



MOSAIC
Digital Solutions for Early Education

Take the stress out of writing policies and contact us!

Policy Pack Menu

MOSAIC policy and procedures packs are known for their comprehensive yet practical layout for staff and adherence to Tusla requirements. A range of supporting templates accompany each policy to make reporting and recording requirements easy.

We will personalise your policy pack on your behalf and email it back to you for download and printing.

The Easy Ordering and Quick Delivery Process

1. Select the policy pack you wish to order
2. Answer the questions we require to personalise your pack to your service (*we will also send you an email with questions if you would prefer to do this after you have submitted the order*)
3. Pay and complete your order
4. Once we receive your order we will send you a confirmation of when to expect delivery of your policy pack and request any additional information we may need.
5. We email your pack to you in specified format
6. We keep your pack for 6 months to enable you to review the contents and revert to us with any small changes or amendments you require to suit your service.

View and order from our website: www.mosaicearlyed.com

[Policies, Procedures & Statement Packs - MOSAIC \(mosaicearlyed.com\)](http://www.mosaicearlyed.com)

Read on to see what packs are available!

Our Policy Pack Menu

1. SAC Policy and Procedure E-Package €390

The 'Full SAC Policies, Procedures and Statement Package' is specifically written for **stand-alone School Age Childcare Services**. The pack contains 21 policies and comes with a range of complimentary templates to support policy implementation.

- Governance (6 policies)
- Health, Welfare and Development of the Child (6 policies)
- Safety (9 policies)

*This product comes with a range of additional tools, templates and forms to support policy implementation.

SCHOOL AGE CHILDCARE POLICIES AND PROCEDURES



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ORDER HERE: [Full SAC Policy Pack E-Package - MOSAIC](#)

CONTENTS of the FULL SAC PACK

#	Policy	Complete with Forms/ Templates
Section 1	Governance	
1. (1a)	Statement of Purpose and Function	
(1b)	Child Friendly Version	
2. (2a)	Comments and Complaints	Complaints Form for Parents & Staff
(2b)	Comments and Complaints (Child Version)	Child Version Complaints Form
3.	Recruitment Policy	
4.	Staff Absences	Weekly Staff Roster Template
5.	Staff Training	Induction Checklist Staff Training Record
6.	Supervision Policy	Support and Supervision Template
Section 2	Health, Welfare and Development of the Child	
7.	Settling In Policy and Transition	
8. (8a)	Policy on Managing Behaviour	
(8b)	Anti-Bullying Strategy	Anti-bullying Strategy for Children Record of Bullying Template
9.	Inclusion Policy	
10.	Policy On Healthy Eating	Healthy Eating Specifications
11.	Policy On Outdoor Play	Risk Assessment Template
12.	- Policy on the Use of Internet and Photographic and Recording Devices - Staff -eSafety Agreement	Parent Consent Form
Section 3	Safety	
13.	Policy on Administration of Medication	Medication Consent, Admin. Record
14.	Policy on Accidents and Incidents	Contents List for First Aid Box
15.	Policy on Infection Control	Cleaning Schedule Visitor Record Unvaccinated Child Declaration Form
16.	Nappy Changing, Personal Care and Toileting Policy	
17.	Policy on Safe Sleep/Naps/Rest	
18.	Risk Management Policy	Risk Assessment Template
19.	Policy on Authorisation to Collect Children	Nominated Collection Person Form
20.	Fire Safety Policy with Drill Log	
21.	Outings Policy	Outings Permission Form Risk Assessment Outings and Staff Responsibilities Form



2. Full Policy Pack E-Package €390 (Full Day Care/Pre-school/or both option)

The MOSAIC Early Education **Full Policies, Procedures and Statement Package** contains all 21 policies and corresponding templates, developed in line with the Tusla QRF 2018 to ensure inspection compliance. Policies are updated with COVID-19 guidance and grouped and presented under 3 main headings:

- Governance (6 policies)
- Health, Welfare and Development of the Child (6 policies)
- Safety (9 policies)

*This product comes with a range of additional tools, templates and forms to support policy implementation.

ORDER HERE: [Full Policy, Procedure and Statement E-Package - MOSAIC](#)

CONTENTS OF FULL POLICY PACK

#	Policy	Complete with Forms/ Templates
Section 1	Governance	
1.	Statement of Purpose and Function	
2.	Comments and Complaints	Complaints Form for Parents and Staff
3.	Recruitment Policy	
4.	Staff Absences	Weekly Staff Roster Template
5.	Staff Training	- Induction Checklist - Staff Training Record
6.	Supervision Policy	Support and Supervision Template
Section 2	Health, Welfare and Development of the Child	
7.	Settling In Policy	
8.	Policy on Managing Behaviour	
9.	Inclusion Policy	
10.	Policy On Healthy Eating	'Healthy Eating Specifications'
11.	Policy On Outdoor Play	Outdoor Play Risk Assessment Template
12.	Policy on the Use of Internet and Photographic and Recording Devices	- Staff -eSafety Agreement - Parent Consent form
Section 3	Safety	
13.	Policy on Administration of Medication	- Medication Consent - Medication Admin. Record
14.	Policy on Accidents and Incidents	Contents List for First Aid Box
15.	Policy on Infection Control	- Cleaning Schedule - Unvaccinated Child Declaration Form - Visitor Record
16.	Nappy Changing and Toileting Policy	
17.	Policy on Safe Sleep	Pre-School Version
18.	Risk Management Policy	Risk Assessment Template
19.	Policy on Authorisation to Collect Children	Nominated Collection Person Form
20.	Fire Safety Policy	Evacuation Procedure Fire Drill Log
21.	Outings Policy	Risk Assessment Outings Outings permission

3. Child Safeguarding Statement and Procedures €45

This comprehensive **Child Safeguarding Statement and Procedures** document is written in line with the **6 best practice themes** outlined in the **Tusla Children First Child Safeguarding Guide 2019**.

