Annual Early Years Sector Profile Guidelines

2022/2023

An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

pobal
government supporting communities

Contents

Introduction

The Annual Early Years Sector Profile 2022/2023 survey is now available on the Early Years Hive. This document provides a guidance to the completing the survey.

The Annual Early Years Sector Profile is the primary data source on the Early Learning and Care (ELC) and School-Age Childcare (SAC) sector. It is developed and published by Pobal on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). The survey, which has been running for 21 years, plays a central role in informing policy development, assessing the impact of policy change and provides a comprehensive national analysis of around 4,000 ELC and SAC services throughout Ireland.

While we encourage all services to complete the survey, the completion of this year's survey within the open window is mandatory for all existing Core Funding Partner Services. Services who wish to become a Core Funding Partner Service in the future must also complete the survey in advance of submitting their Core Funding application. As well as providing information about the sector, this survey enables the capture of data that will help to monitor the impact of Core Funding on the sector.

Core Funding Partner Services with an active contract within the current programme call, up to the 29th of March, must complete the March Review and Confirm prior to completing the Annual Early Years Sector Profile 2022/23.

The overall number of questions has been reduced in this year's survey. To help limit the time and effort required to complete the survey, much of the staff and rooms information for the Annual Early Years Sector Profile will be sourced from Core Funding application data. The Income and Costs section has also been removed.

Participation in the Annual Early Years Sector Profile is also highly valuable for the same reasons as always. Completion of the survey by all services is strongly encouraged by the DCEDIY.

We appreciate the significant contribution that the information you provide will make to understanding the complexities and nuances of the sector as a whole. Many thanks in advance for your input into the collective understanding of where we are now and in informing future policy development.

1.1 How the data will be used

The data collected will allow for in-depth analysis of the sector across a range of headings including:

- Service detail and provision
- Capacity and attendance
- Staffing (numbers, qualifications, staffing retention, level of turnover etc.)

By providing the most up-to-date national data on the sector, we are able to support a range of key stakeholders in their planning and analysis. For instance, data may be shared with:

- Government Departments (e.g. Department of Education and Skills, Early Years Inspectorate)
- Organisations conducting research and analysis on behalf of Government Departments
- Statutory agencies (e.g. Tusla Early Years Inspectorate)
- Better Start Early Years Specialist Service
- City/County Childcare Committees
- Local Authorities (to inform local planning and development priorities)
- Central Statistics Office

Summary data will also be provided to the following organisations for research and statistical purposes:

- Voluntary Childcare Organisations
- OECD
- Third Level Institutions

Data from this survey may also be combined with findings from other surveys of the ELC and SAC sector conducted on behalf of the DCEDIY.

We have made every effort to keep the survey concise and relevant. Only questions that relate to key policy and planning priorities are included in the survey.

1.2   Completing the survey

A Sector Profile should be completed for each facility i.e. one for each Service Reference Number.

You should respond to the survey based on the current situation in your service. If you are completing the survey outside the open window, 5th May – 6th June, please provide information that was accurate for that period.

1.3   How long will it take to complete?

The length of time it takes to complete the survey depends on the size of the service, the number of staff and number of children enrolled. It is expected to take approximately between one to two hours. The survey can be saved so you can complete it in more than one sitting, before final submission. If you are completing the survey in more than one sitting, please click the 'Save' button to save your progress, before closing the browser. Reopen the survey to record further information.

1.4   Are there new questions in the survey?

There are six new questions in the Service Details section, three in the Vacancies/Turnover section and one each in the Capacity, Childcare Staff and First 5 activities (which has also now been expanded to include a question on Compliance with Regulations) sections.

1.5   Can I complete the Sector Profile through Irish?

Yes, the survey can be completed through Irish. Please see 'Accessing the Sector Profile on the Early Years Hive' section of this guide for how to select the Irish version of the Sector Profile.

1.6   Who can we contact for assistance?

If you experience any difficulties accessing or completing this survey, please consult the supporting documentation available on Hive.

If you fail to find a response to your issue in the documentation, please raise a service request on Hive using the following categories:
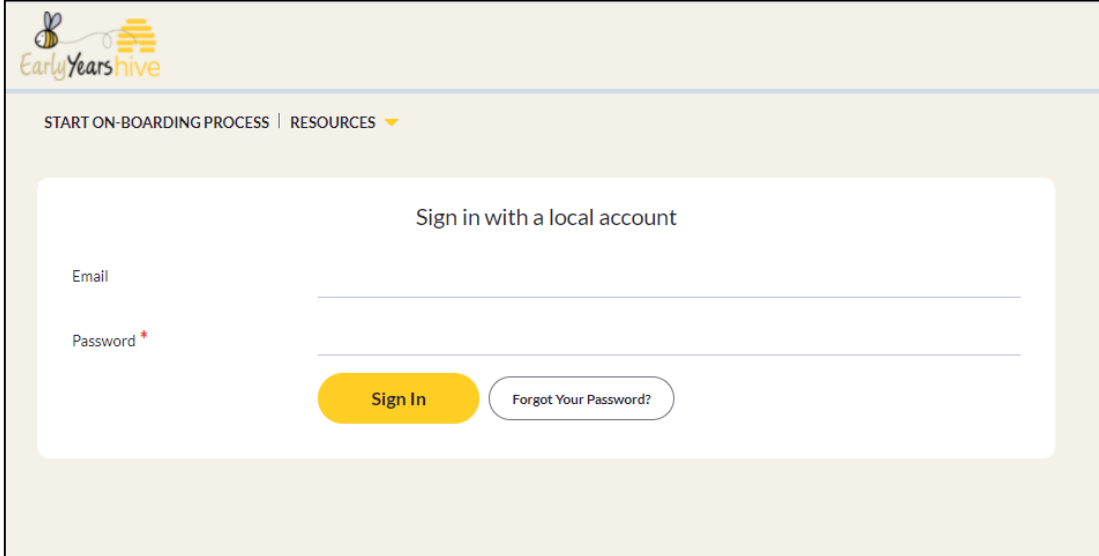
Programme: Sector Profile 2022-2023

Request Type: Select the appropriate option from the list in Hive.

