

Documentation	Received Y/N	Comment
Recruitment records (for new staff only) Not Required to be submitted prior to Inspection but to be available onsite		
C.V	Inspected on site	
Garda vetting	Inspected on site	
Police vetting (if required)	Inspected on site	
Two validated references	Inspected on site	
Staffing		
Staff roster for the full week (to include allocation of staff to rooms and cover for breaks)		
Policies and procedures and records		
Completed self-assessment checklist		
Infection control policy revised in line with HPSC guidance (including the following): <ul style="list-style-type: none"> • Cleaning schedules, • Protocol in relation to mouthed toys, • Infection control measures where cots are shared. 		
Risk management policy		
Incident plan		
Procedure for handwashing		
Procedure for drop off and collection		
Procedure for cleaning & infection control		
Training		
Evidence of staff training on the policies and procedures as outlined above		
Communication with parents		
Information pack or similar provided to parents (including the following): <ul style="list-style-type: none"> • Revised infection control policy • Procedures for dropping off and picking up children • Guidance on no attendance if symptomatic 		