This includes a summary statement for submission to Tusla including a risk assessment of harm to children. **The Child Safeguarding procedures for staff is divided into six sections referred to as best practice themes.**

Under the *Children First Act 2015* all early years services (including stand-alone afterschool services) who employ one or more person are required to have a Child Safeguarding Statement.

The statement is provided in PDF format.

Once you place your order, you will receive a list of questions from MOSAIC Early Education to **personalise your statement to your early childhood service**. **Cost €45 per personalised statement and procedures.**

ORDER HERE: [Child Safeguarding Statement - MOSAIC](#)

4. Critical Incident Plans €55

Critical Incidents are events outside normal everyday experience – a circumstance that is sudden and unexpected. This may involve a threat to life or loss of life and can include elements of physical or emotional trauma or loss. A critical incident may also involve severe damage to buildings or facilities.

All early childhood services are required to have a service level Critical Incident Plan as outlined in the Tusla Quality and Regulatory Framework (QRF) and the National Quality Guidelines for School Age Childcare Services.

This Critical Incident Plan outlines the appropriate actions to be taken at the initial stage of an emergency enabling an appropriate and professional response should a critical incident occur. Each of the **9 plans contained in this pack** is for a separate emergency. Each plan is framed in 4 recommended sections **1. The Risk, 2. Preparedness, 3. Response and 4. Recovery**. The pack includes useful **recording templates and display information**.



ORDER HERE: [Critical Incident Plans for Early Childhood Services - MOSAIC](#)

5. Team Code of Professional Practice and Conduct €35

This document outlines the values and ethics underpinning the work of the management and educator team working within the early childhood setting. It offers staff and management a set of principles to provide a reference point in guiding day-to-day practice, conduct and decision making.

The Team Code of Professional Practice and Conduct is used in conjunction with:

- Staff Contract and Job Description
- Policies and Procedures of the service.

ORDER HERE: [Team Code of Professional Practice and Conduct - MOSAIC](#)



6. Code of Conduct and Respect (Stakeholders) €30

This Code of Conduct and Respect outlines general guiding principles, behavioural practices, unacceptable behaviour and the consequences of unacceptable behaviour.

This document is aimed at:

- Management, staff members, students, volunteers
- Parents/guardians/family of children enrolled
- Visitors including professionals, inspectorate, maintenance
- All others involved with our service in any way



ORDER HERE: [\(Other\) Code of Conduct and Respect - MOSAIC](#)

7. Individual Care Plan €35



This comprehensive Care Plan sets out a template for the required information and procedures needed for a **child with specific medical or care needs**. This includes food allergies and special dietary requirements.

ORDER HERE: [Individual Care Plan - MOSAIC](#)

8. Termination of Childcare Contract Policy €30

On occasion, the early childhood setting must make the decision to terminate the contract for services between the family and the childcare service. This document outlines a range of reasons for termination of contract, notice period and letter of termination.

ORDER HERE: [Termination of Childcare Contract Policy Rationale and Guidance - MOSAIC](#)



9. Policy on Safe Sleep and Sleep Provision for children under 24 months €35



This Policy on Safe Sleep and Sleep is an extended policy for those working with children under 2 years which specifies the way safe and suitable sleeping arrangements are provided for children under 2 years.

**This policy adheres to Guidance for the Early Learning and Care Sector on sleep provision for children under 24 months (Tusla 2023) and includes a Sleep Plan Template with Risk Assessment.*

ORDER HERE: [Policy on Safe Sleep and Sleep Provision for children under 24 months - MOSAIC](#)

10. Curriculum Statement €40



CURRICULUM STATEMENT

LONG-TERM CURRICULUM AND DOCUMENTATION PLAN



***MOSAIC Training is strongly recommended to fully appreciate how to put a full long-term, medium term and short-term planning system into place across the whole team. Contact info@mosaicearlyed.com**

The **Curriculum Statement** acts as the **LONG-TERM PLAN** of the setting and sets out, in broad terms, how the early childhood service intends to support children's learning and development over a year. This comprehensive statement includes reference to Aistear and Regulation 19 of the Early Years Regulations 2016 – health, welfare and development of the child.

A range of individual policies are also available to order as listed

View and order from our website: www.mosaicearlyed.com – 'Policies, Procedures and Statement Packs'

HERE: [Policies, Procedures & Statement Packs - MOSAIC \(mosaicearlyed.com\)](http://www.mosaicearlyed.com)

MOSAIC
MULTI-MODAL DOCUMENTATION FOR ALL CHILDREN

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