BEA'S PLAN B

AFTERSCHOOL GROUP

CHILD SAFEGUARDING STATEMENT

Notes:

- This document is developed to ensure compliance with the Children First Act, 2015, it has been adapted from Tusla template to suit the needs, size and particulars of Bea's Plan B service.
- Under the Children First Act, 2015 all stand-alone afterschool services as defined in the Childcare Act 1991 who employ one or more persons are required to have a child safeguarding statement. Employees here include people who are unpaid – for example, students or volunteers and back up persons.
- All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
- Any future staff or volunteers working with our children will be provided with a copy of this policy to raise awareness of child protection and to provide as much information as possible.
- Parents/Guardians of children attending Bea's Plan B will be made aware of this policy and arrangements will be made to view the policy if requested to do so.
- Bea's Plan B will review this policy at regular intervals and will provide effective management and training for all future staff.

Child Safeguarding Statement
Safe Guarding Statement Child Protection
Bea's Plan B Workspace Centre, Drogheda

This Safeguarding Statement had been developed in line with Tusla guidance on the development of a safeguarding statement. http://www.tusla.ie

This **Child Safeguarding Statement** includes the service Bea's Plan B provides, the principles and procedures that are observed to ensure as far as practicable that a child while availing of the service is safe from 'harm' in line with Children First : National Guidance for child protection.

This **Child Safeguarding Statement** has been developed by the registered childcare provider of the service.

1. Drogheda Bea's Plan B Afterschool Beatriz Garcia Zaldivar Director/Owner.

Bea's Plan B is registered after-school providing the following services for children aged 7 to 14- years:

Bea's Plan B Services being provided:

- ➢ Seasional breakfast club service 2 hours per session in the morning.
- ➢ Drop off at school in the morning.
- ➢ Collection from school (from 1st class students).
- ➢ Hot meals and snacks.
- ➢ Afterschool classes 4 hours in the afternoon: the activities will include, for example,
    - Costumes design and preparation.
    - Macrame.
    - Sewing lessons.
    - Easy cooking (no fire or oven involved) recipes.
    - Arts and crafts: painting, drawing, clay, papermache, etc.
    - STEM projects, such as "water filtering", "solar panels", etc.

- ➢ Full-day childcare service for the children in the afterschool during school midterm breaks: October, February and Easter break. Consisting on:
    - Breakfast club.
    - Seasonal crafting project.
    - Hot lunch and snacks.
    - Playtime.

The management structure is: Beatriz Garcia Owner/Director General Manager on site.

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Our Service is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn and develop.
- Our service believes that the welfare of the children attending our service is paramount. We are committed to child-centred practice in all our work with children.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, and heard.
- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.
- Our policy declaration applies to all future paid staff, volunteers, and students on work placement within our organisation. All staff, volunteers and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe as participants in all our activities.
- In our activities we value our children, and young people. A culture of mutual respect between children/young people and those at the service in all its activities will be encouraged with adults modelling good practice in this context.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years, or sooner if necessary, due to service issues or changes in legislation or national policy.
- Designated Liaison Person for Child Protection : Beatriz Garcia Owner 0851983547

3. AIMS AND OBJECTIVES

This policy ensures that staff and volunteers are clear about the actions necessary with regard to child protection issues.
Its aims are:

- ➢ To raise the awareness of all - staff,volunteers, visitors- on the importance of child protection and to identify responsibility in reporting possible cases of abuse.
- ➢ To ensure effective communication between staff and volunteers when dealing with child protection issues.
- ➢ To apply the correct procedures when dealing with an issue of child protection.

4. LEGISLATION

Under The Children First Act 2015 and Children First – National Guidelines for the Protection and Welfare of Children 2017 - school age services such as Bea's Plan B have a statutory duty of care for the children and young people to whom we provide services.

The Children First Act 2015 obliges certain professionals and others working with children to report child protection concerns to the Child and Family Agency (Tusla) and

to assist the Agency, if requested to do so, in its assessment of a child protection risk.

The Children First Act 2015 puts elements of the Children First: National Guidance for the Protection and Welfare of Children (2017) on a statutory footing.
The legislation forms part of a suite of child protection legislation which includes the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012 and the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.

The revised Children First: National Guidance for the Protection and Welfare of Children was published in July 2011. The Guidance sets out a number of key messages relating to the duty to protect children. Among these are that the safety and welfare of children is everyone's responsibility, that children will have safer lives where everyone is attentive to their wellbeing and that people who work with children across a range of areas understand their responsibility for safe practice and the reporting of concerns. It provides greater clarity and guidance for individuals and organisations in identifying and responding appropriately to child abuse and neglect and sets out specific protocols for Social Workers in the Child and Family Agency, Gardaí and other front line staff in dealing with suspected abuse and neglect of children.

"All organisations, whether statutory or voluntary, have an overall corporate responsibility to safeguard children, and should pay particular attention to:

- Safe and clearly defined methods of selecting staff and volunteers.
- Developing effective procedures for the reporting and management of child protection concerns.
- Identifying a designated staff member/volunteer to act as a liaison (DLP) with outside agencies and as a resource person to any staff member or volunteer who has child protection concerns.The designated person (DLP) will be responsible for reporting allegations or suspicions of child abuse to the Child & Family Agency (TUSLA) and/or An Garda Síochána.

The Child and Family Agency (TUSLA) has a primary responsibility to promote the safety and well-being of children.
An Garda Síochána also has statutory responsibilities for the safety and welfare of children.
Everyone must be alert to the possibility that children with whom they are in contact may be suffering from abuse or neglect. This responsibility is particularly relevant for professionals such as teachers, child care workers, health professionals and those working with adults with serious parenting difficulties.

It is also an important responsibility for staff and volunteers involved in BEA'S PLAN B catering for children. The Agency (TUSLA) should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected. Child protection concerns should be supported by evidence that indicates the possibility of abuse or neglect.

A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Agency (TUSLA). The guiding principles in regard to reporting child abuse or neglect may be summarised as follows:

- the safety and well-being of the child must take priority;
- reports should be made without delay to the Agency

PROTECTION FOR PERSONS REPORTING CHILD ABUSE ACT 1998: The Protections for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers of the HSE or to any member of An Garda Síochána.

This protection applies to organisations as well as to individuals.

This means that even if a communicated suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.
A person who makes a report in good faith and in the child's best interests may also be protected under common law by the defence of qualified privilege.

