

National Childcare Scheme (NCS)
Compliance Inspections 2022/2023
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 NCS Provider Funding Agreement (including all appendices), NCS Policy Guidelines, and relevant guidance documents and 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 will be undertaken in adherence with any relevant public health guidelines.

Please tick

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

Compliance File		
1	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.	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 adequate attendance records on site for each session and/or room for the period under review? These are to be maintained by staff in each room, recording the children's times in and out as they arrive and depart as well as any non-attendance (e.g. absences)? Note: Service Providers are to ensure all attendance records for a minimum of the previous 12 months, are available on site at all times.	Yes <input type="checkbox"/>
4	Are the attendance records (e.g. Roll Books, Weekly Attendance Sheets) maintained and structured adequately to allow for easy and efficient monitoring of child attendance in each session and/or room? Do the attendance records enable the easy and efficient completion of weekly reporting returns and the identification of any registration amendment requirements in line with the NCS guidelines? The same applies if attendance records are maintained in an <u>electronic format/software package</u> . The package should have the functionality to generate attendance reports either by programme, child, or room. Attendance Reports for a minimum of the previous 12 months should be maintained and easily accessible.	Yes <input type="checkbox"/>

Hive Claims		
5	Are all NCS Claims on the Hive accurate and reflective of actual levels of attendance e.g. correct start/end dates, number of weekly hours claimed?	Yes <input type="checkbox"/>
6	Did all children registered on the Hive take up their place in the Service?	Yes <input type="checkbox"/>
7	Are all children registered on the Hive attending the facility they are registered on the Hive to attend?	Yes <input type="checkbox"/>
8	Are all weekly reporting returns completed and up to date on the Hive?	Yes <input type="checkbox"/>
9	Have weekly returns been submitted accurately by the Service Provider, reporting on all leavers, absenteeism of 4 or more consecutive weeks, and/or under attendance of 8 or more consecutive weeks as per the attendance records maintained?	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 Policy Guidelines?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Parental Agreements		
11	Is there an up to date parental agreement on file for all currently registered children, <u>signed and dated within the last 12 months by the qualifying applicant?</u>	Yes <input type="checkbox"/>
12	Are all Parental Agreements up to date with respect to the: <ul style="list-style-type: none"> • fees as indicated on the Hive • number of childcare hours each child is registered for on the Hive • number of childcare weeks each child is registered for on the Hive? • commitment by the Service Provider to offset the subsidy received in full against the agreed fee? 	Yes <input type="checkbox"/>
Fees List		
13	Is the most up to date Fees List, as per the Hive, displayed in the service in a location easily accessible to all parents?	Yes <input type="checkbox"/>
14	Is the most up to date Fees List, as per the Hive, published on any online platform maintained by the provider for the purpose of advertising its services?	Yes <input type="checkbox"/>
15	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)		
16	Are there adequate fee records on site for each child for the period under review, which will enable confirmation of the co-payments charged to parent/guardians?	Yes <input type="checkbox"/>

17	Is the co-payment (fee) charged to parents in line with the Hive registered fees minus the subsidy received?	Yes <input type="checkbox"/>
18	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		
19	Is the most up to date Service Calendar, as per the Hive, displayed in the service in a location easily accessible to all parents?	Yes <input type="checkbox"/>
20	Is the most up to date Service Calendar, as per the Hive, published on any online platform maintained by the provider for the purpose of advertising its services?	Yes <input type="checkbox"/>
21	Does the Service Calendar on the Hive reflect all closure days (subsidised and/or unsubsidised) as evidenced from the attendance records? Note: Please remember to ensure your Hive registered Service 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 force majeure application submitted in line with the Clause 11 of the NCS Provider Funding Agreement 2022/2023 (Force majeure application form available in NCS Resources section of the Hive).	Yes <input type="checkbox"/>
22	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"/>