



OFFALY COUNTY CHILDCARE COMMITTEE



WEEKLY NEWS BULLETIN

17th February 2025



*Important
dates*

IMPORTANT DATES, DEADLINES AND DCEDIY PRESS RELEASE

Here you will find details and reminders of important upcoming deadlines along with DCEDIY current press releases.



OCCC UPCOMING EVENTS

Here you will find details of all our upcoming training events with links to bring you directly to Eventbrite.



HIVE NOTIFICATIONS

Here you will find the most recent Hive notifications and details on Compliance for ECCE and NCS.

CONTACT DETAILS



frances@offalychildcare.com



085 228 4121



www.offalychildcare.com



IMPORTANT DATES AND DEADLINES

<u>NCS Compliance Inspections – 2024/2025</u>	On-going
NCS Weekly Returns to be completed between Monday morning and Tuesday afternoon	Weekly
Children's Participation Framework	22nd February 2025
Community of Professional Practice Combined ELC & SAC services	25th February 2025
Core Funding Income and Expenditure report for 2023/2024	28th February 2025
Communities of Professional Practice Meeting-ELC Services	5th March 2025
Community of Professional Practice Combined ELC & SAC services	10th March 2025
OCCC ANNUAL SEMINAR 2025	29th March 2025
Diversity, Equality and Inclusion Training	5th & 12th April 2025

**National Child
Safeguarding Programme**
for Early Learning & Childcare Services



IMPORTANT CHANGES TO GARDA VETTING PROCEDURE

Important changes to the Garda Vetting procedure for the Early Learning and Care (ELC) and School Aged Childcare (SAC) sector.

The new Garda Vetting system has been designed to strengthen and streamline compliance processes to improve efficiencies for everyone. The updates will affect how employers, childminders, and employees apply for or renew their Garda Vetting applications.

Our priority is to safeguard children, keeping them safe in all settings throughout Ireland. Starting from 1 February 2025, the following changes will take effect:

- Early Childhood Ireland (ECI) will manage Garda Vetting services for all early learning and care, and school-age childcare employees.
- Tusla will manage Garda Vetting services for registered providers including Chairpersons of Boards of Management.
- As part of these changes, Barnardos will no longer provide vetting services.

We are committed to supporting you throughout this period of change. It is vital that you remain compliant with vetting requirements at all times.

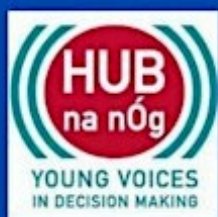
If your current provider is Barnardos and you have employees, you will be required to apply for a new Garda Vetting Affiliate Number for Early Childhood Ireland. We recommend that you take a proactive approach in transferring to your new provider to be ready for the 1 February 2025 commencement date and in advance of when you might next need garda vetting services.

Please contact the Garda National Vetting Bureau (GNBV) at gnavb.registration@garda.ie to progress your Affiliate Number application to ensure you have your new number to process submissions through Early Childhood Ireland.

The process of obtaining a new affiliate number can take several weeks and you will have no access to Garda vetting services during this period. It is therefore important to note that you should only instigate a change in affiliate number when you have no vetting applications in progress and do not anticipate you will need vetting. If a service expects to need vetting between now and 31 January, you should wait until after completing your upcoming vetting to proceed with changing affiliate number. It is ok to instigate a change in affiliate number after 31 January.

CHILDREN'S PARTICIPATION Framework

This training will focus on how The National Participation Framework can enhance your work on involving babies, toddlers, and young children in decision-making in your everyday practice. This training will refer to the United Nations Convention on the Rights of the Child and will explore practical approaches that can be applied in everyday decision-making in your early learning and care services.'



DETAILS:

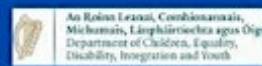
- ✓ Saturday 22nd February 2025
- ✓ 9:30am - 4:00pm
- ✓ OCCC Training room, O'Connor Square, Tullamore R35 Y7PO
- ✓ Cost: €5 per participant



aine@offalychildcare.com



Call to find out more
057 9135878



[CLICK HERE TO REGISTER](#)



OFFALY
COUNTY
CHILDCARE
COMMITTEE



Contact 085 178 3399 or
darina@offalychildcare.com
for more information



COMMUNITIES OF
PROFESSIONAL PRACTICE

Meeting

ELC & SAC
COMBINED SERVICES

25th February 2025

 7PM - 8:30PM

 OCC Training Room
R35 Y7PO

Calling all Educators
working with ELC and SAC
Children in combined
services in Offaly?