This act was passed on 23rd Jan 1999. The main provisions of the act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the HSE or An Garda Síochána. o The creation of a new offence of false reporting of child abuse where a person makes a report "knowing that statement to be false"
- "A person shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that
    - A child has been or is being assaulted, ill-treated, neglected or sexually abused, or
    - A child's health, development or welfare has been or is being avoidably impaired or neglected, unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person"
    - Unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person"

5. APPOINTING A RELEVANT PERSON

1. Statutory Designation

Under Section 11(3)(g) of the Children First Act 2015, this service has established this procedure for the appointment of a Relevant Person. For the purposes of this Child Safeguarding Statement, the Relevant Person is defined as the first point of contact for members of the public, parents, staff, and Tusla regarding this statement, its implementation, and the associated risk assessment.

2. Appointment Process for a Sole Practitioner

As this service operates as a single-person business, the roles of Provider, Designated Liaison Person (DLP), and Relevant Person are consolidated into one individual.The Owner automatically assumes the role and legal responsibilities of the Relevant Person upon the commencement of business operations.This appointment remains permanent and active for the duration of the business operations, or until such a time that the business structure expands to include additional personnel.

3. Duties of the Relevant Person

The Relevant Person shall:

- Act as the primary contact point for any queries regarding this Child Safeguarding Statement.location and made available upon request.
- Conduct the mandatory review of this statement and the risk assessment at least every 24
- Provide information to parents, guardians, and statutory authorities regarding the risk assessment process.
- Ensure that this Child Safeguarding Statement is displayed prominently at the service months, or immediately following any material changes to the service.

4. Contact Details of the Appointed Relevant Person

Name: Beatriz García Zaldívar
Role: Owner
Phone: +353 85 1983547
Email: bea.zaldivar@gmail.com

6. REPORTING PROCEDURES

1. If a member of Bea's Plan B receives an allegation, or has a suspicion that a child is being abused, he or she must, in the first instance, consult with the manager.
2. It is important that the suspicions or allegations are recorded by the DLP.
3. In cases where an allegation is made, the DLP must report the matter immediately to the relevant authorities, ie. to the designated officer in the Child & Family Agency social work department (TUSLA) or to An Garda Síochána.(NOTE: Any query or concern in relation to children out of hours should be reported to An Garda Síochána)
4. It is essential that at all times the matter is treated in a confidential manner.
5. It is NOT the responsibility of the DLP or any other person to find a resolution or discuss the matter with anyone else except the appropriate agencies.
6. All advice proffered by TUSLA - Child & Family Agency social work department and An

Garda Síochána should be strictly adhered to.

7. Where an allegation of abuse or neglect is made against a member of the staff or the DLP herself, the DLP shall immediately act in accordance with the procedures outlined no. 3 above.
8. Once a disclosure is made by a child, a written record of the disclosure shall be made as soon as possible by the person receiving it.
9. Where an allegation of abuse or neglect is made by an adult, a written statement should be sought from this person.
10. Where the allegation or concern relates to the DLP, the person reporting should follow the procedures set out at no.3 above.
11. From this point on, only the Statutory Authorities should deal with the matter.

7. CODE OF PRACTICE

The following guidance includes a variety of contexts in which our activities are carried out. The Code of Practice is to safeguard the welfare of the young children in our charge and to ensure that safe and sensible steps will continue to be taken to ensure the safe practice and environment for young people, management, future staff, and volunteers alike.

1. Trust your intuition if a pupil is acting inappropriately and take action, ie share concerns with the DLP and implement measures to reduce risk.
2. Use verbal affirmation to praise rather than physical touch.
3. Never use physical forms of discipline.
4. Tutors and parents should be made aware of the class timetable.
5. Ensure that after class all children are collected promptly.
6. Drop off and collection times should be strictly adhered to.
7. A class register and incident book should be kept. (Record details of any incident occurring – date, time, place and summary of the incident pertaining to children's welfare).

8. TRANSPORT AND INSURANCE

1. Staff from Bea's Plan B, identified, will always be present during the transport.
2. When transporting young persons, seat them in the back seat, and only carry the appropriate number vis a vis seat-belt.
3. Journey duration other than commuting to/from school will be reported to parents/tutors.
4. A parental consent form should be completed regarding trips / outings.

Our Insurance Policy provides cover for all afterschool activities, however the following guidelines must be adhered to:

- Ensure children do not arrive on their own at the venue.
- Ensure the class is supervised.
- Ensure that all pupils have been collected prior to leaving the venue.
- Ensure the venue is safe from all/any potential hazards.

9. RISK ASSESSMENT

In accordance with the Children First Act 2015, the Service Provider has carried out an assessment of any potential for harm to a child while attending the service or participating in service activities.

A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified: See the attached risk assessment list
Policies and/or Procedures in place to manage Risk: Policies and procedures attached.

10. CHILD SAFEGUARDING POLICIES AND PROCEDURES

Bea's Plan B Policies and Procedures attached.

As required by the Children First Act, 2015, Children First National Guidance for Protection and Welfare of Children 2017 and the Guidance for Developing for a Child Safeguarding statement for Early Years Services 2018 the following safeguarding policies/procedures/measures are in place.

- ➢ Procedures to maintain a list of mandated persons under the Children First Act, 2015. At the moment there is only one person working in the afterschool which is the owner, and will be acting as DLP.
- ➢ A Designated Liaison Person and Deputy have been appointed: owner, Beatriz Garcia.
- ➢ Child Protection and Welfare Reporting Procedures: specified in point 5 of this document.
- ➢ Confidentiality Policy (in attachment)
- ➢ Policy for Dealing with Allegations of Abuse or Neglect Against Employees (Annex 1)
- ➢ Procedure for Managing Child Protection Records and Internal Child Protection Concern Form (Annex 2)
- ➢ Garda Vetting Policy (Annex 3)
- ➢ Complaints Policy (separate document uploaded, childversion and official).
- ➢ Policy for Managing Outings (Annex 4)
- ➢ Policy for Managing Accidents and Incidents (Annex 5)
- ➢ Social Media Management Policy (Annex 6)

11. IMPLEMENTATION AND REVIEW

We recognise that implementation is an ongoing process. Our service Bea's Plan B is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service.

This Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.

This statement has been published on the service website and is displayed in the service. It

is readily accessible to parents and guardians on request.

