

**The following records will be required for Inspection by the Pre-School Inspectors as outlined under the Child Care (Pre-School Services) (No 2) Regulations 2006 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006**

<b>Regulation 8 (Management and Staffing)</b>
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<i>Garda Vetting</i>
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<i>2 validated References on all staff / students / Volunteers</i>
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<b>Regulation 5 (Health Welfare and Development of the Child)</b>
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<i>Programme of care / daily activities, observation records on Children.</i>
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<b>Regulation 9 (Behaviour Management)</b>
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<i>Policy on positive behaviour management</i>
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<b>Regulation 7 (Medical Assistance)</b>
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<i>Policy for the administration of medication.</i>
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<i>List of G.Ps and emergency telephone numbers available adjacent to the telephone or in a conspicuous area.</i>
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<b>Regulation 16 (Fire Safety Measures)</b>
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<i>Fire Safety Register for premises to include</i>
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<i>Record of fire drills</i>
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<i>Record of number, type and maintenance record of fire fighting equipment and smoke alarms.</i>
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<i>Fire evacuation procedures to be followed.</i>
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<i>Supporting Document Fire Safety in Pre-Schools</i>
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<b>Regulation 27 (Safety Measures)</b>
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<i>Policy on operational procedures for the safe conduct of outings.</i>
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<i>Accident Book</i>
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<b>Regulation 26 (Food)</b>
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<i>Menu Plan</i>
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<i>Supporting Document- Food and Nutritional Guidelines for Pre-School Services</i>
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<b>Regulation 13 (Register of Pre-School Children)</b>
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<i>Registration form for each child attending the service. (i.e. enrolment forms)</i>
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<b>Regulation 14 (Records)</b>
<p>(a) the name, position, qualifications and experience of the person in charge and of every other person, including volunteers and students working in the service,</p> <p>(b) all information generated under Regulation 8(2),</p> <p>(c) details of the maximum number of pre-school children catered for at any one time,</p> <p>(d) details of the type of service and age range group,</p> <p>(e) details of the staff/child ratios in the service</p> <p>(f) the type of care or programme provided in the service,</p> <p>(g) the facilities available</p> <p>(h) the opening hours and fees</p> <p>(i) policies and procedures of the service</p> <p>(j) details of attendance by a pre-school child on a daily bases</p> <p>(k) details of staff rosters on a daily basis</p> <p>(l) details of any medicine administered to a pre-school child attending the service with signed parental consent, and</p> <p>(m) details of any accident, injury or incident involving a pre-school child attending the service</p>

<b>Regulation 15 (Information for Parents)</b>
Copy of Information leaflet for parents including all information required under this Regulation.

<b>Regulation 17 (Copy of Act &amp; Regulations)</b>
A copy of Child Care (Pre-School Services) (No 2) Regulations 2006 and Child Care (Pre-School Services)(No 2) (Amendment) Regulations 2006
Copy of Child Care Act 1991 Part VII

<b>Regulation 30 (Insurance)</b>
Copy of current Insurance Certificate

<b><u>Some of the following policies are recommended to be included in your policies and procedures</u></b>	
	Policy on Child Protection :
Regulation 8:	Policy detailing arrangements in the event of staff absences
Regulation 18:	Policy on Cleaning / Toy Cleaning Policy
Regulation 22:	Policy on nappy changing
Regulation 27:	Policy on safe sleep
Regulation 27:	Policy on outdoor play and Policy on outings
Regulation 26:	Health Eating Policy

<b><u>Please have the following records available for inspection by the Environmental Health Officer:</u></b>
• HACCP Documents to include:
• Cleaning schedules
• Temperature monitoring records
• Pest control records
• Food Hygiene training records
• List of suppliers