Office Tour for Childcare Services

south dublin county CHILDCARE committee

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Welcome To The Office Tour!

Welcome to South Dublin County Childcare Committee's guide to your filing cabinet. This Office Tour lists all the policies, procedures, records and forms that should be kept to ensure full compliance with childcare, health and safety and employment legislation. In addition to the essential legal requirements this guide also highlights additional paperwork that should be kept to ensure best practice and to provide clear information to staff, parents and those who may be inspecting your service.

Keeping good records and clear policies and procedures can help in lots of ways:

- It's easier to keep track of how decisions have been made
- When you're being audited or have a compliance or inspection visit it means that information is easily accessible
- When you're writing up a report or completing a funding proposal
- When you're talking to parents or other support agencies about children in your service
- It also means that everything done in the service is transparent

Step 1: We suggest that you use this guide as a checklist as a starting point to see what policies, procedures or forms you may need to develop. It might be useful to do this section by section.

Step 2: Once you have a list of policies/procedures or forms that you need to develop we suggest that you talk to other services, the City Childcare Committee or the NVCO's to build a picture of what you may need in your policy, procedure or form.

Step 3: Draft up your policy, procedure or form and circulate it to your board or management team, the staff of the service and if it's a form for parents it may be useful to get some feedback on it from them.

Step 4: Once you have all the feedback you need finalise the document and pass it to the manager/board of management for agreement. All relevant stakeholders should then be given information about the new document.

Here are a couple of basic definitions to start you off:.

Policy - a collective, agreed statement of beliefs and a commitment to their implementation

Procedure – the practices by which the policies are implemented in the service

(Barnardos, Supporting Quality Book 1 – Policy & Governance)

Displayed Information

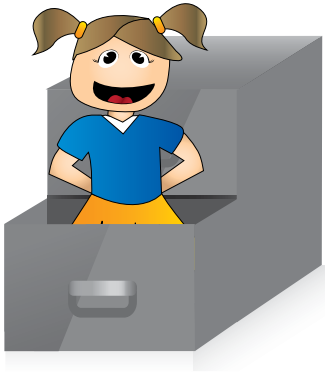
This lists the policies / practice sheets and posters that should be displayed in your service. Remember to laminate your signage to prevent them becoming tatty and unsightly.

Childcare	Employment	Health & Safety
Staff : child ratios	Staff Qualifications – Profiles & Photographs	Health & safety statement
Type of care provided	Absence Policy	Cleaning schedules – each room
Fees charged	Person in charge_____	Hand-washing instructions
Behaviour management – each room	Staff Roster	Nappy changing Instructions
Menus	Employment Rights Information	Fire Evacuation Information in each room/area of building
Sleep Room – Sudden infant death association into	Dignity at workplace poster	Risk assessment sheets in each room
Sleep record	Staff code of conduct & adult protection policy	
Key worker –children		
Emergency numbers displayed in all rooms		

Signs on Display:

- Child Protection Person name and photo
- Fire Officer name and photo
- Health & Safety Officer name and photo
- First Aid Officer name and photo
- Fire Evacuation Officers name and photo
- Children with dietary requirements name and photo in kitchen and rooms

What's In Your Filing Cabinet?



This guides you to what should be found in your office filing cabinet. Use hanging files and your filing cabinet should have the following files:

- Children's Files
- Employee Files
- Building File
- Finance File
- HSE Inspection Visit File
- Grants File
- Governance
- Staff Information File

A suggested content for the files is listed below. You should have a file for each individual child and each employee. Under data protection legislation and confidentiality guidelines these should be locked away and be made available on a "need to know" basis.

Child's File

1) Emergency contacts
2) Collection verification of the child
3) Registration file
4) Parental agreement
5) Getting to know the child/family information sheet
6) Permission sign off form
7) Medicine records
8) Correspondence with parent
9) Accident/incident form
10) Complaint information pertaining to the specific child
11) Developmental milestones checklist
12) Any relevant childcare forms (see forms page 7)

Employee File

- Staff information sheet
- Sob description
- Job/person specification
- Application form/cv
- Interview score sheet
- Job offer letter
- Reference check form
- Reference check letters
- Copy of original qualifications
- Staff declaration re Garda vetting
- Garda vetting form
- Job acceptance letter
- Contract of employment
- Correspondence relating to any changes in terms and conditions of employment
- Induction form (signed off)
- P.45
- Appraisal forms
- Supervision records, if relevant
- Training record (signed off)
- Correspondence relating to grievance, discipline
- Attendance record form
- Annual leave request form
- Sick leave certificates
- Incident/accident form
- Medical check confirmation
- Any relevant employment forms (see forms page 9)