A copy of this Statement will be made available to Tusla if requested.

Beatriz G. Zaldivar

Signed: __ ___ ____ Date: 21/06/2026

DLP: Beatriz Garcia

Role: Owner/Director

Phone number: +353 85 198 3547

ANNEX 1

Policy for Dealing with Allegations of Abuse or Neglect Against Employees

1. Policy Statement

Bea's Plan B is committed to safeguarding children and upholding the highest standards of child protection. We also recognise our duty as an employer (in the future) to ensure fairness, natural justice, and confidentiality for employees.

This policy outlines the twin tracks that must be followed when an allegation of abuse or neglect is made against a staff member: the Child Protection Track and the Employment Track.

2. Dual-Track Management System

To ensure objectivity and avoid conflicts of interest, responsibilities are split immediately:

- The Child Protection Track: Managed by the Designated Liaison Person (DLP) or Deputy DLP. Their sole focus is child safety and statutory reporting.
- The Employment Track: Managed by the Managing Director, or an appointed external HR consultant. Their focus is internal disciplinary procedures and fair process.

3. Step-by-Step Response Procedure

Step 1: Immediate Safety and Statutory Reporting (Child Protection Track)

- Ensure Immediate Safety: Remove the employee from any contact with children immediately.
- Consultation & Reporting: The DLP must contact Tusla (Child and Family Agency) and/or An Garda Síochána for advice immediately. A formal standard reporting form must be submitted without delay.
- Defer to Authorities: The company will not interview children or conduct independent forensic investigations. Statutory authorities take precedence.

Step 2: Immediate Employment Action (Employment Track)

- Protective Suspension: The employee will normally be placed on administrative leave (suspension) with full pay.
    - Note: Suspension is a protective measure to allow a fair investigation, not a disciplinary sanction or an implication of guilt.

- Notification Meeting: Hold a brief, private meeting with the employee.
    - ❖ Inform them that an allegation has been made (provide details only to the extent permitted by Tusla/Gardaí so as not to prejudice their investigation).
    - ❖ Confirm their suspension on full pay.
    - ❖ Issue a follow-up letter within 24 hours confirming the suspension terms and providing a point of contact for support.

Step 3: The Internal Disciplinary Investigation

The management will conduct its own internal investigation to determine if employment rules or codes of conduct were breached. This runs parallel to, but must not interfere with, Garda or Tusla processes.

- Terms of Reference: Define exactly what is being investigated and appoint an impartial investigator.
- Evidence Gathering: Collect relevant internal records, attendance logs, and operational policies.
- The Investigation Interview:Invite the employee to an investigation interview in writing, giving reasonable notice.
    - ○ Provide them with copies of any statements or evidence the company is relying on.
    - ○ Inform them of their right to be accompanied by a colleague or a trade union representative.
    - ○ During the interview, present the allegations and allow the employee to give their full account.
- The Investigation Report: The investigator will compile a report detailing the facts found. They will recommend either:
    - ○ There is no case to answer (the matter is dropped).
    - ○ There is a case to answer (the matter progresses to a formal Disciplinary Hearing).

Step 4: The Disciplinary Hearing

If a case to answer is established, a formal Disciplinary Hearing is convened. The person who conducted the investigation cannot chair this hearing.

- Notice: Invite the employee in writing, clearly stating that the allegation constitutes potential gross misconduct which may lead to dismissal.
- The Hearing: Review the investigation report. Allow the employee to make their final defense, challenge evidence, and present mitigating factors.
- The Decision: The Chairperson will deliberate and issue a decision in writing. If the allegation is upheld on the balance of probabilities regarding a breach of contract/safety, sanctions up to summary dismissal may apply.
- Right to Appeal: The employee must be given the right to appeal the decision to an

independent person not previously involved.

4. Confidentiality and Support

- Strict Confidentiality: Information regarding the allegation will be restricted strictly to a "need-to-know" basis.
- No Gossip Policy: Any staff member breaching confidentiality or gossiping about the allegation will face immediate disciplinary action for gross misconduct.
- Support: The company recognises this is a highly stressful process and will offer access to counselling services to the employee throughout the process.

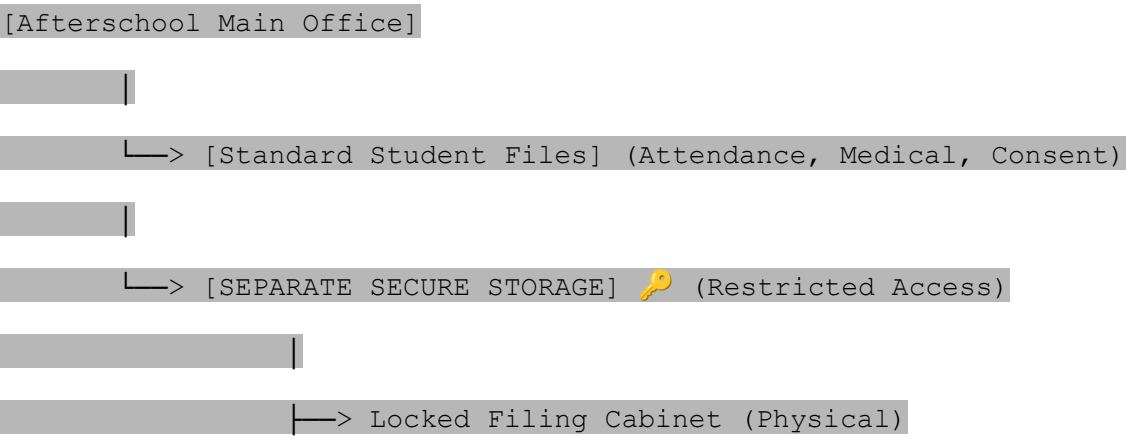
ANNEX 2

PROCEDURE FOR THE MANAGEMENT OF CHILD PROTECTION RECORDS

Child protection records must be managed under a strict dual-lock system that separates case files from standard student files, ensuring compliance with the Children First Act 2015 and GDPR.

1. Creation and Documentation
    a. Factual reporting: Write only objective facts, observed physical signs, and exact quotes from the child.
    b. No assumptions: Avoid personal opinions, psychological speculations, or subjective interpretations.
    c. Standardised tools: use the standard internal reporting template.
    d. Mandatory metadata: Every record must explicitly include the date, time, full name of the child, name of the reporter, and name of the Designated Liaison Person (DLP).