And to help expedite the resolution of issues, please attach a screenshot of the issue with your service request, where relevant.
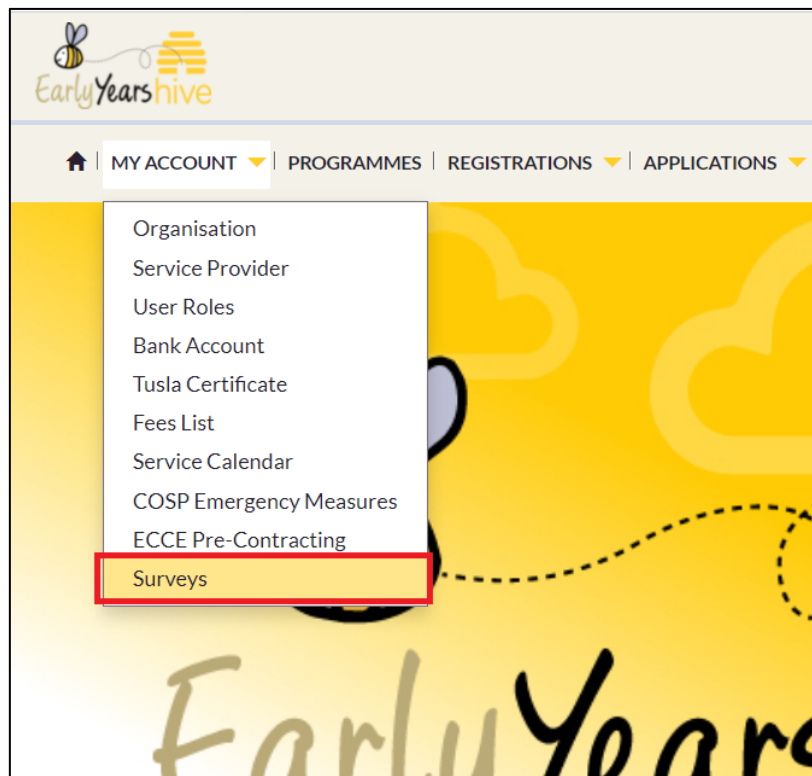
2 Accessing the Sector Profile on the Early Years Hive

1. Log into the Early Years Hive portal by entering your registered email and password on this page.

2. Expand the *My Account* menu and select *Surveys* from the dropdown.

3. Under the *Available Surveys* section of this page, you will see the Annual Early Years Sector Profile available* in English and Irish:

- Annual Early Years Sector Profile 2022/23
- Phróifíl Bhliantúil Earnáil na Luathbhlianta 2022/2023 (Irish).

*Note: the survey is automatically available to the Primary Authorised User (PAU)/PAU delegate.

Please select either the English language version or the Irish language version of the Sector Profile carefully. You can only complete the Sector Profile in one language on the Early Years Hive. You cannot complete the Sector Profile in both English and Irish. **Please note that once you have selected and started in a language version, you cannot change to the other language.**

4. Select the language version you wish to complete by clicking/tapping anywhere on that entry in the grid. When a survey is selected it will be marked with a ✓ symbol.

5. Select the *Start* button when you are ready to proceed and confirm the pop-up box.
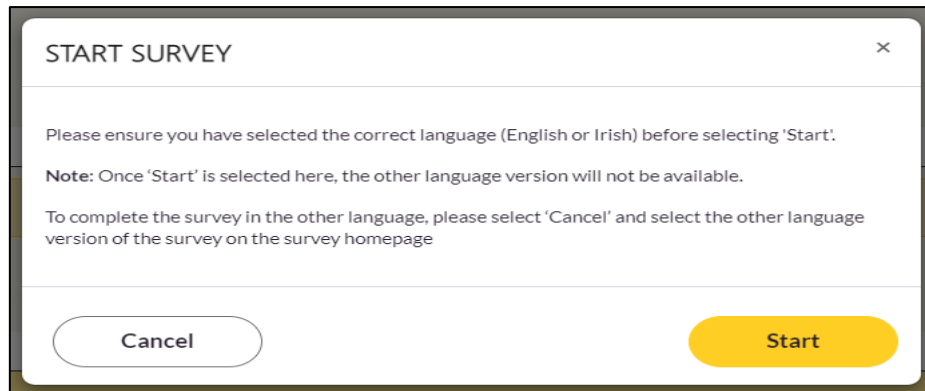
2.1 How to navigate and save the Sector Profile on the Early Years Hive

When you start the Annual Early Years Sector Profile, you will be brought to the *Introduction* page of the profile. We encourage you to read the description of the profile on this page.

2.1.1 Previous and Next

At the bottom-right of this page, you will see the *Next* button. Select this button when you want to start the profile.
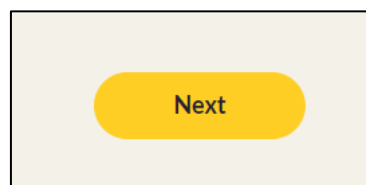
When you select *Next*, you will proceed to the first section of the profile with questions for you to complete (*Service details*).

You can use the *Previous* button to go back to the previous section of the profile or the *Next* button to move onto the next section if all the questions on the current section are completed correctly.

