status: Report Submitted

19FL0657 Chrysalis Afterschool (Standalone School Age Childcare Service (SAC))

4. Health, Well-being and Safety

4-1. We will undertake the following Quality and Inclusion Actions:

The Health Well-being and Safety Actions which Chrysalis Afterschool intend taking will focus on the following:

1. Focus on Child Protection, with particular emphasis on:

- a. Training of our Designated Liaison Person in particular Child Safeguarding training which will be run by the Fingal County Childcare Committee (by 1/5/25)
- b. We will also avail of all online training and webinars available for DLP training. Training courses yet to be identified. (by 1/5/25)
- c. Training of all other staff to the level of Children First / Mandated Persons (by 31/12/24)
- d. Our commitment is to refresh this training every 2 years
- e. Ensure staff understand their role and responsibility as mandated persons (by 31/12/24)
- f. Review Child Protection and Welfare Policy, Child Safeguarding statement. (by 1/5/25)
- g. Improve communication with staff, children and parents

2. Review and update our Service Safety Statement (by 1/5/25)

3. Improve communication with afterschool children and update our Child Friendly Policies. (communication ongoing / update policies by 1/5/25)

4. Focus on our management and reporting of Accidents and Incidents and the handling of illness and medical emergencies.

- a. Train at least 2 people to First Aid Responder Level (by 31/12/24)
- b. Update our Care/Action plans for each child who is identified as having allergies, or any illness that requires the administration of medication (by 31/1/25)
- c. Review our approach to Medication Administration and its documentation. (by 31/12/24)

4-2. The Quality and Inclusion Actions we have identified will require the review and development of certain policies, procedures and statements?

Yes

4-2-1. We will review and develop the following policies, procedures and statements:

The following Policies and Procedures which will be reviewed and updated as part of this plan are:

1. Child and Adult Protection Policy
2. Child Safeguarding Statement
3. Medication Management Policy
4. Accident and Incident Policy
5. Safety Statement
6. Infection Control Policy
7. Insurance Policy
8. Complaints Policy
9. Anti Bullying Policy

All the above policies will be reviewed and updated by 1/5/25.

They will be uploaded onto our iclass app for parents and staff to view. We will notify parents when the updated policies are uploaded. A hardcopy will be help in the service

4-3. We have identified possible challenges or risks to achieving our identified Quality and Inclusion Actions?

Yes

4-3-1. Please list possible challenges or risks.

We have not identified any risks in carrying out this exercise but great benefits to all stakeholders in the service. However, there will be challenges.

1. Releasing staff for training and arranging cover by suitably qualified personnel. Some of the training courses, especially FAR (First Aid Responder) take place over 3 days.
2. Cost of training courses. Some courses eg FAR are very expensive courses to send staff on. Others especially the online webinars can have a very modest cost, but the cost can very quickly add up. We intend to make use of all forms of training; formal structured, online webinars, and informal.
3. Administration. A significant amount of time will be involved in searching and identifying such suitable courses, booking them, communicating and emailing staff with course details, identifying and arranging cover to enable the release of staff for training.

4-4. We have identified who within our service will be responsible for ensuring our identified Quality and Inclusion Actions are progressed and achieved?

Yes

4-6. In progressing our identified Quality and Inclusion Actions we will:

Seek support

4-6-1. We will seek support from the following:

City/County Childcare Committee

Did you achieve what you set out to achieve Health, Well-being and Safety? Yes / No

Yes

Please provide a brief explanation for your answer and outline how the actions identified may be addressed in the future Health, Well-being and Safety

1.WE FOCUSED ON CHILD PROTECTION

We focused on Child Protection and creating awareness and understanding amongst staff in understanding their roles and responsibilities as mandated persons.

- Designated Liaison Persons trained through a blend of online and in person training. Online training provided through the Tusla website for DLP Training and Mandated Person training. In person training provided through Fingal County Childcare committee
- All teaching staff trained to Child First/ Mandated Person level
- All training certs on display in the service
- Signage placed up in the service, prompting children to always speak with their teacher about any concerns or worries they may have.
- We are committed to refreshing all Child Protection training every 2 years
- Policies Reviewed and updated: Child Safeguarding, Child Protection and Welfare, Anti bullying policy, Complaints Policy

2.WE FOCUSED ON OUR SERVICE SAFETY STATEMENT

Reviewed and decided to work on in more detail during 2025/2026

3. WE FOCUSED ON IMPROVING COMMUNICATION WITH AFTERSCHOOL CHILDREN

Reviewed and decided to work on in more detail during 2025/2026 including the development of child friendly policies

4.WE FOCUSED ON MANAGEMENT & REPORTING OF ACCIDENTS & INCIDENTS AND THE HANDLING OF MEDICAL EMERGENCIES

- A thorough review of our procedure

of recording all accidents and incidents was carried out

- Accidents & Incidents are recorded in an Accident Recording Record Book. A sample sheet of the correct way to complete the form is attached to the record book.
- Teacher signs the record form, then manager signs and finally parent
- It forms part of the managers daily/weekly checklist to ensure all accident/incident forms are fully completed with all requested information and properly signed off by all parties.
- In line with regulations, we have had 2 staff trained to First Aid Responder (FAR) level. This training will be updated every 2 years.
- Our first aid kit is checked multiple times per year and replenished as required.
- All medication required to be administered to children is recorded in an Administration of Medication Record, which is filled out by the parents and signed by the teacher. No medication will be administered to a child without the parents instruction and consent.
- EPIPEN Training provided by service manager.
- Policies reviewed and updated: Accident and Incident Policy, Infection Control Policy, Medication Management Policy,

5.WE FOCUSED ON FOOD SAFETY & SAFE HANDLING OF FOOD

All training on Food Safety , Food Handling and allergen awareness was identified and completed by planned date, 21/1/25.

- Training courses were taken on the Early Childhood Ireland learning hub.

oCourses were free of charge

oThere was an abundance of choice in courses to take

oCourses could be taken at a staff members own pace

- All staff were trained

oFood Hygiene HACCP Level 1 training taken by all Lead / Educators , AIM Support Workers and management

oFood Hygiene Level 2 taken by chef and management

oAllergen awareness training taken by all staff

oAll certificates displayed within the service.

oEPIPEN Administration training provided by service manager

- Policy Reviewed and updated: Healthy Eating/ Food Safety Policy