



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.

All policy packs are developed in conjunction with the revised Practical Guide to Developing Policies, Procedures and Statements in Early Years Services 2026

The Easy Ordering and Quick Delivery Process

1. Review policy pack contents and select the policy pack you wish to order
2. Pay and submit your order
3. We will send you an email within 24 hours containing a list of questions that we need answered to personalise your pack for your service
4. Once we receive your returned questions, we advise you of an expected delivery date for your policy pack and request any additional information we may need.
5. We email your pack to you
6. You have 12 weeks to go through your pack in detail and get back to us with any amendments
7. We keep your pack for 12 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)

Read on to see what packs are available!

Our Policy Pack Menu

1. SAC REQUIRED Policy and Procedure E-Package €250

The 'REQUIRED' SAC Policies, Procedures and Statement Package' is for an add-on **School Age Childcare Service where either a Preschool or FDC service is already in place.** The Policies and Procedures from the Preschool/FDC Service transfer to SAC **except for the 6 policies and Statement of Purpose in this pack.**

This pack contains 1 Statement of Purpose and 6 Tusla Required Policies and Procedures for SAC as outlined below.



CONTENTS of the REQUIRED SAC PACK

#	Policy	Complete with Forms/ Templates
(1a)	Statement of Purpose and Function	
(1b)	Child Friendly Version	
(2a)	Comments and Complaints	Complaints Form for Parents & Staff
(2b)	Comments and Complaints (Child Version)	Child Version Complaints Form
3a	Policy on Managing Behaviour	Record of Bullying Template
3b	Anti-Bullying Strategy	Anti-bullying Strategy for Children
4.	Policy on Administration of Medication	Medication Consent, Admin. Record
5.	Policy on Infection Control	Cleaning Schedule Unvaccinated Child Decl. Form
6.	Dropping off and Collection of School Age Children	Nominated Collection Person Form
7.	Fire Safety Policy	Child Friendly Evacuation Procedure Fire Drill Log

2. SAC Policy and Procedure E-Package €390

SCHOOL AGE CHILDCARE

POLICIES AND PROCEDURES



IN COMPLIANCE WITH PART II, ARTICLE 5(4) (CHILD CARE ACT 1991) (EARLY YEARS SERVICES) (REGISTRATION OF SCHOOL AGE SERVICES) REGULATIONS 2018. REGULATION 10 OF THE EARLY YEARS REGULATIONS 2016 ARE SET OUT IN SCHEDULE 5

The 'Full SAC Policies, Procedures and Statement Package' is specifically written for **STAND- ALONE School Age Childcare Services**. The pack contains 20 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 (8 policies)**

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

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 Unvaccinated Child Declaration Form
16.	Policy on Safe Sleep/Naps/Rest	
17.	Risk Management Policy	Risk Assessment Template
18.	Policy on Authorisation to Collect Children	Nominated Collection Person Form
19.	Fire Safety Policy with Drill Log	
20.	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 20 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 (8 policies)

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

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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Staff eSafety Agreement - Parent Consent form
Section 3	Safety	
13.	Policy on Administration of Medication	<ul style="list-style-type: none"> - Medication Consent - Medication Admin. Record
14.	Policy on Accidents and Incidents	Contents List for First Aid Box
15.	Policy on Infection Control	<ul style="list-style-type: none"> - Cleaning Schedule - Unvaccinated Child Declaration Form
16.	Policy on Safe Sleep: A 0-2 Version B 2-5 version	Risk Assessment for moving from a cot to a bed
17.	Risk Management Policy	Risk Assessment Template
18.	Policy on Authorisation to Collect Children	Nominated Collection Person Form
19.	Fire Safety Policy	<ul style="list-style-type: none"> - Evacuation Procedure - Fire Drill Log
20.	Outings Policy	<ul style="list-style-type: none"> - Risk Assessment Outings - Staff Responsibilities - 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**.

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**.



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:

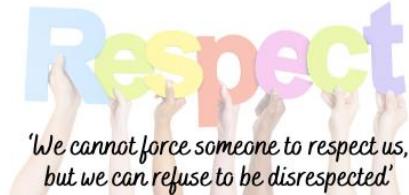
- Staff Contract and Job Description
- Policies and Procedures of the service.

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



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.

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.



9. Staff Recording Pack €45



This suite of recording templates has been designed in line with compliance requirements around staff attendance records for each room/session.

This includes arrival and departure times, staff ratios for each room/session, absences, cover staff, movement between rooms and breaks. The Staff Recording Pack contains 5 printable pdf templates personalised to your service name. Room names and staff-child ratios is added to Daily Sign in/out sheets.

Although there are 5 templates in the pack to meet all recording requirements as a whole, some templates are used more frequently than others.

1. Room/Session Sign in and Sign Out (Daily, a sheet for each named room)
2. Staff Rota (Weekly/Monthly or as needed)
3. Staff Absences/Cover Record (Update as required)
4. Staff List for Rota (A list of all current staff – update as required)
5. Emergency Cover List (An emergency contact list for cover – update as required)

Once you order, we will send a questions sheet which will help us to personalise your documents. This will include room names/ ratios. Documents are provided in PDF format.

10. Curriculum Statement €40



***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 in line with Aistear 2024. This comprehensive statement includes reference to 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 on the website

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)



 www.mosaicearlyed.com

 info@mosaicearlyed.com

 083 0186565/086 2431695

 [@mosaicearlyed](https://www.twitter.com/mosaicearlyed)

The MOSAIC Educator Platform - At a Glance

Manager's Dashboard (PC/Laptop)



The **Manager's Dashboard** is where classrooms are set up, children are added/moved, documents stored, 'Messages', 'Quality Enhancement Record', 'Parent Document' Folder, Attendance/Cleaning reports printed .. and more.

www.mosaicearlyed.com

Daily Records (App)



The **Daily Records** section contains a 'Daily Care Log', 'Safe Sleep Check' for the under 3's and an 'Attendance Register' for each room.



Storybooks (App)



A personal MOSAIC Storybook for **each child**.

Child profile and a private **photo/video gallery**.

Choice of '5 learning story' templates.

Record of Achievement.

Personal Document Folder.

'Transition Reports'.

Educator Tools (App)



Room Admin contains: Accident and Incident Report and Cleaning Schedule.

Pedagogy Tools contain: 'Emergent Planning', 'Group Learning Story' and 'Parent Engagement Statistics'.

Messaging Tools contain: a 'Group News' function, Send and receive quick 'Parent Messages'.

Support Tools contain 'Good Practice Guides' and information leaflets.

IMPLEMENTING Aistear

24

WHAT'S IN IT?

ONLINE ANYTIME

1. THE 'BOOKY' BIT!
2. THE 'HOW' BIT!
3. THE 'TAKEAWAY' BIT!

A relatable overview of Aistear '24 Curriculum Framework Vision, Principles, Themes

The 5 areas of Good Practice and what they look like in the early childhood setting

Whole service Aistear Reflection, Pedagogy Handouts and additional reading

MOSAIC

www.earlyedcpd.ie