2. Storage and Security



- Strict segregation: Never store child protection records inside general child files or standard enrollment folders.
- Physical security: Keep paper documents in a dedicated, heavy-duty filing cabinet secured by a double-lock mechanism.
- Controlled access: Restrict physical and digital access exclusively to the DLP and the Deputy DLP.

3. Access and Information Sharing

➢ Need-to-know basis: Do not share details with general afterschool staff unless a specific staff member requires operational info to keep the child safe.

➢ Statutory sharing: Share full, unredacted records immediately with Tusla or An Garda Síochána upon request during an investigation.

➢ Parental access rights: Defer or refuse parental requests to view child protection logs if sharing the data risks the child's safety or prejudices a Garda/Tusla investigation.

4. Retention and Destruction

➢ Long-term retention: Retain child protection files for a minimum of 21 years after the child turns 18 to comply with Irish legal statute limitations on historical abuse claims.

➢ Archiving protocol: Move inactive files to a highly secure, long-term archive once the child leaves the afterschool program.

➢ Secure destruction: Cross-shred paper files using an industrial shredder or use certified software to permanently wipe digital drives once the retention window expires.

BEA'S PLAN B Afterschool Services

CONFIDENTIAL: Internal Child Protection Concern Form

Instructions for Staff: *Complete this form immediately following any incident, disclosure, or observation. Record only factual information, objective observations, and the exact words used by the child where possible. Do not investigate or interview the child. Hand this completed form directly to the DLP or Deputy DLP in a sealed envelope.*

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1. Child's Details

- **Child's Full Name: _____**
- **Date of Birth: ____ / ____ / _____ Age: _____**
- **Home Address:**

_____

__

- **Parent/Guardian Names:**

_____

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2. Details of the Person Reporting the Concern

- **Your Name: _____ Role/Position: _____**
- **Contact Number: _____ Email: _____**

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3. Nature of the Concern

(Tick all that apply)

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Disclosure made by child
- Other (e.g., behavioral changes, unexplained injuries)

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4. Statement of Concern / Incident Report

Provide a detailed, factual account of what you observed, what happened, or what was said. Include

dates, times, and context. If the child made a disclosure, write down their exact words. ***Do not include personal opinions or assumptions.***

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5. Details of Any Visible Injuries / Physical Signs

Describe the location, size, and color of any visible marks or bruising. ***Do not remove clothing to inspect a child.***

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6. Sign-Off (Reporting Staff Member)

- **Staff Signature: _____** **Date: ____ / ____ / _____**
- **Time Completed: ____ : ____** (AM/PM)

MANAGEMENT USE ONLY (To be completed by the DLP / Deputy DLP)

- **Date Form Received by DLP: ____ / ____ / _____** **Time: ____ : ____**
- **DLP Name: _____**

Action Taken by DLP:

- **Consulted with Tusla Duty Social Work:** Date: ____ / ____ / _____ Time: ____:____
  - *Name of Tusla Social Worker spoken to:* _____
- **Formal Standard Report Form (CPWRF) submitted to Tusla:** Date: ____ / ____ / _____
- **Reported to An Garda Síochána:** Date: ____ / ____ / _____ Station: _____
- **Internal Monitoring Only / No External Report Made:** *(Provide detailed justification below)*

DLP Summary / Outcome Notes:

- **DLP Signature: _____** **Date File Closed/Archived: ____ / ____ / _____**
- **Secure File Reference Number: _____** *(e.g., CPC-2026-001)*

ANNEX 3

Garda Vetting Policy

An afterschool service in Ireland cannot legally permit any employee, volunteer, or student on placement to begin working with children until a 100% completed and cleared Garda Vetting disclosure has been received by the organisation.

1) Mandatory Vetting and the Law
    a) Zero tolerance: It is a criminal offence under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 to start a staff member in a childcare role without vetting.
    b) No "under supervision" loopholes: New staff cannot work on-site while their vetting application is "in progress," even if they are closely supervised by fully vetted staff.
    c) Registered Provider duty: The owner is legally responsible for ensuring full compliance with National Vetting Bureau rules.
2) The Step-by-Step Vetting Procedure



- **Step 1: The 100-Point Check:** Before submitting an application, the manager must verify the applicant's identity using the official 100-point identity check system (e.g., Passport = 70 points; Irish Driving License = 60 points; Utility Bill = 20 points). Copies must be signed and dated by the manager.
- **Step 2: The E-Vetting Invitation:** The applicant fills out the paper NVB1 form. The afterschool's Designated Liaison Person (or registered vetting umbrella body like Early Childhood Ireland) inputs the data to trigger an email invitation to the candidate.
- **Step 3: Applicant Submission:** The applicant completes their online profile, listing all

addresses lived at since birth.

- **Step 4: Disclosure Review:** The National Vetting Bureau processes the application and issues a digital disclosure certificate to the organisation.

3) Vetting Frequency and Re-Vetting

Three-year cycle: Garda Vetting is not a lifelong certificate. In line with best practices for childcare, staff must be re-vetted every 3 years.

Break in service rule: If an employee leaves the company or goes on a career break for more than 6 consecutive months, they must be fully re-vetted before returning to work with children.

4) Managing Disclosures and Assessments
   A. Nil disclosures: If the certificate returns "Nil" (no criminal record), the staff member is cleared to start work immediately.
   B. Specified information / Convictions: If a disclosure reveals a criminal background or active police investigations, a formal risk assessment committee must review the file.
   C. The Decision Matrix: Minor, historical traffic offences may be approved. Any conviction involving violence, theft, fraud, drug offenses, or offenses against children results in immediate withdrawal of the job offer or termination of employment.

Route for vetting applications

1. Vetting Route: Using an Umbrella Body, Early Childhood Ireland.

We must verify the candidate's ID locally. And then submit the digital request to Early Childhood Ireland. Their Registered Liaison Person processes it with the National Vetting Bureau on our behalf and securely returns the disclosure to us.

2. Garda Vetting Risk Assessment Form

If a disclosure reveals a criminal conviction or "specified information" (police intelligence), we cannot automatically dismiss or hire the candidate without a documented review.

The attached form creates a formal paper trail proving that Bea’s Plan B has conducted a fair, objective risk assessment before making a final decision.

