

National Childcare Scheme (NCS)

Compliance Inspections 2021/2022

Compliance Checklist For ELC and SAC Service Providers*

*** NOTE TO PROVIDERS:** It is the responsibility of the Service Provider to ensure compliance with their regulatory and contractual requirements. This checklist is intended for information purposes only and is not exhaustive. It is essential that Service Providers are familiar with the scheme information including the Provider Agreement, Quick Guides, NCS Policy Guidelines and relevant resources available on the Hive. For further information please refer to the NCS Compliance Guide for Service Providers available on the Hive.

All Pobal compliance inspections in the 2021/2022 programme cycle will be undertaken in adherence with public health guidelines during the COVID-19 pandemic and checks conducted will take account of COVID-19 measures that were introduced.

Please tick ☐

| Compliance File | | |
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| | <p>The following points are a guide as to the types of information that Authorised Officers will seek to review during a Compliance Inspection. To minimise disruption to the Service's operation, Pobal recommend that Services 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.</p> | Yes <input type="checkbox"/> |
| Attendance Records | | |
| | Are there adequate attendance records on site for each session and/or room for the period under review? Note: Service Providers are to ensure all attendance records for the period under review, of a minimum of the previous 12 months, are available on site at all times. | Yes <input type="checkbox"/> |
| | Are the attendance records (e.g. Roll Books, Attendance Sheets) maintained and structured adequately to allow for easy and efficient monitoring of child attendance in each session and/or room to assist in completing weekly reporting returns and identifying registration amendment requirements? The same applies if attendance records are maintained in an <u>electronic format/software package</u> . In these instances, Attendance Reports for the required period of the previous 12 months should be maintained and easily accessible. | Yes <input type="checkbox"/> |
| Hive Claims | | |
| | Are all NCS Claims on the Hive accurate and reflective of actual levels of attendance e.g. correct start/end dates, number of hours claimed? | Yes <input type="checkbox"/> |
| | Did all children registered on the Hive take up their place in the Service? | Yes <input type="checkbox"/> |
| | Are all children registered on the Hive attending the facility they are registered on the Hive to attend? | Yes <input type="checkbox"/> |

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| | Are all weekly reporting returns completed and up to date on the Hive? | Yes <input type="checkbox"/> |
| | Do the Hive weekly returns reflect all leavers, absenteeism of 4 or more consecutive weeks, and/or under attendance of 8 or more consecutive weeks as per the attendance records evidenced on site? | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| | Has approval for special circumstances been sought in relation to extended absences and/or under-attendances, in line with the Policy Guidelines? | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| Parental Agreements | | |
| | Is there an up to date parental agreement on file for all currently registered children, <u>signed by the qualifying applicant</u> ? All Parental Agreements must be up to date with respect to the fees as indicated on the Hive, as well as the number of childcare hours and weeks each child is registered for on the Hive. | Yes <input type="checkbox"/> |
| | Do all Parental Agreements on file include a commitment by the Service Provider to offset the subsidy received in full against the agreed fee? | Yes <input type="checkbox"/> |
| Fees List | | |
| | Is the most up to date Fees List, as per the Hive, displayed in the service in a location easily accessible to all parents <u>and on any online platform maintained by the provider for the purpose of advertising its services</u> ? | Yes <input type="checkbox"/> |
| | Does the Fees List on the Hive comply with programme requirements and accurately reflect the actual fees charged for each childcare place? | Yes <input type="checkbox"/> |
| Fee Records/Fees Charged (Co-Payment) | | |
| | Are there adequate fee records on site for each child for the period under review? | Yes <input type="checkbox"/> |
| | Is the co-payment (fee) charged to parents in line with the Hive registered fees minus the subsidy received? | Yes <input type="checkbox"/> |
| | Are parents/guardians of sponsor referral children benefiting from subsidised childcare without having to pay any co-payment? | Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| Service Calendar/Closures | | |
| | Is the most up to date Service Calendar, as per the Hive, displayed in the service in a location easily accessible to all parents <u>and on any online platform maintained by the provider for the purpose of advertising its services</u> ? | Yes <input type="checkbox"/> |
| | Does the Service Calendar on the Hive reflect all closure days (paid and/or unpaid) as evidenced from the attendance records? | Yes <input type="checkbox"/> |
| Note: Please remember to ensure your Hive registered Service | | |

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| | Calendar is in line with any future closure dates that will occur throughout the year. In the event of closures for force majeure/exceptional circumstances please retain evidence of your application submitted in line with the NCS Provider Agreement 2021/2022 (clause 11). | |
| | COVID-19 related closures: is evidence on-site of any TUSLA/HSE directions to close as a result of a COVID-19 outbreak (if applicable) | Yes <input type="checkbox"/> |