If you intend on completing the Annual Early Years Sector Profile in the order that it is laid out on the Early Years Hive and/or in one sitting, then you can use the *Previous* and *Next* buttons to navigate through each section.
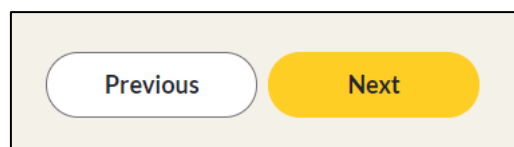
Note: When you select *Next* your progress will be saved automatically. It will also validate the answers on the current page and return any errors to be reviewed. This will help reduce the number of errors produced on submission of the survey.

2.1.2 Close, Save, Print

At the bottom-left of each page, you will see the *Close*, *Save* and *Print* buttons.
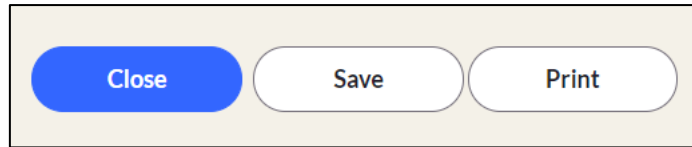
Close: Selecting the *Close* button will close the Annual Early Years Sector Profile without saving your progress on that page. When you select the *Close* button and you have unsaved work, a confirmation box will ask you whether you want to close the profile without saving your work or cancel the request. If you do intend to save your work or if you selected the *Close* button by mistake, you should select the cancel option on this confirmation box.

Save: Selecting the *Save* button will save the work you have done at this point. It is important to regularly save your work as you progress through the profile. Your progress will be saved automatically when you progress through the survey using the *Next* button.

Print: If you wish to print your Annual Early Years Sector Profile, you can do so by selecting the *Print* button. Once selected, you'll be brought to a new screen where you can select your printing options.

2.1.3 Using the tabs across the top menu

If you wish to navigate and view the sections of the Annual Early Years Sector Profile in a different order than how it is laid out, you can do so by selecting the section you wish to view from the breadcrumb menu along the top of the profile.

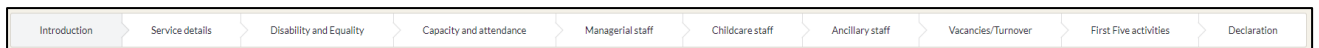This is particularly useful if you have a) partially completed the profile, saved and closed it and you wish to complete it at a different time or b) not completed a section fully and want to move to another section. Please remember to save your progress regularly using the *Save* button when using this approach.

2.2 Saving as a draft

As outlined above, you can save your progress on the Annual Early Years Sector Profile at any point and complete it at a different time if you so wish. To do so, select the *Save* button at the bottom-left of the page and, if you are happy, then select the *Close* button.
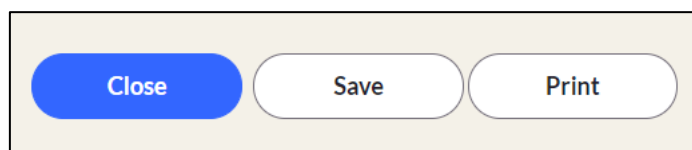
2.3 Viewing and opening your draft

To locate your saved draft of the profile, expand the *My Account* menu and select *Surveys* from the dropdown. You will now see your draft listed under the *My Active Surveys* section of this page.

To open your draft, expand the yellow arrow on the right-hand side of the grid and select *Edit*. This will open your Annual Early Years Sector Profile with your answers saved from the last time. You can quickly navigate to the next section you need to complete by using the breadcrumb menu (see above).

2.4 Submitting a Sector Profile survey

The final section of the Sector Profile is the *Declaration* page. When you have completed the Sector Profile survey, you must accept the declaration on this page, enter your name and select the *Submit* button.
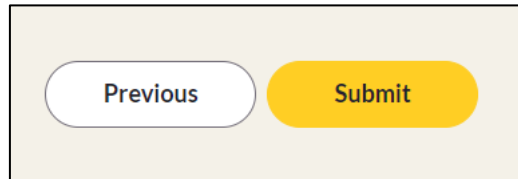
You can view your submitted Sector Profile on the *Surveys* page of the Early Years Hive under the *Submitted Surveys* section of the page.

2.5 Note on completing multiple Sector Profiles

One Sector Profile should be completed for each service (i.e. one per each service reference number). Each service has their own unique survey link, which can be accessed through the Early Years Hive portal.

For group organisations or facilities with multiple services, please note that you cannot open or complete multiple Sector Profiles at the same time.

If you do need to work on more than one survey at a time, please ensure you have saved and exited one survey before opening the other.

3 Service details

The following details for your service will be auto populated in the *Service details* section:

- *Service Reference Number*
- *Service name*
- *CCC*
- *Community/Private*
- *Address*

Please check that the Service Reference and the name of your facility are correct before you start completing the form. If these details are not correct, please log a request through the Early Years Hive using the following categories:

- Programme: Sector Profile
- Category: Sector Profile 2022/23

You are then required to provide responses the below questions for this section:

What year was this Early Learning and Care/School-Age Childcare service established?

Select a year from the dropdown menu.

Please state your premises is/has:

Select one of the following from the dropdown:

- *Owned*
- *Leased*
- *Licensing agreement*
- *No formal agreement*

Please state if your premises is located in a:
Select one of the following from the dropdown:
- *School*
- *Sports facility*
- *Parish hall*
- *Community facility*
- *Private premises - purpose built (attached to family home)*
- *Private premises - purpose built (commercial unit)*
- *Private premises - converted residential*
- *Private premises - converted commercial*
- *Employer facilitated premises*
- *University*
- *Family Resource Centre*
- *Other*

If your ELC or SAC setting is located in a school, or on a school's property, please provide the school roll number:
This year the survey is seeking information on the location of your ELC setting. If your ELC setting is situated on a school property (for example in prefabricated buildings not attached to the school) or within the school (for example in classrooms or other space that is unused by the school) we are asking for details of the school roll number (RN). We have provided a link to the government website which will help you to locate the school number. Otherwise, the school may be able to provide this information to you.