Building File

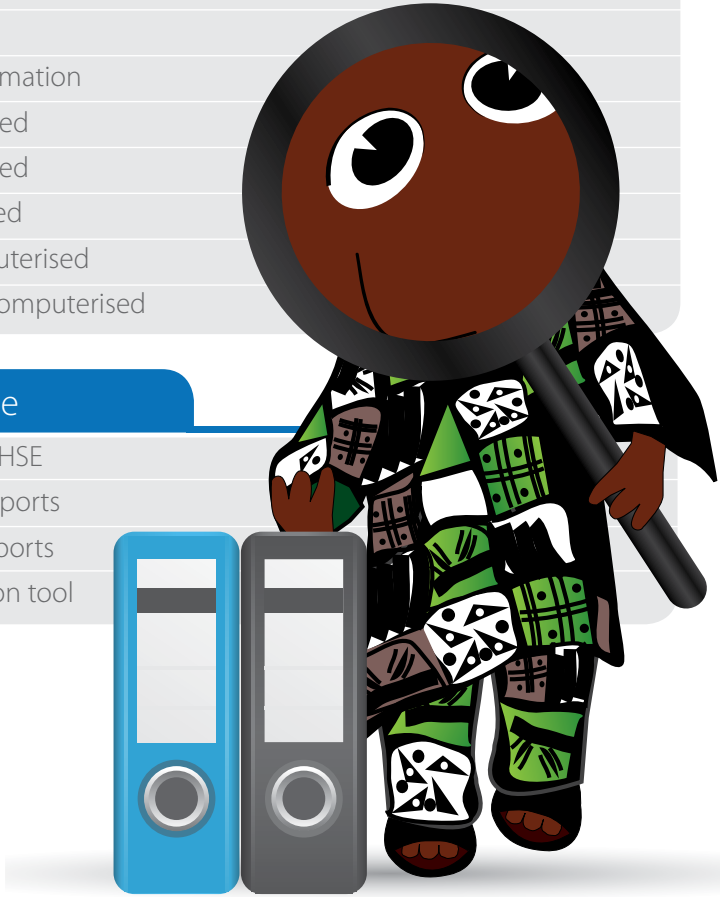
- Planning permission
- Risk assessment
- Health & safety statements
- Insurance certificate & correspondence
- Claims
- Data protection information
- Service contractors
- List of suppliers
- Fire extinguisher
- Pest control

Finance File

- Tax clearance certificate
- Annual accounts
- CRO returns
- Receipt book and receipts
- Income and expenditure records – if not computerised
- Board finance reports
- Invoices
- Bank statements
- Cheque requisition
- Cheque book
- Lodgement book
- Revenue and Tax Information
- P. 45 if not computerised
- P. 60 if not computerised
- P.30 if not computerised
- Payslips – if not computerised
- Salary Scales – if not computerised

HSE Inspection File

- Correspondence with HSE
- EHO inspection visit reports
- HSE inspection visit reports
- HSE standard inspection tool



Grants File

- CSS scheme documentation
- CETS scheme documentation
- ECCE scheme documentation
- Other funding schemes documentation
- Information from Pobal & OMCYA
- Funding applications
- Funding contracts
- Funding reports
- Letters and other correspondence to parents
- Agreed fees policies for grant schemes

Governance File

- Contact numbers and email addresses
- List of directors
- List of members
- Agendas minutes of meetings
- Board reports
- Memorandum & articles of association or Partnership agreement
- Cert of incorporation
- Solicitor correspondence
- Charities act, 2009

Staff Information File

- Memos to staff
- Minutes of staff meetings
- Master copy of all policies
- Master copy of notices displayed

Childcare & Health & Safety Policies, Procedures & Forms

Filing Tips:

It is very helpful to you, your employees and inspectors when all policies and procedures are categorised, filed in alphabetical order and provide a contents sheet so that they can be accessed quickly when needed. It is also wise to store them loose leaf in a ring binder so that individual policies can be updated. You should separate your policies into the three categories listed above. You should also create a ring folder containing the master forms for each set of policies. These forms can be copied when needed. All policies should be dated and signed off individually by each employee.

