

## Pre-Inspection Documentation Request

Documentation	Received Y/N	Comment
<b>Recruitment records</b> (for new staff only)		
C.V		
Garda vetting		
Police vetting (if required)		
Two verified references		
<b>Staffing</b>		
Staff roster for the full week  (to include allocation of staff to rooms and cover for breaks)		
<b>Policies and procedures and records</b>		
Completed self-assessment checklist		
Infection control policy revised in line with <a href="#">HSPC guidance</a> (including the following): <ul style="list-style-type: none"> <li>• Cleaning schedules,</li> <li>• Protocol in relation to mouthed toys,</li> <li>• Infection control measures where cots are shared.</li> </ul>		
Risk management policy		
Incident plan		
Procedure for handwashing		
Procedure for drop off and collection		
Procedure for cleaning & infection control		
<b>Training</b>		
Evidence of staff training on the policies and procedures <b>as outlined above</b>		
<b>Communication with parents</b>		
Information pack or similar provided to parents (including the following): <ul style="list-style-type: none"> <li>• Revised infection control policy</li> <li>• Procedures for dropping off and picking up children</li> <li>• Guidance on no attendance if symptomatic</li> </ul>		