The roll number can be found here: Find a school (https://www.gov.ie/en/service/find-a-school/).
Enter the roll number in the text box.

Is your Early Learning and Care/School-Age Childcare service in a Gaeltacht area?
Select *Yes* or *No* from the dropdown.

Please select the relevant option from the list below which best describes your setting.
Select one of the following from the dropdown:
- *A wholly Irish-medium setting*
- *A mixed setting where part of the setting is English-medium and part of the setting is Irish-medium*
- *An English-medium setting with some use of Irish*
- *A wholly English-medium setting*

An Irish-medium setting is defined here as one where all the interactions with children are in the Irish language.

What type of staff room is available in the service?
Select one of the following from the dropdown:
- *Dedicated staff room*
- *Multiple use room*
- *None*

Does your facility have a kitchen?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, does this kitchen have facilities to serve hot food?
Select *Yes* or *No* from the dropdown.

Does your service have an outdoor play area on its premises?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, is the outdoor play area available for all or part of the day?
Select *All day* or *Part of the day* from the dropdown.

Does your service have a Child Safeguarding Statement on display?
Select *Yes* or *No* from the dropdown.

Has your service appointed a Designated Liaison Person (DLP)?
Select *Yes* or *No* from the dropdown.

Does your service have a Child Protection Policy in place?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, when was the Child Protection Policy last reviewed?
Enter the date in the text box in the format dd/mm/yyyy or use the calendar date picker by selecting the calendar icon.

Please specify how many staff, if any, had received Children First training in the preceding three years.
Enter a number in the text box. If none of your staff have received Children First training, enter 0 in the text box.

Do staff require further Child Protection training?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, what further supports are required?
Select *Yes* or *No* for each of the following options:
1. *Developing or updating a Child Welfare Protection Policy*
2. *Training in Children First*
3. *Training for the Designated Liaison Person (DLP)*
4. *Garda Vetting for staff*
5. *Development for a Code of Behaviour for working with children*
6. *Other*

Do you offer transport?
Select one of the following from the dropdown:
- *Pick up*
- *Drop-off*
- *Both*
- *None*

Have you engaged with the National Síolta Aistear Initiative through any of the following? (please answer 'yes' to all that apply):
Select *Yes* or *No* from the dropdown. Answer Yes to all that apply.
1. Completed the workshop 'An introduction to Síolta, Aistear and the Practice Guide' delivered by either a CCC or Better Start
2. Completed one of the following Síolta Awareness Workshops delivered by the CCC's:
> *a. Síolta Awareness Raising workshop part 1 (focusing on standards 1, 3, 4, 5, 14)*
> *b. Síolta Awareness Raising workshop part 2 (focusing on standards 2, 6, 7, 13, 16))*
> *c. Síolta Awareness Raising workshop-management standards (focusing on standards 4, 8, 9, 10, 11, 12, 15)*

> *Note: If you answer Yes to '2. Completed one of the following Síolta Awareness Workshops delivered by the CCC's:' you must answer Yes to at least one of a, b or c. Similarly, if you answer No to '2. Completed one of the following Síolta Awareness Workshops delivered by the CCC's:' you must answer No to each of a, b and c.*

3. Completed the Aistear and Play CPD programme, delivered by Better Start
4. Self-directed engagement with Síolta and Aistear on:
> *a. Síolta standards to inform self-evaluation and quality improvement*
> *b. Aistear framework and guidelines for good practice to inform curriculum implementation*

> *Note: If you answer Yes to '4. Self-directed engagement with Síolta and Aistear on:' you must answer Yes to at least one of a or b.*
> *Similarly, if you answer No to '4. Self-directed engagement with Síolta and Aistear on:' you must answer No to both a and b.*

5. Self-directed engagement with the Aistear Síolta Practice Guide on-line resource (www.aistearsiolta.ie)
6. Completed the Síolta Quality Assurance Process
7. My service has not yet engaged with the National Síolta Aistear Initiative

If you answered Yes to the previous question, 6. Completed the Síolta Quality Assurance Process, please give the year of validation:
Select a year from the dropdown menu.

Which of the following employment benefits are offered to staff in your service (excluding relief or staff on probation):
Select *Yes* for benefits offered from the following options:
- *Employer pension contributions*
- *Paid sick leave*
- *Additional annual leave days (above statutory)*
- *Maternity pay (top up)*
- *Paternity pay (top up)*
- *Health insurance policy*
- *Discount on childcare*
- *Other benefits*

If you are a community-based not-for-profit service, please select the response that best describes supports your service needs as a charity in the following areas:
Select *Very much needed*, *Needed*, *Somewhat needed*, *Not needed* or *I am not sure* for each of the following activities:
- *Charities Governance Code*
- *Legal responsibilities for charity trustees/directors & other office holders*

Private services do not need to respond to this question.

4 Disability and equality

To the best of your knowledge, how many of the following make use of your service:

Enter the total number for each of the below categories in the *All* field.

1. *Number of One Parent families that use your service*
2. *Number of children from Traveller community*
3. *Number of children from Roma community*
4. *Number of children for whom English or Irish is not a first language*
5. *Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)*

Enter the number on ECCE for each of the below categories in the *ECCE* field. You will be unable to enter a number in this field until its corresponding *All* field is populated.

1. *Number of One Parent families that use your service*
2. *Number of children from Traveller community*
3. *Number of children from Roma community*
4. *Number of children for whom English or Irish is not a first language*
5. *Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)*

Note the number in the *ECCE* field cannot be greater that in the *All* field.

If you entered a figure of 1 or greater in the *All* field for number *5* – *Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)* – then you will be asked the following question.

Total number of children with disability/additional needs diagnosed by the HSE?
Enter a number in the text box. Where there are no children attending your service with a diagnosis, please enter zero.