Bea’s Plan B Afterschool Services

CONFIDENTIAL: Garda Vetting Risk Assessment Form

Instructions for Management: This form must be completed by the Managing Director whenever a Garda Vetting Disclosure returns details of a criminal conviction, caution, or specified information. The assessment must balance the safety of the children with employment equity legislation. Stamped copies must be held in the secure dual-lock cabinet.

1. Candidate & Disclosure Details

* Applicant/Staff Name: _____

* Job Title/Role: _____

* Vetting Disclosure Reference Number: _____

* Date Disclosure Received: ____ / ____ / _____

2. Nature of the Offence / Disclosed Information

Identify the specific details revealed in the disclosure. Note the exact charge, date of the offence, and sentence/penalty imposed (if applicable).

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3. Objective Risk Assessment Factors

Analyze and comment on each of the following points

* Age and Context: How old was the person when the offence occurred? Was it a single isolated incident or part of a pattern?

* Relevance to Role: Does the offence directly relate to working with children, financial handling, driving, or safety?

* Time Elapsed: How much time has passed since the offence? Has the person maintained a clean record since?

* Applicant's Disclosure: Did the applicant honestly declare this on their initial application form/interview before the vetting certificate arrived?

4. Direct Interview Notes (If Applicable)

Summarize the discussion held with the applicant regarding the disclosure. Did they demonstrate insight, remorse, or rehabilitation?

5. Risk Category & Final Decision

(Tick the appropriate box based on the assessment)

☐ LOW RISK – APPROVED: The offence is minor, historical, unrelated to children, and does not pose a threat to service safety. The candidate is cleared to work.
☐ HIGH RISK – REJECTED/TERMINATED: The offence involves violence, theft, drugs, fraud, or protection issues. The risk to children or the company is unacceptable. The job offer is withdrawn / employment is terminated.

Justification for Final Decision:

Provide a clear, legally defensible explanation for the decision chosen above.

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6. Sign-Off and Approval

* Assessor Name: _____ Role: _____

* Assessor Signature: _____ Date: ____ / ____ / _____

* Witness: _____ Date: ____ / ____ / _____

ANNEX 4

Policy to Manage Outings

No afterschool outing may proceed without a completed written risk assessment, a strict 1:8 staff-to-child ratio (or lower depending on risk), and signed parental consent forms secured in advance.

1. Pre-Outing Risk Assessment & Planning

    1.1. Mandatory venue check: The manager or trip leader must inspect the venue beforehand or verify its safety credentials, emergency exits, and toilet access.
    1.2. Written risk assessment: A formal risk assessment must be drafted for every trip, identifying specific hazards (e.g., water, traffic, public crowds) and control measures.
    1.3. Emergency kit checklist: Staff must pack a mobile first-aid kit, a list of child emergency contacts, child medical/allergy details, and a fully charged company mobile phone.

2. Supervision Ratios & Group Management
    2.1. Enhanced ratios: While standard Irish afterschool on-site ratios are 1:12, external outings require a minimum ratio of 1:8. High-risk environments (e.g., swimming pools) require 1:6 or lower.
    2.2. The "Buddy" system: Pair children up into fixed "buddies" who must look out for each other.
    2.3. Visual identification: All children must wear high-visibility vests or identical wristbands printed with the afterschool company's phone number (never the child's name for safety reasons).
    2.4. Roll call protocol: Staff must conduct headcounts before leaving the facility, upon boarding transport, upon arriving, at 30-minute intervals during the trip, and before departure.

3. Transport and Logistics
    3.1. Licensed operators: Only use external transport providers (buses/coaches) that are fully licensed, insured, and fitted with certified, working seatbelts for every child.
    3.2. Public transport rule: If using public trains or buses, maintain a 1:5 ratio to manage platform, boarding, and ticketing risks safely.
    3.3. Private vehicles: Staff are strictly prohibited from transporting children in their personal cars unless specific commercial insurance ("business use including carriage of passengers") and prior parental consent are verified.

4. Incident Management & First Aid
    4.1. First aid assignment: At least one staff member assigned to the trip must hold a valid First Aid Response (FAR) qualification.
    4.2. Lost child protocol: If a child is separated from the group:
        4.2.1. One staff member immediately searches the immediate area for a maximum of 5 minutes.
        4.2.2. The remaining staff gather all other children into a secure, single group.
        4.2.3. If unfound after 5 minutes, staff must immediately contact An Garda Síochána and the child’s parents.

Bea's Plan B Afterschool Services

CONFIDENTIAL: Local Walking Outing Risk Assessment & Planning Form

Instructions for Staff: *This form must be completed by the Trip Leader and approved by the Service Manager at least 48 hours before any local walking trip (e.g., local park, library, playground). The approved original must be filed in the Outings Log, and a copy must be carried by the Trip Leader during the walk.*

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1. General Trip Information

- **Date of Outing: ____ / ____ / _____ Estimated Departure Time: ____:____ Return Time: ____:____**
- **Destination/Route:**

_____

- **Purpose of Trip:**

_____

__

- **Total Number of Children: _____ Total Number of Staff: _____**
- **Calculated Staff-to-Child Ratio:** 1 : _____ *(Mandatory maximum 1:8 for walking trips)*

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2. Designated Staff Roles

- **Trip Leader (Overall Charge): _____**
- **Designated FAR First Aider: _____** *(Must hold valid FAR Certificate)*
- **Lead Walker (Front of Line): _____**
- **Sweep Walker (Back of Line): _____**

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3. Walking Route Risk Assessment Matrix

(The Trip Leader must assess these common walking hazards and tick to confirm controls are active)

Hazard Identified	Specific Local Risks (e.g., busy crossroads, missing footpaths)	Control Measures Required	Checked [✓]
Road Traffic		Children	[ ]

Hazard Identified	Specific Local Risks (e.g., busy crossroads, missing footpaths)	Control Measures Required	Checked [✓]
& Crossing		walk in a double line. Crossing only at designated pedestrian lights/zebras. Staff block traffic with high-vis vests.	
Slips, Trips & Falls		Route checked for uneven paving, mud, or loose gravel. Children instructed to wear closed-toe walking shoes.	[ ]
Weather Extremes		Weather forecast verified. Parents requested to provide raincoats or sun hats/sunscreen as	[ ]

Hazard Identified	Specific Local Risks (e.g., busy crossroads, missing footpaths)	Control Measures Required	Checked [✓]
		appropriate.	
Strangers / Public Areas		Strict "Buddy System" enforced. Children wear numbered high-vis vests (no names printed). Visual boundaries set at the destination.	[ ]
Child Separation		Regular headcounts executed: on exit, at major road crossings, on arrival, and every 20 minutes while away.	[ ]

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4. Pre-Departure Safety Checklist (To be ticked off on the day)

- **Parental Consent:** Written consent forms verified for every single child attending.
- **High-Vis Gear:** All children and staff are wearing high-visibility vests.
- **Emergency Contacts:** Printed list of parent contact numbers and emergency backup numbers packed.
- **Medical & Allergies:** Care plans and emergency medication (e.g., inhalers, EpiPens) packed for specific children.