Do you work with school
aged children in a shared
premises with other
children? (For example, a
full daycare, pre-school or
part-time service that also
offers school-aged
childcare)?

[CLICK HERE TO REGISTER](#)



An Buidé Leanaí, Cuiditheoireachtaí, Meibneacha, Saorghníomhaire agus Oigé Department of Children, Equality, Disability, Integration and Youth

**OFFALY
COUNTY
CHILDCARE
COMMITTEE**



Contact 085 178 3399 or
darina@offalychildcare.com
for more information



**COMMUNITIES OF
PROFESSIONAL PRACTICE**

Meeting

ELC SERVICES

(FULLDAY CARE/PART-TIME/SESSIONAL)

5th March 2025

 7.00PM - 8.30PM

 Noinini Beaga, Birr
R42 X058

**Calling all Educators working
in Early Learning and Care
services in Offaly?**

**Benefits of joining our community of
professional practice**

- Help with everyday challenges
- Gain confidence
- Fun with colleagues
- Meaningful Participation
- Sense of belonging
- Networking opportunities
- Enhanced communication skills
- Develop personally and professionally
- Expand skills and expertise

CLICK HERE TO REGISTER



**OFFALY
COUNTY
CHILDCARE
COMMITTEE**



Contact 085 178 3399 or
darina@offalychildcare.com
for more information



An Roinn Éireann, Comhaltasanna, Míchumadó, Léimhainníochta agus Oige
Department of Children, Equality,
Disability, Integration and Youth

**COMMUNITIES OF
PROFESSIONAL PRACTICE**

Meeting

**STAND ALONE SCHOOL AGE
SERVICES**

10th March 2025



10:30AM - 12 NOON



**OCCC Training Room, No. 8
O'Connor Square, Tullamore**

**Are you working in a Stand-Alone
School Aged Childcare Service
(SA SAC) in Offaly?**

**Would you like support from
like-minded professionals? Join
our Community of Professional
Practice.**

**We are a group of SAC Educators
connected by a shared passion,
to provide quality experiences
for all children!**

CLICK HERE TO REGISTER



SEMINAR 2025

OFFALY COUNTY CHILDCARE COMMITTEE

'SUPPORTING QUALITY EARLY YEARS CURRICULUM AND PEDAGOGY'



Join us for an exciting day of exploring pedagogy in the updated Aistear, linking policy to practice along with documenting the emergent curriculum and facilitating open-ended play in the early years setting.

Topics:

- Slow relation pedagogy in the updated Aistear: linking policy to practice in the early childhood setting.
- Documenting the emergent curriculum
- Facilitating open-ended play in the early years setting

SATURDAY
29 MARCH 2025

Venue: Bridge House Hotel, Tullamore
Time: 9.30am - 4.00pm
Cost: €10 per person (lunch included)

OUR SPEAKERS:



Dr Sharon Skehill



Dr Mary Daly



Shannan Mulrooney

REGISTER NOW!



More information at
darina@offalychildcare.com

Contact us at
057 9135878

[CLICK HERE TO REGISTER](#)



www.offalychildcare.com

057 9135878

DIVERSITY, EQUALITY AND INCLUSION CHARTER AND GUIDELINES FOR EARLY CHILDHOOD CARE AND EDUCATION

DIVERSITY EQUALITY & INCLUSION TRAINING



Topics

- The National Diversity, Equality and Inclusion Charter
- Understanding Diversity, Equality and Inclusion
- Developing an anti-bias approach in early years
- The physical environment and its role in inclusive practice



Saturday 5th April 2025:
9.30am - 4.30pm



Saturday 12th April 2025:
9.30am - 4.30pm

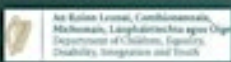


Offaly CCC Training
Room,
O'Connor Square
Tullamore



€10 for training course

[REGISTER NOW](#)



[CLICK HERE TO REGISTER](#)

Hive Notifications

AIM Level 5 Equipment - Transfer of Ownership

Dear Service Provider,

Following the transition of AIM Level 5, the Transfer of Ownership process for AIM Level 5 equipment will open in February 2025 on the Early Years Hive.