How many children from this group have been diagnosed with the following needs?
If you entered a figure of 1 or greater in the previous question: '*Total number of children with disability/additional needs diagnosed by the HSE?*' enter the number of children for each of the below diagnoses in the corresponding text box:

- *Physical disability*
- *Sensory impairment (hearing/sight)*
- *Learning/ intellectual disability*
- *Global developmental delay*
- *Other*

You must enter a number for each category. Where there are no children attending your service with a diagnosis under any of the five categories listed, please enter zero for those categories.

Note: If a child has more than one disability/additional need diagnosed by the HSE, they should be counted more than once.

Example: If a child has a physical disability and a learning/ intellectual disability they should be counted under each category

How many children from this group have been diagnosed with the following needs?	
Physical disability	
Sensory impairment (hearing/sight)	
Learning/ intellectual disability	
Global developmental delay	
Other	
Total	0.00

Of the total number of children with additional needs diagnosed by the HSE (entered above), how many have a dual or multiple diagnosis? (e.g. the child has a diagnosis of both physical and learning disability)?
Enter a number in the text box.

Is your service building wheelchair accessible (as outlined in the Disability Act 2005)?
Select *Yes* or *No* from the dropdown.

Are your service grounds wheelchair accessible (as outlined in the Disability Act 2005)?
Select *Yes* or *No* from the dropdown.

5 Capacity and attendance

This section requests data on the number of places your service is in a position to offer – by service type(s), age range and weekly fee(s).

Places currently occupied – How many children are enrolled and currently occupy a place in your facility? (List ALL children including those registered on DCEDIY Programme(s) e.g. ECCE, NCS, CCS/P and TEC).

Vacant places – The number of places your service is currently in a position to offer per day, minus the current number of places occupied. (This may/should not exceed the maximum capacity as set out in a Tusla Inspection Report, where available).

Waiting list – How many children on your service's waiting list require a place immediately? (If you have no children on a waiting list, or do not have a waiting list, please enter zero.)

Please indicate the number of the following (for ALL places) by service type(s):
For children of all ages

You must select *Yes* or *No* from each dropdown under this heading to indicate whether you offer this type of service.

You must select *Yes* for at least one service type.

If you select *Yes*, you must complete the corresponding fields under the headings:

Service Type	Service offered?	Number of hours per day this service type operates	Number of days per week	Number of weeks per year Service Type operates	Places currently occupied	Vacant places	Waiting list
Full day care	Yes ⌄						
Part-time care	Yes ⌄						
Sessional a.m.	No ⌄						
Sessional p.m.	No ⌄						
School age childcare (after school) in term only	No ⌄						
Breakfast club	No ⌄						
Drop-in	No ⌄						

Number of hours per day this service type operates

You must provide the number of hours for each service type you provide (i.e. where you answered *Yes* in the service offered column). The number of hours for each service type must be between:

Full day care – between 5.00 and 18.00

Part-time care – between 1.00 and 5.00

Sessional a.m. and p.m. – between 1.00 and 3.50

School age childcare (after school) in term only – between 1.00 and 5.00

Breakfast club – between 1.00 and 2.50

Drop-in – between 0.30 – 2.00

If the number of hours is not a whole number i.e. 1.00, but you offer a service type for 2 hours and 15 minutes, please enter 2.25 or 3 hours and 30 minutes, please enter 3.50.

Number of days per week

You must provide the number of days a week for each service type you provide (i.e. where you answered yes in the service offered column). The number of days for each service type must be between 1 and 7.

Number of weeks per year

You must provide the number of weeks per year for each service type you provide (i.e. where you answered yes in the service offered column). The number of weeks for each service type must be between 1 and 52.

Please indicate the number of the following (for ALL places) by service type(s):
For children of all ages

A child may be counted under *full day care* if they occupy a childcare place for a **full day** for 1 – 5 days (inclusive) a week. Example: A child attending for two full days a week may be counted once under full day care. Another child attending for five full days a week may also be counted once under full day care.

A **sessional a.m.** or **sessional p.m**. service is any service offering childcare places for child(ren) that spend a morning or afternoon in that service for 1 – 5 days (inclusive) a week.

A child may be counted under **part-time care** if they spend less than a full day and more than a session, in that service for 1 – 5 days (inclusive) a week.

- **Places currently occupied:** How many children are enrolled **and** currently occupy a place in your facility? (List ALL children including those registered on DCEDIY Programme(s) e.g. ECCE, CCS/P and TEC).
- **Vacant places:** The number of places your service is currently in a position to offer per day, minus the current number of places occupied. (This may/should not exceed the maximum capacity as set out in a Tusla Inspection Report, where available).
- **Waiting list:** How many children on your service's waiting list require a place **immediately**? (If you have no children on a waiting list, or do not have a waiting list, please enter zero.)

Please indicate numbers for the following (For ALL places) by age range:
You must select *Yes* or *No* from each dropdown under this heading to indicate whether you cater for this age range.

You must select *Yes* for at least one age range.

If you select *Yes*, you must complete the corresponding fields under the headings:

Please indicate numbers for the following (For ALL places) by age range:

Age Range	Service offered?	Places currently occupied	Vacant places	Waiting list
Up to 1 year (0-12 months)	Yes			
1 year+ to 2 years (13-24 months)	No			
2 years+ to 3 years (25-36 months)	Yes			
3 years+ to 4 years (37-48 months)	Yes			
4 years+ to 5 years (49-60 months) Non-school going	No			
4 years+ to 5 years (49-60 months) School going	No			
5 years+ to 6 years (61-72 months) Non-school going	No			
5 years+ to 6 years (61-72 months) School going	No			
6 years+ to 8 years (73-96 months)	No			
8 years+	Yes			

- **Places currently occupied:** How many children are enrolled **and** currently occupy a place in your facility? (List ALL children including those registered on DCEDIY Programme(s) e.g. ECCE, CCS/P and TEC).

