

Written documents requested by inspector during the course of Early Years Inspection – these include records, policies, procedures, logs, registers etc

Note: Definition of terms

Policy: A policy is a collective agreed statement of beliefs. It exists to protect children, parents and staff. It is a course of action recommended or adopted by a service”.

(Barnardos – supporting Quality – second edition)

Procedure: “Procedures are the practices by which policies are implemented in the service – the way of doing things. The procedure is underpinned by the policy”.

(Barnardos – supporting Quality – second edition)

Protocol: “An explicit, detailed plan of the procedure”.

(Dorland’s Medical Dictionary for Health Consumers 2007)

The National Standards for Early Years Services are not yet implemented – the areas regarding Regulation 5 and 8 have been implemented. The other areas will be incrementally implemented with due notice – however providers are encouraged to commence working towards developing the documents identified within this document.

The sequence is in line with the inspection tool. This includes all written documentation which the service provider is required to have under the Child Care (Pre-School Services) (No 2) Regulations 2006 [S.I. No. 604 of 2006]

Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006 [S.I. 643 of 2006], Child Care (Pre-School Services) (No2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection (DOH&C 2006) and National Standards for Preschool Services [DOHC 2010] in regard to – Full Day Care services

Documents required for Inspection

<p>Please have the following records available for inspection by the early year's inspector</p> <ul style="list-style-type: none"> ❖ Represents National Standards for Pre-School Services not yet implemented 	
	<p>Documentation Requirement</p>
<p>Regulation 8</p>	<p>Management & Staffing Details of name of person in charge Details of name of person who is able to deputise as required Details of the name, position, qualifications and experience of the person in charge and of every other person working in the service. Staff roster on a daily basis – detailing arrival, departure time and all breaks for each staff. Register of children attending the service detailing arrival and departure times. The service should have a written policy in place as to arrangements in the event of both planned and unplanned staff absences.</p> <ul style="list-style-type: none"> ❖ The services management structure, reporting relationships, and individual roles and responsibilities are clearly defined and documented. ❖ A record of all completed training and development. <p>Staff file for management and ALL employees/volunteers/student Photographic identification of each staff (passport/ driving licence) Suitable References x 2 (one from most recent employer). Student one from school/ college. All references must be in writing, dated and signed by referee. Recorded validation of written references references received Completed Garda Vetting documentation/Police Clearance(where appropriate) on all staff Qualification details & certification on all qualified staff Details of experience of staff Certification of staff qualified in First aid</p>
<p>Standard 5.1</p>	
<p>Standard 5.13</p>	
<p>Standard 5.4</p>	
<p>Regulation 5</p>	<p>Health, Welfare & Development of Child Written curriculum or Programme being Implemented which is based on the child's individual profile (ensure that special needs children are incorporated into an appropriate programme to meet their needs) Written evidence of Partnership approach with a lead professional for children attending who have special requirements. Evidence of review at end of each period, either daily, weekly, monthly or school term. Evidence of sharing information with Parents.</p>
<p>Standard 8.6</p>	

	each child's learning, development and well being at a level appropriate to the service provider.
Regulation 9 Standard 10.1	Behaviour Management Policy on promoting positive behaviour management and procedures on how challenging behaviour is managed in the service and how these are implemented by staff.
Standard 11.2 Standard 11.3	Policy on child protection based on Children First; National Guidance for the Protection and Welfare of Children (DCYA 2011) – see 4.7 and Appendix 8.
Standard 11.4	Clear written guidelines on identifying and reporting child protection and welfare concerns.
Standard 10.9	A record is kept of any on going behaviour issues displayed by a child.
Regulation 18	Premises and Facilities Cleaning programme for the premises Maintenance plan for the premises/equipment
Regulation 19	Heating The most recent service record for the heating system
Regulation 22	Sanitary Accommodation Nappy Changing Policy and Procedures (on display).
Regulation 25	Equipment & Materials A cleaning programme and a cleaning schedule for furniture, work and play equipment and toys.
Regulation 28 Standard 14.1	Facilities for Rest and Play A documented Safe Sleep Policy, including a policy in relation to overnight services where applicable.
Standard 14.11	Sleep log for babies and children under 2 years of age to record physical checks (every 10 minutes or less) made on sleeping/resting children (on display)
Appendix B	Individual Sleep log for each child must include, name of child, date, name and signature of person who checked, colour of child, position of children, breathing pattern of child.
Regulation 6 Standard 12.15	First Aid Details of First Aid Certification for staff
Regulation 7 Standard 12.4	Medical Assistance Policy/Protocol for the administration of medication. Policy on how to summon medical assistance promptly in an emergency
Regulation 16	Fire Safety Measures