The Transfer of Ownership of equipment from Pobal and DCEDIY to the relevant party occurs at the end of the child's participation in the ECCE programme. The completion of this process will determine the destination and ownership of the Level 5 equipment item.

As per the AIM rules, section 7.20 "ELC services and parent(s)/guardian(s) must engage with Pobal in relation to the transfer of ownership of equipment (including returning signed transfer of ownership forms, as appropriate).

Equipment provided under AIM Level 5 should not be removed from the pre-school until the transfer of ownership process is completed.

A [How to Guide](#) and recordings of the [Training Webinars](#) are available in the Help & Support section on the Early Years Hive. If you require any additional information or support, please submit a [request](#) using the following categories:

- Programme: AIM Level 5
- Request Type: Equipment
- Request Type Detail: Transfer of Ownership

Regards,
The Early Years Team

Hive Notifications

Please review and update your service's contact details on the Early Years Hive

Dear Service Provider,

From time to time, the Early Years Provider Centre (EYPC) may be required to contact your service by phone for urgent matters.

To ensure we have your service's up-to-date contact details, we ask that you please review your details on the Early Years Hive and let us know if either your phone number or email address needs to be updated.

To review your service's contact details:

1. Go to the [Manage Service Providers](#) page of your Early Years Hive, which is under the My Account menu.
2. Here you will see the services associated with your organization (i.e. multi-service organisations will see multiple services listed here). Click on your service's name.
3. Review the phone number and email address listed in the General section.
4. If this information is incorrect and needs to be updated, please raise a [Request](#) using the User Account Management category, outlining what needs to be changed.

Once we receive your request, we will update your information as soon as possible.

You might also choose to take this time to review your service's user roles and its Primary Authorised User (PAU) on the [Manage User Roles](#) page.

You can add new users by clicking the Create New User button and remove users by clicking the yellow arrow beside that user's name and then selecting Remove

To set a new PAU, follow the steps in this [guide](#) available in the Help & Support section of the Early Years Hive.

Regards,
The Early Years Team

Hive Notifications

ECCE compliance

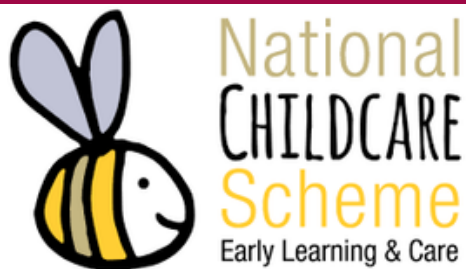
It is the responsibility of the Service Provider to ensure compliance with their contractual requirements. Service providers should ensure that they understand and adhere to the ECCE Funding Agreement. Failure to do so will result in non-compliance and will require corrective action.

In order to make compliance visits as efficient as possible for both providers and visit officers, service providers should ensure that their compliance file is kept up to date and contains:

- Attendance records
- Enrolment details (including minimum enrolment exemption where relevant);
- Parental declaration forms
- Parent letters
- Fee records
- Staff qualifications
- Higher capitation forms

The below documents offers guidance for service providers on ECCE compliance:

- [ECCE Compliance Checklist 23-24](#)
- [ECCE Compliance Approved Provider Guide 23-24](#)
- [ECCE Post-Inspection Rectification Actions 23-24](#)
- [ECCE Good Practice Guide for Attendance Records](#)



National Childcare Compliance

- [Accessing the NCS Compliance Report on Hive](#)
- [NCS Compliance Checklist](#)
- [NCS Compliance Service Provider Guide](#)
- [NCS Post Inspection Rectification Actions](#)

Hive Notifications

ECCE compliance

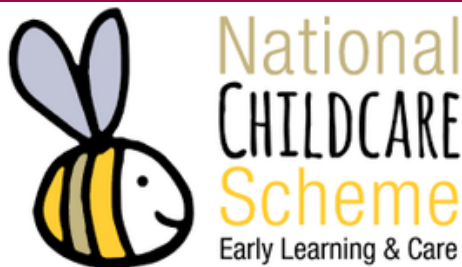
It is the responsibility of the Service Provider to ensure compliance with their contractual requirements. Service providers should ensure that they understand and adhere to the ECCE Funding Agreement. Failure to do so will result in non-compliance and will require corrective action.

