

Community Childcare Subvention Plus (CCSP) Saver Programme

Compliance Inspections 2023/2024

COMPLIANCE CHECKLIST FOR ELC AND SAC APPROVED PROVIDERS*

* **NOTE TO PROVIDERS:** It is the responsibility of the approved provider to ensure compliance with their contractual requirements. This checklist is intended for information purposes only and is not exhaustive. It is essential that approved providers are familiar with the programme information including the Funding Agreements, Programme Guides and DCEDIY Rules documentation available on the Hive and DCEDIY website. For further information please refer to the CCSP Compliance Guide for approved providers available on the Hive.

Please tick

The following points are a guide as to the types of information that Visit Officers seek to review during a Compliance Inspection.

Compliance File		
1	To minimise disruption to service operation, Pobal recommend that providers collate information for review on these inspections in a <u>Compliance Folder/File which is readily available and on-site at all times.</u> This Folder/File should not contain any information which is not relevant to the Compliance checks as outlined below. Attendance Records and Fee Records should also be easily accessible.	Yes <input type="checkbox"/>
Tusla Registration		
2	Is the most up to date Tusla Registration Certificate available for review?	Yes <input type="checkbox"/>
Attendance Records		
3	Are there attendance records on-site for each session and/or room? Attendance records must be maintained and readily accessible from the start of the programme year.	Yes <input type="checkbox"/>
4	Are the attendance records maintained and structured adequately? These are to be maintained by staff in each session and/or room, recording the children's times in and out as they arrive and depart as well as any non-attendance (e.g. absences). This will allow for easy and efficient monitoring of child attendance patterns in each session and/or room to assist identifying the Hive updating requirements. The same requirement applies if attendance records are maintained in electronic format/software package. The package should have the functionality to generate attendance reports by child and for each session and/or room. Please see <i>Good Practice Guide – Attendance Records</i> in the programme rules documentation. Please ensure that where CCSP registered children avail of Breakfast Clubs and occasional camps (e.g. during Halloween, Easter, Summer holidays) that attendance records are maintained and available for review at compliance inspections.	Yes <input type="checkbox"/>

Hive Registrations		
5	Are all CCSP registered children recorded in the attendance records?	Yes <input type="checkbox"/>
6	Did all CCSP children registered on the Hive take up their place?	Yes <input type="checkbox"/>
7	Are all CCSP Saver Registrations on the Hive accurate and reflective of actual levels of attendance as per the attendance records i.e. correct start/end dates, session type and/or number of days per week?	Yes <input type="checkbox"/>
8	Have CCSP Saver Registrations been updated on the Hive to reflect any changes since initial registration i.e. absences, leavers, session type and/or number of days per week?	Yes <input type="checkbox"/>
9	If you are operating more than one facility, are all CCSP registered children attending the correct facility?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10	Has approval for special circumstances been sought in relation to extended absences and/or under-attendances, in line with the Programme rules, where relevant?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Parent Statements		
11	Is there a signed Parent Statement on file for the families of all registered children? Note: Parent Statements should be signed by both the approved provider and the parent/guardian.	Yes <input type="checkbox"/>
Hive Applicant Declaration Forms		
12	Are Applicant Declaration forms for all registrations (including amendments during the year) printed, completed and signed by both the approved provider and the parent/guardian and on file?	Yes <input type="checkbox"/>
13	In the interest of GDPR, has the provider disposed of, in an appropriate manner, all documentation that contains PPS Numbers?	Yes <input type="checkbox"/>
Hive Fee Table & Service Calendar		
14	Does the Hive Fee Table comply with programme requirements and accurately reflect actual fees charged for the types of provision that the service operates?	Yes <input type="checkbox"/>
15	Is the most up to date Hive Fee Table, and Service Calendar displayed in the service in a location easily accessible to all parents and published on any online platform(s) maintained by the provider for the purpose of advertising its services?	Yes <input type="checkbox"/>
16	Does the Service Calendar on the Hive reflect all closure days including unplanned closure days, where force majeure is not approved? Note: Please ensure your Hive generated service calendar is in line with any future closure dates that occur throughout the year. In the event of closures for force majeure, please ensure completed force majeure applications are submitted on the Hive within 5 days.	Yes <input type="checkbox"/>

Hive Fee Table & Service Calendar cont.

17	Tusla/HSE directed closures: If applicable, is evidence on-site of any Tusla/HSE directions to close as a result of a public health concern?	Yes <input type="checkbox"/>
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Fee Records

18	Are adequate fee records accessible for each child for the period under review, which will enable confirmation of the fees charged to parents/guardians? Fee Records maintained should clearly demonstrate the fees received from parents/guardians each week/month. If direct debit is applicable, access to records must be available on-site (this can be online access).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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