Administration & Services

Admissions
Aims and Objectives of Service
Children's Charter
Data Protection
ECCE Free Pre-school Place
Community Childcare
Subvention Scheme
Fees Policy
Mission Statement
Range of Childcare services
Settling-in Scheme
Staff Ratios

Parents

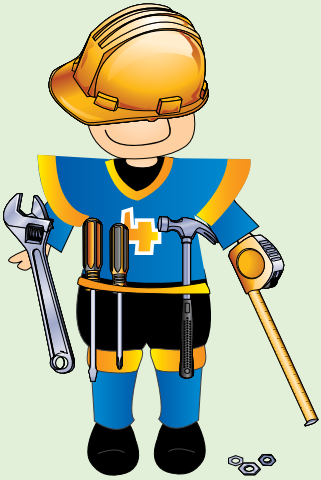
Complaints and Comments
Confidentiality
Parent Handbook
Partnership with Parents/Carers

Childcare Good Practice

Behaviour Management
Biting
Child Development
Child Protection
Children with Special Needs
Collections
Curriculum
Equal Opportunities
Multi-media
Observations
Outdoor Play
Outings
Recycling
Supervision of Children – Indoor & outdoor

General Childcare Health & Safety

Accidents and Incidents
Animals and Pets
Building Security
Camera and Photo Usage
Car Parking
Cleanliness and Hygiene
First Aid
Food Hygiene
Healthy eating
Illness and Exclusions
Medicines
Nappy Changing
Sleep and Rest
Spillages & Hazards
Swine Flu
Toilet Training



Forms – Childcare & Health & Safety

Anti-Febrile Medication Permission
Child Protection – Standard Reporting Form
Children's Interest Form
Cleaning Records
Nappy Changing
Observation Sheets
Parental Agreement
Permission Medical Treatment Form
Permission Sign off Form for – Outings, Camera/Video, Sun Cream, Student
Observations, Access to Animals,
Cleaning schedules
Daily Planning Sheets
Fire Drill Record
First Aid Checklist

Special Conditions for example face painting
Risk Assessment
Sleep Record
Registration Form
Weekly Activity Planning
Witness Report Forms

Employment Policies & Forms

Absence and Sick Leave Policy
Adoptive Leave
Anti Bullying & Harassment
Communication
Compassionate Leave
Confidentiality
Conflict of Interest
Data Processing
Disciplinary
Disciplinary Procedure
Dress Code, Appearance & Behaviour
Employees' Property
Equality Statement
Expenses
Force Majeure Leave
Grievance
Induction
Information Technology -Internet, Email and social networking
Jury Service Leave
Lay Off/Short Working Time
Leave Entitlements
Maternity Leave
Ownership & Intellectual Property Rights
Parental Leave
Payment of Wages
Probation
Recruitment and Selection
References and Garda Vetting
Retirement
Service Property
Smoking
Student Placement
Termination of Employment
Terms and Conditions of Employment (Contract of Employment)
Timekeeping
Trade Union Membership
Travel and Subsistence
Volunteer/Student Sign Off Form

Forms – Employment

Employee Garda Vetting
Expense Sheet
Force Majeure Request
Health Declaration
Induction Training Check list
Leave Application
Maternity Leave Checklist
Organisation of Working Time Act - OWT1
Parental Leave Forms A, B & C
Payslip
Reference Check Questionnaire
Staff 'Sign Off' Record
Staff Information Record
Staff Training Record
Student 'Sign Off' Record
Support & Supervision Records
Travel Claim Sheet

On Your Bookshelf

This provides you with a list of publications that you should have in the office or staff room

Child Care (Pre-School Services) (No 2) (Amendment) Regulations, 2006

Children First: national guidelines for the protection and welfare of children 2009 Fire Safety in Pre-schools, 1999

Quality Childcare and Life Long Learning: Model Framework for Education, Training and Professional Development in the ECCE Sector, 2002

Siolta - the National Quality Framework for Early Childhood Education, 2006

Aistear- the Early Childhood Curriculum Framework, 2009.

Diversity and Equality Guidelines for Childcare Providers, 2006

On The Kitchen Shelf

HACCP Folders with original forms
Food and Nutrition Guidelines for Pre-School Services, 2004
Shopping Order Book
Recipe Books
Sample Menus

Funding Compliance & Verification

If your service is in receipt of funding from the Office of the Minister for Children and Youth Affairs (OMCYA) under the Community Childcare Subvention scheme (CCS) and Early Childhood Care & Education (ECCE) Scheme, your service is subject to an on-site compliance visit. These visits are usually carried out by Pobal on behalf of the OMCYA who will inform you in writing of the visit and their requirements.

Compliance Visits: Info to have on hand:

Enrollment/Attendance Book
Approved Fee Payment Policy
Fee Payment Records
Qualification certificates for the staff working with the ECCE children

Useful Publications

ADM Ltd, 2003. A Guide to Developing Policies and Procedures in a Childcare Setting. Dublin: Area Development Management Ltd.

Aubrey, C., 2007. Leading and Managing in the Early Years. London: Sage Publications.