- **Vacant places:** The number of places your service is currently in a position to offer per day, minus the current number of places occupied. (This may/should not exceed the maximum capacity as set out in a Tusla Inspection Report, where available).
- **Waiting list:** How many children on your service's waiting list require a place **immediately**? (If you have no children on a waiting list, or do not have a waiting list, please enter zero.)

Please indicate the weekly fee before deductions and the hours this fee relates to (for the following age ranges and service types). Please complete for non-school going children only:

This table asks for weekly fee data and the weekly hours of service for any full day care, part-time care, and sessional service that you currently provide. It should be completed for each age range and for non-school going children only.

This table corresponds with the information you have already provided (in the service type and age range tables above) on the type of places in your service. You will not be able to enter a figure for an age range or service type you do not provide.

Enter the number of hours per week each service type operates in the 'Total Weekly Hours' column. The number of weekly hours for each service type must be between:

Full day care – between 5.00 and 90.00
Part-time care – between 1.00 and 25.00
Sessional a.m. and p.m. – between 1.00 and 17.50

Then enter the weekly fee for each service type you provide, which corresponds to the fee for those hours. Please note, all fees should be before deductions for subsidies are applied.

Age range	Full day care total weekly hours	Full day care total weekly fee	Part time care total weekly hours	Part time care total weekly fee	Sessional care total weekly hours	Sessional care total weekly fee
Up to 1 year (0-12 months)		€		€		€
1 year+ to 2 years (13-24 months)		€		€		€
2 years+ to 3 years (25-36 months)		€		€		€
3 years+ to 4 years (37-48 months)		€		€		€
4 years+ to 5 years (49-60 months)		€		€		€
5 years+ to 6 years (61-72 months)		€		€		€

Please indicate weekly fee before deductions (for the following age ranges and service types) for NON-school going children only:

The weekly fee for each age range and service type should be based on 1 child attending 5 days a week.
The hours column should reflect the maximum number of hours available for a place over 5 days.

We appreciate that the number of hours available and fees charged may not be standard within each service type and age range offered. The examples below give some further guidance on completing your response.

Multiple sessions are offered for an age group:
Where your service offers multiple sessions to an age group, please base your response on the session that has the maximum hours.
Example:
Your service offers full day care to two groups of children aged 2 years+ to 3 years (25-36 months). Group A has children enrolled for 8 hours. Group B has children enrolled for 6 hours.

Please enter the weekly fee value for the session with most hours (i.e. Group A, 8 hours).

Not all children enrol for 5 days a week:
Where possible, please base your response on the fee you charge for a child who enrols 5 days a week. If you do not provide 5 days of provision, please record your fee with an increase to account for the cost of 5 days provision.
Example:
You provide full day care sessions for children aged 2 years+ to 3 years (25-36 months) for 3 full days a week, not 5 days, and the fee is €135 a week.
Please enter the weekly fee value for the session at a rate for 5 days a week i.e. €225.

Not all children attend for the same number of hours:
The attendance of children does not matter for recording the fees and hours of a place. Please base your response on the maximum hours available for a session and the corresponding fee for those maximum hours.

Do not deduct subsidies from the weekly fee table.
All fees recorded should be the fee charged before deductions for NCS, ECCE, CSSP, subsidies are included.
Example: If you charge €170 for a full-time place, and the child receives €64.50 ECCE subvention, you should enter €170 as the fee.

Please state the <u>hourly</u> fee € (before deductions) of school-age childcare in term (after school).
Enter a number in the text box.

If you do not offer this service, please enter zero.

What is the maximum number of hours of school-age childcare in term (after school) offered per week?
Enter a number in the text box.

If you do not offer this service, please enter zero.

Do you offer school age childcare – out of term?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, you will be asked the next three questions below.

How many places can you offer for school-age childcare outside term?
Enter a number in the text box.

What is the <u>weekly</u> fee for school age children outside term (before deductions)?
Enter a number in the text box.

How many hours per week are covered by this weekly fee?
Enter a number in the text box.

Are you planning to increase, decrease or maintain the number of places in your service in the next 12 months?
Select Increase, Decrease or Maintain from the dropdown.

If you are planning to increase or decrease the number of places in your service, please state the number of places:
Enter a number in the text box.

Is there space available to increase the current capacity of the childcare setting or increase the outside play area through capital works?

Select *Yes* or *No* from the dropdown.

6 Staff sections

The following 3 staff sections include a Staff ID field which lists **all** active staff members currently available within your Service Profile. The staff ID, first name and last name will be displayed for all staff currently listed as 'in ratio' in your Service Profile. The staff id and job title will be displayed for those staff currently listed as 'out of ratio'.

You should choose which staff section (i.e. Managerial staff; Childcare staff or Ancillary Staff) applies to each staff member in your list. Questions must be answered for all staff members in one of these sections. However, a staff member can only appear in one section. An error message will be returned on submission of the survey for any staff members that have been missed or duplicated.

6.1 Managerial staff

In this section, please select the managers from your list, including those working directly with children, and answer the questions below for each in turn.

This page will automatically have one managerial staff box available to complete when you begin.

To add a manager, select the *Add staff* button and repeat for any additional managers. New staff boxes will appear at the bottom of the page.

To remove a manager, expand the entry you wish to remove and select the *Remove staff* button.

Staff ID
Please select the managers from your list, including those working directly with children, and answer the questions below for each in turn.

Job title
Select the job title (that best reflects the position of each manager) from the dropdown:
- *Manager*
- *Deputy manager*

Age band
Select one of the following age bands:
- *15-24 years*
- *25-44 years*
- *45-64 years*
- *65 years and over*

Gender
Select one of the following from the dropdown:
- *Female*
- *Male*
- *Other*
- *Prefer not to say*

Please indicate what type of manager role this person holds:
Select *Owner-manager (owner operator)* or *Manager employed by the service* from the dropdown.