	<p>Record of Fire Drills</p> <p>Record of the number, type and maintenance of fire fighting equipment and smoke alarms in the premises</p> <p>Fire drill (evacuation) procedure to be followed in the event of Fire(on display in a conspicuous place)</p> <p>Copy of Fire Safety in Pre-School's (Department of the environment www.environ.ie)</p>
<p>Regulation 27</p> <p>Standard 20.8</p> <p>Standard 20.6</p> <p>Standard 12.2</p>	<p>Safety Measures</p> <p>Policy and procedure on Infection Control</p> <p>Policy and procedures on the prevention and management of infectious diseases</p> <p>A contingency Plan should an outbreak of Infectious disease occur</p> <p>Policy on the operational procedures for the safe conduct on outings.</p> <p>Record of visitors to service</p> <p>Policy concerning children and staff who are ill or infectious.</p>
<p>Regulation 26</p> <p>Standard 13.11</p>	<p>Food & Drink</p> <p>Written Menu Plan (based on food and Nutrition guidelines for Pre-schools)</p> <p>Health Eating Policy</p>
<p>Regulation 13</p> <p>Standard 4.1</p>	<p>Register of Pre-school children</p> <p><u>Registration form for each child contains the following information:</u></p> <p>Name & Date of birth</p> <p>Date on which child first attended the service</p> <p>Date on which child ceases to attend the service</p> <p>Name, address & telephone number of Parent / Guardian/Relative who can be contacted during the hours of opening.</p> <p>Name person(s) authorised to collect child</p> <p>Full details of any illness, disability, allergy or special needs requirement</p> <p>GP - name & telephone</p> <p>Record of immunisation if any received by the preschool child</p> <p>Written parental consent for appropriate medical treatment in the event of an emergency.</p>
<p>Regulation 14</p> <p>Standard 4.2</p>	<p>Records</p> <p>Name, position, qualification and experience of all staff in the service [required for Regulation 8(2)]</p> <p>Record of maximum number of pre-school children catered at any one time</p> <p>Type of service and age range</p>

<p>Standard 4.7</p>	<p>Details of staff/child ratios in the service Details of the type of care programme provided Details of the facilities available Details of the opening hours and fees Details of the policies and procedures of the service Details of attendance by the pre-school on a daily basis - detailing arrival and departure time Details of staff roster on a daily basis - detailing arrival, departure time and all breaks for each staff Details of medicine administered to a pre-school child attending the service with signed parental consent Details of any accident, injury or incident involving a pre-school child however minor, are recorded and notified to the parent/guardian/carer as soon as practicable following the event. The parent/guardian/carer signs the record to acknowledge that they have been notified of incident, accident or injury.</p>
<p>Regulation 15 Standard 4.3 Standard 1.2</p>	<p>Information for parents [Detailed in regulation 14(1)] Type of service provided, Age range groups catered for, Adult : child ratio, Information on care programme Opening hours and fee structure. Max number catered for at any one time. Access to record of name, position, qualification and experience of all staff Details of the activities provided for children including daily routines Details of the records kept in respect of each child Any other information that the service provider considers to be relative and appropriate A statement of purpose and function that describes what the service sets out to provide How the special needs of individual children can be catered for ❖ Details of the written contract between the service and the parents/guardians ❖ The arrangements for making complaints about the service and details of how complaints will be managed ❖ A copy of the National Standards for Pre-school Services</p>
<p>Regulation 17</p>	<p>Copy of Act & Regulations A copy of Child Care (Pre-School Services) (No 2) Regulations 2006 & Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006 Copy of Child Care Act 1991, Part V11: (included in Regulation 2006 Booklet)</p>
<p>Regulation 30</p>	<p>Insurance</p>

	<p>Copy of current Insurance Certificate</p> <p>Copy of Insurance details to cover outings (where documented) if applicable</p> <ul style="list-style-type: none"> ❖ Copy of Insurance certificate to cover children carried in pre-school service transport (where applicable)
Regulation 29	<p>Furnishing of Information to The Health Service Executive.</p> <p>Any other documentation as requested by the inspectors to support inspection process</p>