In order to make compliance visits as efficient as possible for both providers and visit officers, service providers should ensure that their compliance file is kept up to date and contains:

- Attendance records
- Enrolment details (including minimum enrolment exemption where relevant);
- Parental declaration forms
- Parent letters
- Fee records
- Staff qualifications
- Higher capitation forms

The below documents offers guidance for service providers on ECCE compliance:

- [ECCE Compliance Checklist 23-24](#)
- [ECCE Compliance Approved Provider Guide 23-24](#)
- [ECCE Post-Inspection Rectification Actions 23-24](#)
- [ECCE Good Practice Guide for Attendance Records](#)



National Childcare Compliance

- [Accessing the NCS Compliance Report on Hive](#)
- [NCS Compliance Checklist](#)
- [NCS Compliance Service Provider Guide](#)
- [NCS Post Inspection Rectification Actions](#)

Hive Notifications

CCSP Saver Programme compliance

It is the responsibility of the Service Provider to ensure compliance with their Funding Agreement requirements. Failure to comply with any of the terms of the Funding Agreement may result in the suspension of CCSP Saver Programme Funding and/or DCEDIY funding or part thereof may be withdrawn and/or a termination of this Funding Agreement.

In order to make compliance visits as efficient as possible for both providers and visit officers, providers should ensure that their compliance file is kept up to date and contains:

- Attendance Records
- Service Fee Information Letters
- Parental declaration forms;
- Parent/guardian letters;
- Fee records;
- Staff qualifications and letters of qualifications;
- Grandfathering declarations as applicable;
- Evidence of Tusla registration(s).

The compliance file must be kept on site and available for inspection at all times.

Services should also ensure that:

- Registrations are correct,
- Fees list and calendar, for all approved funding programmes, are clearly displayed for parents and,
- **There is a staff member on site at all times who has access to the compliance file and can facilitate the visit. Failure to do same could result in a service being found non-compliant.**

Please note that if the records are readily available for review any interruption to the service will be minimal, other than seeking clarifications when required.

To assist services to comply with the CCSP Saver Programme requirements, the Department and the Scheme Administrator provide a range of training and supports.

These include:

- [CCSP Compliance Checklist 23-24](#)
- [CCSP Compliance Approved Provider Guide 23-24](#)
- [CCSP Post-Inspection Rectification Actions 23-24](#)

Providers are strongly encouraged to engage with these supports, both before and after compliance visits, to ensure that they maintain compliance with scheme rules.

Hive Notifications



AIM Level 7 Compliance

AIM Level 7 compliance checks will be commencing on AIM Level 7 payments from the week beginning 22 April 2024. This will involve a series of standardised checks on AIM Level 7 approved capitations relating to additional assistance in the pre-school room and the maintenance of reduced ratios.

The compliance checks are aimed at confirming adherence with AIM Level 7 rules and contract conditions as set out by the Department of Children Equality Disability Integration & Youth (DCEDIY).

To ensure the compliance checks can be conducted at unannounced inspections, please ensure that the person in charge on-site has access to the following records to present to the Visit Officer for review:

- The child attendance records for each of the ECCE sessions attended by child/ren benefitting from AIM Level 7
- The Staff Qualifications for staff working in these ECCE session/s

The Pobal compliance team have uploaded additional compliance support documents to the Hive in order to assist services in preparing for a compliance inspection. The documents, which are listed below, are available under the Resources section and can also be accessed through this link

- [AIM Level 7 Compliance Guide for Approved Providers 2023 - 2024](#)
- [AIM Level 7 Compliance Checklist for Approved Providers 2023 - 2024](#)
- [AIM Level 7 Rectification Actions Guide 2023 - 2024](#)

Please note - these documents are only supports, intended to assist you. There is an onus on each provider to familiarise themselves with their responsibilities under the AIM Rules (AIM Level 7 included) and contractual conditions.