If you selected Manager employed by the service for the previous question, what type of contract does this manager have:
Select *Permanent* or *Temporary* from the dropdown.

Highest Early Years Qualification:
For qualifications, please provide information only on Childcare/Early Years Major Awards that have been completed.

Select one of the following qualifications from the dropdown:
- *No relevant qualification*
- *NFQ Level 4*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

If you selected a qualification for the previous question, what country did the staff member acquire their Early Years qualification?
Select a country from the dropdown.

Is this manager in the process of qualifying for an Early Years qualification?
Select *Yes* or *No* from the dropdown.

If you selected Yes for the previous question, what qualification are they in the process of qualifying for?
Select one of the following qualifications from the dropdown:
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

Number of years working in the current service:
Select the number of years from the dropdown list.

Number of years working in the Early Years sector:
Select the number of years from the dropdown list.

Employment scheme / government funded programme (if applicable):
Select the relevant answer from the dropdown:
Note: the following options will be available for Community services:
- *Not applicable*
- *CE - Community Employment*
- *CSP - Community Services Programme*
- *JI - Job Initiative Scheme*
- *JobsPlus*
- *Tús*
- *YESS - Youth Employment Support Scheme*

And the following options will be available for Private services:
- *Not applicable*
- *JobsPlus*
- *YESS - Youth Employment Support Scheme*

6.2 Childcare staff

This page will automatically have one childcare staff entry available to complete when you begin.

Please insert a box for each staff member who works directly with children in your service (excluding managers). Select the appropriate staff from your list and answer the questions below for each.

Please make sure you have also included information about yourself if you work directly with children, unless you are also a manger (in which case you should enter yourself in under *Managerial Staff* in the previous section).

To add staff, select the '*Add staff*' button and repeat for any additional childcare staff (excluding managers).

To remove a staff member, expand the entry you wish to remove and select the '*Remove staff*' button.

Staff ID
Please select the staff members in your list who work directly with children (excluding managers) and answer the questions below for each in turn.

Job title
Select one of the job titles from the dropdown (that best reflects the position of each staff member):
- *Lead Educator*
- *Educator*
- *Student placement / Volunteer*
- *Relief / Cover*
- *AIM Level 7*

Age band
Select one of the following age bands:
- *15-24 years*
- *25-44 years*
- *45-64 years*
- *65 years and over*

Gender
Select one of the following from the dropdown:
- *Female*
- *Male*
- *Other*
- *Prefer not to say*

Highest Early Years Qualification:
Select one of the following qualifications from the dropdown:
- *No relevant qualification*
- *NFQ Level 4*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

If you selected a qualification for the previous question, what country did the staff member acquire their Early Years qualification?
Select a country from the dropdown.

Is this staff member in the process of qualifying for an Early Years qualification?
Select *Yes* or *No* from the dropdown.

If you selected Yes for the previous question, what qualification are they in the process of qualifying for?
Select one of the following qualifications from the dropdown:
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

What type of contract does this staff member have:
Select *Permanent* or *Temporary* from the dropdown.

Number of years working in the current service:
Enter the number of years in the text box.

Number of years working in the Early Years sector:
Enter the number of years in the text box.

Does this staff member speak Irish in the service?
Select *Yes* or *No* from the dropdown.

Employment scheme / government funded programme (if applicable):
Select the relevant answer from the dropdown:
Note: the following options will be available for Community services:
- *Not applicable*
- *CE - Community Employment*
- *CSP - Community Services Programme*
- *JI - Job Initiative Scheme*
- *JobsPlus*
- *Tús*
- *YESS - Youth Employment Support Scheme*

And the following options will be available for Private services:
- *Not applicable*
- *JobsPlus*
- *YESS - Youth Employment Support Scheme*

6.3   Ancillary staff

Ancillary staff are those NOT working directly with children and NOT in managerial roles.

This page will automatically have one ancillary staff entry available to complete when you begin.

Please insert a box for each ancillary staff member. Select the appropriate staff from your list and answer the questions below for each.

To add staff, select the *Add staff* button and repeat for any additional ancillary staff (excluding managers).

To remove a staff member, expand the entry you wish to remove and select the *Remove staff* button.

Staff ID
Please select the ancillary staff from your list and answer the questions below for each in turn.

Employment scheme / government funded programme (if applicable):
Select the relevant answer from the dropdown:
Note: the following options will be available for Community services:
- *Not applicable*
- *CE - Community Employment*
- *CSP - Community Services Programme*
- *JI - Job Initiative Scheme*
- *JobsPlus*
- *Tús*
- *YESS - Youth Employment Support Scheme*

And the following options will be available for Private services:
- *Not applicable*
- *JobsPlus*
- *YESS - Youth Employment Support Scheme*

Please state the average hourly wage of this staff member €:
Enter the hourly wage amount into the text box.

If the staff member is not on a specific hourly wage, consider their gross income last month and divide it by the hours worked during that period of pay.

7 Vacancies/turnover

In this section, please provide information for staff working directly with children only.

How many staff have left your service in the previous 12 months?
Enter a number in the text box.

This refers to staff that permanently left the service and does not include temporary lay-offs.

To the best of your knowledge, how many of the above staff have:
Enter the number of staff that left your service for each of the provided reasons in the table:
- *Moved to another early years service provider*
- *Left the early years sector*
- *Left Ireland*
- *Permanently left the service for reasons related to COVID-19 (this does not include temporary lay-offs)*
- *Don't know*

Where no staff left for any of the provided reasons, please enter zero.

