

Childcare Services Paperwork Checklist



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Guide compiled by



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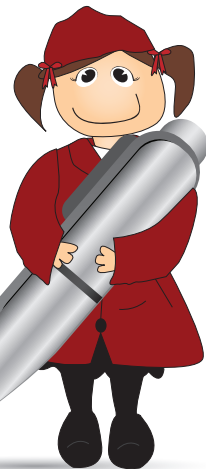


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Welcome To The Paperwork Checklist

Welcome to Wexford County Childcare Committee's guide to your paper trail. This guide 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 Wexford County Childcare Committee or the NVC'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)

For your convenience there is a space provided within each list for you to tick once the task is complete



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		Cleaning schedules – each room
Fees charged	Absence Policy	Hand-washing instructions
Behaviour management – each room	Person in charge	Nappy changing Instructions
Menus	Staff Roster	Fire Evacuation Information in each room/area of building
Sleep Room – Sudden infant death association info	Employment Rights Information	Risk assessment sheets in each room
Sleep record	Dignity at workplace poster	
Key worker –children	Staff code of conduct & adult protection policy	
Emergency numbers displayed in all rooms		

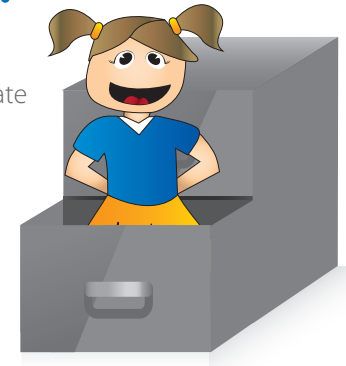
Signs on Display:

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

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
Charity Status (if applicable)

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

Parents ✓

Complaints and Comments	
Confidentiality	
Parent Handbook	
Partnership with Parents/Carers	

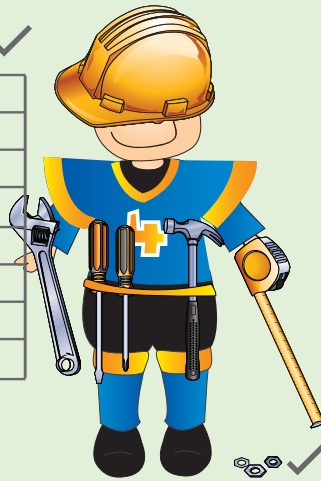


Childcare Good Practice ✓

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

General Childcare Health & Safety ✓

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



Forms – Childcare & Health & Safety ✓

Anti-Febrile Medication Permission	Cleaning schedules	
Child Protection – Standard Reporting Form	Daily Planning Sheets	
Children's Interest Form	Fire Drill Record	
Cleaning Records	First Aid Checklist	
Nappy Changing		
Observation Sheets	Special Conditions for example face painting	
Parental Agreement	Risk Assessment	
Permission Medical Treatment Form	Sleep Record	
Permission Sign off Form for – Outings, Camera/Video, Sun Cream, Student	Registration Form	
Access to Animals	Weekly Activity Planning	
	Witness Report Forms	

Employment Policies & Forms

Policies – Employment ✓

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

Forms – Employment ✓

	Parental Leave Forms A, B & C	
Employee Garda Vetting	Payslip	
Expense Sheet	Reference Check Questionnaire	
Force Majeure Request	Staff 'Sign Off' Record	
Health Declaration	Staff Information Record	
Induction Training Check list	Staff Training Record	
Leave Application	Student 'Sign Off' Record	
Maternity Leave Checklist	Support & Supervision Records	
Organisation of Working Time Act - owt1	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
- 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.
- Fire Safety in Pre-schools, 1999

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.

Moyle, 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.