- **First Aid Kit:** Fully stocked mobile First Aid kit checked and carried by the FAR staff member.
- **Communication:** Charged company mobile phone packed. Number checked: _____

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5. Outing Sign-Off & Approvals

- **Prepared by (Trip Leader): _____ Signature: _____**
- **Approved by (Manager): _____ Signature: _____**
- **Date of Approval: ____ / ____ / _____**

ANNEX 5

Policy for Managing Accidents and Incidents

Every accident or incident must be recorded immediately on our report form, with parents notified on the same day and critical injuries reported to the Health and Safety Authority (HSA) or Tusla within mandatory legal timeframes.

This policy is made available for staff alike and Parents/ Guardians.

1) **Immediate Response and First Aid**
    a) Assess and secure: The nearest staff member must immediately assess the situation, secure the area to prevent further harm, and attend to the injured child.
    b) Qualified intervention: A staff member holding a valid First Aid Response (FAR) qualification must administer necessary first aid treatment.
    c) Emergency services: Dial 999 or 112 immediately for serious injuries, unconsciousness, or severe allergic reactions. Do not move a child with a suspected spinal injury unless they are in immediate danger.
2) **Documentation and Recording**
    a) Factual logs: Complete an Accident/Incident Report Form before the end of the staff shift.

       Use objective facts, describe the precise mechanism of injury (e.g., "fell from a 1-meter climbing frame"), and list the exact treatment given.

    b) No blame or speculation: Never write opinions, assumptions of liability, or staff fault on the record.
    c) Separate records: If two children are involved in an incident (e.g., a physical altercation), fill out two separate forms. Never reveal the identity of the other child on a parent's copy due to GDPR restrictions.
3) **Parent Notification and Communication**
    a) Minor injuries: Inform parents upon collection at the end of the day for minor scrapes or bruises, and provide a copy of the signed accident form.
    b) Head injuries or significant knocks: Contact parents via phone immediately after first aid is administered, even if the injury appears minor. Monitor the child closely for signs of concussion (dizziness, vomiting, lethargy).
    c) Emergency notification: If a child is taken to hospital by ambulance, a designated manager must accompany the child, carrying their enrollment and medical consent forms, while another staff member contacts the parents immediately.
4) **Statutory Reporting Thresholds**
    a) Tusla Reporting: Under the Child Care Act 1991 (Early Years Services) Regulations 2016, you must notify Tusla within 3 working days using the official "Notification of Incidents Form" if a child requires medical treatment by a GP or hospital as a result of an injury sustained at the service.
    b) HSA Reporting: You must report the accident to the Health and Safety Authority (HSA) within 10 working days if a child or staff member is taken from the premises to a hospital for medical treatment.
5) **Review and Risk Reduction**
    a) Monthly audit: The service manager must review the Accident and Incident Log

book monthly to identify trends (e.g., specific equipment causing multiple trips, specific times of day when incidents spike).

b) Action plans: Update environmental risk assessments immediately if a physical hazard is identified as the root cause of an accident.

Accident and Incident Report Form

Instructions for Staff: Complete this form in blue or black ink immediately following any accident or incident. Be objective, factual, and precise. Do not express personal opinions or assign blame. Hand the completed form to the Service Manager for review before presenting it to the parent/guardian.

1. Child & General Details

- **Child's Full Name: _____**
- **Date of Birth: ____ / ____ / _____** **Age: _____**
- **Date of Incident: ____ / ____ / _____** **Exact Time of Incident: ____ : ____** (AM/PM)
- **Location of Incident:** [ ] Indoor [ ] Outdoor [ ] Toilets [ ] Off-site Outing [ ] Other: _____

---

2. Description of the Accident / Incident

Describe exactly what happened, including the events leading up to it. Be specific about mechanisms (e.g., "Child slipped on a wet leaf while running on the outdoor tarmac and fell forward onto their left knee").

- **Names of Staff Members Who Witnessed the Incident:**
_____
- **If another child was involved, DO NOT write their name here.** *(Check box if applicable)*:

  [ ] Another child involved.

3. Injury Details & Physical Signs

Identify the nature of the injury and the exact part of the body affected (e.g., 2cm scrape to left knee, minor swelling to right forehead).

- **Head Injury / Knock to Head?** [ ] **YES** [ ] **NO**

(If YES, immediate phone call to parent is mandatory, regardless of severity).

---

4. First Aid Treatment Administered

List all treatment provided (e.g., "Area cleaned with sterile water wipe, cold compress applied for 10 minutes, hypoallergenic plaster applied").

- **First Aid Administered By (Name): _____ FAR Qualified?** [ ] Yes [ ] No
- **Time Treatment Administered: ____** : **____** (AM/PM)

---

5. Parent Notification Log

- **Was the parent contacted immediately by phone?** [ ] Yes [ ] No [ ] N/A (Minor scratch only)
  - *Time of Call:* ____ : ____ (AM/PM) *Spoke to (Name): _____*
- **Child Collected By: _____** *Time of Collection:* ____ : ____ (AM/PM)

6. Signatures & Approvals

Staff Declaration

I confirm that the information recorded on this form is a true and factual account of the incident.

- **Reporting Staff Member Signature: _____ Date:** ____ / ____ / _____

Management Review & Statutory Threshold Check

- **Manager Name: _____ Signature:** _____
- **Tusla Notification Required?** (GP/Hospital visit needed) [ ] Yes [ ] No -> *If Yes, submit within 3 working days.*
- ***HSA Notification Required?*** *(Taken directly to hospital) [ ] Yes [ ] No -> If Yes, submit within 10 working days.*

Parent / Guardian Acknowledgement

I acknowledge that I have been informed of this accident/incident and have received a copy of this report.