Byrne, M., 2005. Personnel Practice in Early Years Services - A guide Revised edition. Dublin: National Children's Resource Centre.

CECDE, 2006. Síolta- The National Quality Framework for Early Childhood Education. Dublin: CECDE.

Clarke, J., 1997.Managing Better – The Staff Recruitment Process. Dublin: Combat Poverty Agency.

Clarke, J., 2002. A guide to good employment practice in the community and voluntary sector. Dublin: Combat Poverty Agency.

Department of Justice, Equality and Law Reform, 2002. Quality Childcare and Lifelong Learning: Model Framework for Education, Training and Professional Development in the Early Childhood Care and Education Sector. Dublin: Stationery Office.

French, G., 2008. Supporting Quality: Guidelines for Professional Practice in Early Childhood Services (3rd edition). Dublin: Barnardos Training and Resource Centre.

Graham, I. and L. Lafferty, 2005. Legislation Handbook for Childcare Providers. Dublin: Barnardos NCRC.

Lane, F., 1999. Staffing a Pre-School/Day Care Service – Recruiting with Confidence. Dublin: Barnardos. Limerick City Childcare Committee, North Tipperary County Childcare Committee, Mid-western Health Board, Limerick County Childcare Committee and Clare County Childcare Committee, 2003. A Guide to Developing Policies and Procedures in an Early Years Setting. Limerick: Limerick County Childcare Committee.

Ministry of Education New Zealand, 1998. Providing Positive Guidance – Guidelines for Early Childhood Education Services. Wellington: Ministry of Education.

Moyles, J., 2006. Effective Leadership and Management in the Early Years. UK: Open University Press.

NIPPA, 2003. Valuing Play, Valuing Early Childhood: Policy and Practice Guidelines for Early Years Practitioners. Belfast: Northern Ireland Preschool Playgroups Association.

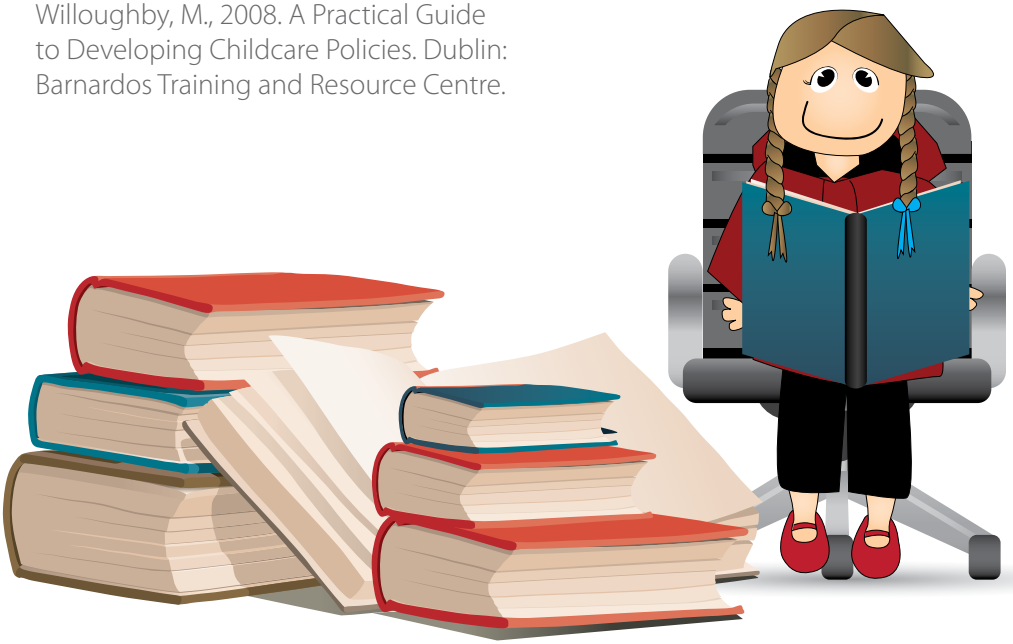
Pobal, 2007. Guidelines on Best Practice in Recruitment & Selection for Beneficiaries of Pobal. Dublin: Pobal.

Rodd, J., 1998. Leadership in Early Childhood. Berkshire: Open University Press.

Siraj-Blatchford, I. and L. Manni, 2006. Effective Leadership in the Early Years Sector (ELEYS) Study. London: University of London.

Smith, A. and A. Langston, 1999. Managing Staff in Early Years Settings. London: Routledge.

Willoughby, M., 2008. A Practical Guide to Developing Childcare Policies. Dublin: Barnardos Training and Resource Centre.



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