

## How to Use the Policy Samples and Templates

The samples/templates provided here are to support you, as an early years provider, to develop your own set of policies, procedures and statements to meet the requirements of the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#). The samples/templates offer an additional support to the information provided on the core requirements in the appendices of the [Tusla: Quality and Regulatory Framework \(QRF\)](#). It is essential that you refer to the QRF when writing and reviewing any of your policies, procedures and statements.

All of the core requirements set out in the QRF **must** be included in your policies, and the samples/templates provided here include these. The samples also provide additional information that you may decide to include in your own policies, to further enhance the policy content and the quality of your practice.

Sources of other relevant information such as the national quality frameworks: [Síolta: The National Quality Framework for Early Childhood Education](#); [Aistear: The Early Childhood Curriculum Framework](#); the Department of Education and Skills [Early Years Education Inspection \(EYEI\) Framework](#), as well as other quality practice guidance resources are also referenced within the relevant policies.

The samples/templates provided are generic. As such they will apply to a range of early years settings which offer different types of care and education services to children up to 6 years. Not all aspects of each sample policy or template will be applicable or relevant to all settings. For example, there may be elements that do not apply to sole operators or to childminders. It is up to you, when drafting a new policy or updating a policy for your setting, to recognise and use what is relevant, appropriate and required.

It is essential that you develop a set of policies and procedures that is particular to your own setting, to the type of service you operate, the families who use your service (currently or in the future), and to your own particular context.

Much of the text used in the samples/templates can be used 'as is' when writing your own policy or procedures **as long as it represents accurately what the practice is, or is expected to be, in your own service/setting.**

Text that is written in *italics* in the samples/templates is not intended to be copied or used directly in your own policies. *Italics* are used either to outline additional things to consider when developing your own policy, procedure and statement, or general guidance or simply to say what is to be written in to the space between brackets in order to personalise the finished document.

To save time, the samples/templates provided can be downloaded as a Word document to your own electronic device (PC, laptop, etc.) and added to or amended,

as appropriate, to create your own policies, procedures and statements. These can then be saved to a Policy Folder and printed as needed. They can also be monitored, reviewed and amended as necessary.

**Note:** Where sample policies or templates state that “records will be kept in accordance with GDPR requirements” service providers, as Data Controllers, must be clear about the length of time for which personal data will be kept and the reasons why the information is being retained. For example, appropriate retention periods for specific records in an early years setting are set out in the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#). See the [Tusla: Quality and Regulatory Framework \(QRF\)](#) Appendix titled ‘Service Record Retention Timeframe’. Service providers must be mindful of all statutory requirements that apply to them.