* To the best of your knowledge, how many of the above staff have:	
Moved to another early years service provider	1
Left the early years sector	1
Left Ireland	1
Permanently left the service for reasons related to Covid-19 (this does not include temporary lay-offs)	0
Don't know	1
Total	4.00

The sum of values provided in this table must equal the number of staff provided in *How many staff have left your service in the past 12 months?*

Of the staff who left, please indicate what level of qualification they had:
Enter the number of staff that left your service for each of the provided qualifications in the table:

- *NFQ Level 4/ no qualification*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7 or above*
- *Don't know*

Where no staff had any of the provided qualifications, please enter zero.

* Of the staff who left, please indicate what level of qualification they had:	
NFQ Level 4/ no qualification	1
NFQ Level 5	1
NFQ Level 6	1
NFQ Level 7 or above	1
Don't know	0

The sum of values provided in this table must equal the number of staff provided in *How many staff have left your service in the past 12 months?*

How many staff vacancies do you currently have in your service?
Enter a number in the text box.

Please categorise the number of staff vacancies in your service by staff qualification:
Enter the number of staff vacancies in your service for each of the provided qualifications:

- *NFQ Level 4/ no qualification*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7 or above*
- *Don't know*

Where there is no vacancy for any of the provided qualifications, please enter zero.

* Please categorise the number of staff vacancies in your service by staff qualification:	
NFQ Level 4/ no qualification	0
NFQ Level 5	1
NFQ Level 6	1
NFQ Level 7 or above	1
Don't know	0

The sum of values provided in this table must equal the number of staff vacancies provided in the section: *How many staff vacancies do you currently have in your service?*

Average number of weeks taken to fill vacancies for staff, in the last 12 months:
Enter a number in the text box.

In the last 12 months, have you experienced challenges in relation to recruiting suitably qualified staff?
Select *Yes* or *No* from the dropdown.

If you selected *Yes* for the previous question, what are these challenges?
Please provide an overview of the challenges faced when recruiting staff.

How many student placement/volunteer staff currently work in your service?
Enter a number in the text box.

How many relief/cover staff are currently employed by your service?
Enter a number in the text box.

Have you actively recruited/advertised for staff living overseas in the past 12 months?
Select *Yes* or *No* from the dropdown.

8 First Five activities

Which of the following induction activities are available for new staff in your service?
Select *Yes* or *No* from the dropdown for each of the following induction activities:
- *Courses/seminars attended in person*
- *Online courses/seminars*
- *Online activities (e.g. virtual communities)*
- *Planned meetings with the service manager and/or experienced staff*
- *Supervision by the service manager and/or experienced staff*
- *Networking/collaboration with other early learning and care services*
- *Working in a team with experienced staff*
- *Portfolios/diaries/journals*
- *Reduced workload*
- *General/administrative introduction*
- *Mentoring*

Are staff in your service offered any of the following to participate in professional development?
Select *Yes* or *No* from the dropdown for each of the following professional developments:
- *Release from working with children for activities during regular working hours*
- *Non-monetary support for activities outside working hours (e.g. reduced contact time with children, days off, study leave)*
- *Reimbursement or payments of costs*
- *Materials needed for the activities*
- *Monetary supplements for activities outside working hours*
- *Non-monetary rewards (e.g. resources/materials for the room, book vouchers, software/apps)*
- *Increased salary*

During the last 12 months, did your service (either alone or in conjunction with another organisation) provide any of the following to parents or guardians?
Select Yes or No from the dropdown for each of the following options:
- *Workshops or courses for parents or guardians regarding child rearing or child development*
- *Support for parents' or guardians' involvement with the operation of the service (e.g. fund raising)*
- *Meetings to allow parents or guardians to contribute to management decisions of the service*
- *Setting up events for families and prospective parents or guardians to visit the service*

How often do the following activities take place in the service?
Select *Daily*, *Weekly*, *Monthly*, *Less than monthly* or *Never* for each of the following activities:
- *Informal communication with parents or guardians (e.g. informal conversations on children's development or activities)*
- *Formal communication with parents or guardians (e.g. attending parent-staff meetings)*
- *Communication with staff and/or managers from other early learning and care services*
- *Cooperation with child, family or social services (e.g. Túsla, family support services)*
- *Collaboration with health-related services (e.g. child health services providing screening and support regarding child or family health)*
- *Compliance with regulations*

Does this service undertake any of the following activities in order to facilitate children's transition to primary school?

Select *Yes* or *No* from the dropdown for each of the following activities:

- *Communicate with primary schools about children expected to transition to primary school.*
- *Share child development records with primary schools (e.g. Mo Scéal)*
- *Invite primary schools' teachers and/or principals to observe the service's practices*
- *Organise joint visits for children in primary schools and in your service*
- *Hold meetings with primary school staff (e.g. to help ensure staff mutual understanding of programme goals or curricula at each level)*
- *Offer in-service training sessions for the staff regarding transition issues*
- *Provide activities for parents or guardians to understand the transition issues their children may face*

Please select the response that best describes supports your service needs in the following areas:

Select *Very much needed, Needed, Somewhat needed, Not needed* or *I am not sure* for each of the following activities:

- *Charities Governance Code*
- *Legal responsibilities for charity trustees/directors & other office holders*

9 Declaration and submitting

I hereby agree that the information provided and submitted through this Sector Profile is true and correct to the best of my knowledge.

Accept the declaration by ticking the box.

Please enter in the name of the person who completed the survey. If multiple people have inputted data, then please enter in the name of the person assuming overall responsibility for the information provided.

Pobal reserves the right to contact the respondent for the purpose of data quality and verification.

Select the *Submit* button to submit your Annual Early Years Sector Profile.

An option will then be given to return to the survey should you need to make changes to it (click *Cancel*) or to submit the survey (click *Submit*).

You can view your submitted Sector Profile on the *Surveys* page of the Early Years Hive under the *Submitted Surveys* section of the page.