- ***Parent/Guardian Name: _____***
- ***Parent/Guardian Signature: _____ Date:*** ____ / ____ / _____

ANNEX 6

Social Media Management Policy

The primary directive at Bea's Plan B' Social Media Management Policy is a **strict zero-use rule for children's likenesses**, which means no photographs, videos, or identifying details of children attending the afterschool service may be posted online under any circumstances, even if parents offer consent.

This policy is available to all parents and guardians and any employee, volunteer, etc.

1) Core Visual Content Rules

- No child images: Staff, manager, and external agencies are strictly prohibited from publishing photos or videos showing any child's face.
- Alternative promotional content: Social media channels must focus exclusively on inanimate objects and environments, such as blank facility setups, crafts without children in the frame, educational resources, text-based tips, or generic graphic designs.
- No accidental capture: Before uploading any image of a classroom, the uploader must rigorously check mirrors, windows, and polished surfaces to ensure no child's reflection is visible.

2) Device Security and Capture Protocols

- Personal device ban: Employees must never use personal mobile phones, tablets, or smartwatches to capture images or videos within the service or during outings.
- Company device restrictions: Company-owned devices may be used to document activities for internal portfolios or programming logs, but these files must never be uploaded to social media.
- Immediate storage purge: Any digital media stored on company devices for operational logging must be cleared out quarterly to secure local drives.

ANNEX 7

Provision of information instruction and training to members of staff in relation to identification of the occurrence of harm

Under Section 11(3)(d) of the Children First Act 2015, providers of relevant services must establish a formal procedure for providing information, instruction, and training to staff. This procedure ensures all personnel can identify signs of harm—including assault, ill-treatment, neglect, or sexual abuse—and react appropriately.

Step 1: Provision of Core Information (Induction)

Bea's Plan B must give all new staff members critical safeguarding documentation before they begin working with children.

- Distribute Documents: Issue a physical or digital copy of the organisation's Child Safeguarding Statement (CSS) and Risk Assessment.
- Identify Key Personnel: Provide the name and contact details of the Designated Liaison Person (DLP) and Deputy DLP in the future.
- Clarify Roles: Inform staff whether their specific job profile classifies them as a Mandated Person under the Act.
- Obtain Acknowledgement: Require staff to sign an induction sheet confirming they have read, understood, and agreed to adhere to the safeguarding policies.

Step 2: Mandatory Instruction (Operational Rules)

Instruction covers the day-to-day operational rules that staff must follow to prevent and identify harm.

- Code of Behaviour: Instruct staff on acceptable adult-to-child and peer-to-peer interactions to ensure boundaries are clear.
- Signs and Indicators: Provide written checklists detailing the behavioral, emotional, and physical indicators of abuse or neglect.
- Recording Protocols: Instruct staff on how to document a disclosure or concern factually, using the child's exact words, without interviewing or questioning the child.
- Reporting Pathway: Clarify the strict internal reporting chain directly to the DLP.

Step 3: Formal Safeguarding Training

Bea's Plan B must establish a structured Child Safeguarding Training Strategy based on the specific needs of the staff.

- Baseline Training: Require all staff and volunteers, to complete the Tusla Children First E-Learning Programme ("An Introduction to Children First").
- Advanced Training: Ensure the DLP completes advanced, face-to-face or blended child protection training.
- Outing-Specific Briefings: Conduct pre-outing briefings for staff to review potential environmental hazards, headcount checkpoints, and lost-child protocols.
- Refresher Intervals: Mandate refresher training for all staff at least every 24 months to coincide with the statutory review of the Child Safeguarding Statement.

Step 4: Monitoring and Record Keeping

Bea's Plan B is legally required to verify that training has occurred and that information remains up to date.

- Central Training Register: Maintain an active log containing staff names, dates of training completion, and copies of Tusla E-Learning Certificates.
- Regular Audits: Review the training register quarterly to identify upcoming renewal dates or training gaps for new hires.
- Policy Review: Update the entire informational and training pipeline whenever Tusla issues new national guidelines or amendments to the Act.

Child Safeguarding Induction Checklis

tEvery new staff member or volunteer must complete this checklist before working directly with children. We keep a signed copy in their personnel file for compliance audits.

Part 1: Documentation & Policy ReviewChild Safeguarding Statement (CSS): Read and understood the current CSS and the accompanying Risk Assessment.

Code of Behaviour: Read, understood, and signed the staff/volunteer code of conduct regarding safe boundaries.

Anti-Bullying & Peer-Harm Policy: Reviewed procedures for identifying and managing peer-to-peer abuse.

Outing Safety Policy: Reviewed specific protocols for trips, headcounts, transport safety, and stranger-risk management.

Part 2: Identification & Reporting Channels

Key Contacts Named: Confirmed the identities and contact numbers for:

Designated Liaison Person (DLP): Beatriz García Zaldivar

Role Status Confirmed: Staff member explicitly informed if they are a legally defined Mandated Person under the Act.

Reporting Pathway Understood: Verified that all concerns must be reported immediately to the DLP, and emergency situations straight to An Garda Síochána.

Recording Process Taught: Instructed on how to log disclosures factually, using the child's exact words, without interrogation.

Part 3: Mandatory CertificationGarda Vetting

Approved vetting disclosure received and verified by the organisation.

Tusla E-Learning: Completed the "Introduction to Children First" e-learning programme (developing in web).

Certificate Filed: Copy of the Tusla certificate printed or saved to the central training register.

Sign-Off BlockStaff / Volunteer Declaration:

"I confirm that I have received the information, instruction, and training outlined above, and I understand my obligations under the Children First Act 2015."

Name: _____ Signature: _____ Date: _____

DLP / Manager Sign-Off:

"I confirm that this individual has successfully completed their safeguarding induction."

Name: Beatriz Garcia Signature: _____ Date: _____

Training Needs Analysis (TNA) Template

Role Category	Personnel Included	Mandatory Information	Required Instruction	Required Training	Frequency
Governance & Leadership	Owner	• Child Safeguarding Statement • Risk Assessment	• Legal duties of the provider • Statutory review process	• Tusla E-Learning Module • Governance safeguarding briefing	Every 24 months
Designated Roles	DLP	• Tusla Referral Forms • Direct Duty Social Work contacts	• Assessing thresholds of harm • Managing internal disclosures	• Advanced DLP Workshop	Every 24 months
Front Line Staff & Volunteers	• Supervisors / Leaders • Regular Volunteers	• Code of Behaviour • Staff reporting pathway	• Spotting physical & behavioural signs • Outing/trip safety protocols	• Tusla E-Learning Module • Internal operational briefing	Every 24 months
Support Personnel	• Drivers • External Contractors • Occasional Volunteers	• Organisation Safeguarding Policy summary	• Immediate escalation contact (DLP)	• Basic Safeguarding Awareness Briefing	On induction

BEA´S PLAN B
RISK ASSESSMENT

APPENDIX 1: HARM RISKS

Risk Identified	**Who is Responsible?**	**What is Currently in Place to Manage the Risk**	**What Future Actions are Needed?**
Risk of harm (as defined in the Children First Act 2015) of a child by bullying by a peer or older child.	Beatriz Garcia	We will have a visible clear explanation of what bullying is, in any form. We will have a stepped disciplinary action plan for bullying behaviors. We have a signed agreement with parents and pupils about behaviour.	Hand the behaviour contract to all new parents and pupils. Identify the bullying definition hanging in class. Explain regularly and reiterate that we are an inclusive centre that has zero tolerance to bullying.
Risk of harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer	Beatriz Garcia	If there is any staff recruited in the future, all recruited staff will be Garda vetted prior to starting in Bea's Plan B. References will be verified. The induction process will be in place. This same procedure will apply to volunteers.	When in place, this policy will be reviewed annually.

Risk of harm (as defined in the Children First Act 2015) of a child by any visitors to the service	Management	Visitors must enter via buzzer. Sign and date visitors book. Never be allowed to be alone with any child. Personal mobile phones are not permitted to be used while visiting the Bea's Plan B. Visitors who can access children and staff personal information and observations such as Inspectors from TUSLA, POBAL, DES must produce photo ID, sign in time and date. A member of management team will accompany such inspectors	Management and staff will be updated at staff meetings All staff are aware where the visitor book is located and this policy and procedure.
Risk of harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer attending to children's personal care needs.	All future staff and current management	Staff inform other staff in advance that they are attending to a child's needs. Children's toilets are nearby and accessible easily to all staff and toilets are not locked. A record verbal/written	New staff members are made aware of this policy and procedure. Reviewed annually.

		of any toileting accident is recorded with room management and parents.	

Risk of harm (as defined in the Children First Act 2015) of a child by a staff working in a room alone with children.	Management and relevant staff.	Staff working alone work to ratio as set out by the afterschool regulations.	Any staff member working alone will be informed of procedures from management.
Risk of harm (as defined in the Children First Act 2015) of a child on outings by a member of staff/volunteer/stranger/peer.	Management and relevant staff.	Staff to child ratio on outings is lower and if the outing requires so, even more, to 1:6. Ensure all personnel complete the Tusla Children First E-Learning course. Children will be organized in pairs of support, outing buddies, to enhance co-responsability. Outside the venue our zero bullying tolerance is still in place. We will monitor specially unstructured areas like public toilets or transportation seating gaps. Mandatory regular **headcounts** at defined transition stages (e.g., boarding transport, venue entry). We will provide children with high-visibility vests and wristbands containing the contact details. We will set designated, secure "safe zones" and clear boundaries at public venues.	We have more information regarding outings' procedures on our Outings Policy in Annex 4. All this info will be shared with Parents/guardians, staff and children.

		We will establish an emergency plan for lost or missing children with a dedicated communication link.	
Risk of harm (as defined in the Children First Act 2015) of a child by a student on work placement including TY students	Beatriz Garcia	All students must produce college verification, Garda vetting, photo ID and references prior to starting work placement. TY students under 18 must have 2 references and school verification of work experience. No student is permitted in Bea's Plan B to work on their own with children. Students are not permitted to help children with personal care needs.	This policy and procedures will be shared with all students and reviewed yearly.
Risk of harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer Parents visiting service	Management	Parents who visit and stay with their child during transitions can only attend to their own child's needs. Parents will never be left alone with any other children except their own. If a parent is supporting their own child with toileting a staff member must be in attendance in the toilet area if other children are	Parents who visit are made aware of this policy and procedure. Reviewed yearly.

		using the toilet	

Risk of harm (as defined in the Children First Act 2015) of a child through Social Media and IT PHOTOGRAPH	Management	In line with Bea's Plan B Social media and IT policy and procedure photos and videos of children are taken with Bea's Plan B cameras/phones only and signed permission of parents/guardians. These photos cannot be used or shared by staff to anyone except parents without written permission. No faces of children can be used on any social media platform by staff or other parents. A conscious effort is made by staff to communicate this policy to parents with English as an additional language. Children are also to be consulted around any photos/videos taken	Plans to share with parents prior to any upcoming events. Reviewed annually
Voice of the child	Management	In recognition of children's rights children are to be consulted in all aspects related to self care, photos, and support.	Reviewed annually

APPENDIX 2: HAZARDS

Area being risk assessed: the premises have two rooms, children will rarely access room 2 which will be for storage. Room 1 is the one assessed as it is the main one.
Date of Assessment: 30/07/2026
Name of person conducting risk assessment: Beatriz Garcia Zaldivar

What are the hazards?	**What are the risks that someone might be harmed?**	**What actions are you taking now to control risk?**	**Action by who?**
Electrical Panel	Very little risk for children and staff	The Panel is hidden in a closet and locked with key	Building Management
Slips and trips	Wet floors Cluttered walkways	Cleaning will occur when premises are closed. All walkways will be free, there's ramp to access, and clear access to exits.	Director
Toxic storage	Cleaning chemicals, medications, art supplies, tools, etc.	All Cleaning products and Medications are under lock in Room 2. Art supplies and tools are kept out of children reach in Room 1 closets Children are provided individual aprons, protection glasses and gloves.	Director
Food and allergies	snack preparation areas and storage	No allergens whatsoever to be kept or used in the premises	Director

Equipment safety	Broken toys, unstable furniture, or damaged play.	They will be identified, signaled, and removed immediately,	Director
Emergency procedures	Clear fire escape routes, updated daily attendance registers, and stocked first aid kits.	There are two fire escape doors, and one route that brings us to main street in approximately 4 meters. There´s a registration template. First Aid kits are checked weekly and stored in Room 2.	Director