

# WxCCC News

Wexford County Childcare Committee

06/05/2015

Edition 2, Volume 2

## *Aistear Workshop*

WxCCC hosted a workshop for 100 Early Years Practitioners entitled '**Practical Ideas for linking with Aistear**' on Thursday March 5th in Whites of Wexford Hotel. The workshop was facilitated by **Jan Pettersen**, Programme Chair of Early Childhood Education in Dublin Institute of Technology. This event is the first of WxCCC's overall workshops which are planned for 2015, subject to funding, in order to support Early Years Practitioners in Co. Wexford. Thank you to all Practitioners who attended on the night.



## **Dates For Your Diary**

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### **QAP (Introduction to Childminding in the home)**

12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> May & 2<sup>nd</sup>, 9<sup>th</sup> June. This is a free course Please contact Patricia for more details on 0539237156

**Providers Network Meeting** on Tuesday 12<sup>th</sup> May in the Riverside Park Hotel, Enniscorthy contact Caroline on 0539237156



# TRAINING



## **Child Protection**

Congratulations to all participants who completed the Basic Level Child Protection & Welfare Training in Crossabeg Childcare Service, Enniscorthy Library and Sugradh, SWWCDP in March and April.



## **Governance Code**

Lindsay our CEO and Peter our Chairperson attended CPD training with The Wheel regarding Code of Corporate Governance for Voluntary and community Groups in Ireland on 09th April 2015 in Dublin



## Early Years Practitioners Corner



### AGM

WxCCC is delighted to confirm that it hosted its Twelfth Annual General Meeting on April 23<sup>rd</sup> in the Ferrycarrig Hotel, Wexford.

### Providers Network Meeting

The first **Providers Network Meeting** of 2015 will be held on Tuesday 12<sup>th</sup> May in the Riverside Park Hotel, Enniscorthy at 7.00pm, if you wish to attend please contact Caroline on 0539237156 or [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie).

### Pobal Compliance On Site Visits

Providers a gentle reminder that Pobal are currently carrying out on site compliance visits. The type of documentation/information they will be looking for is detailed in the Compliance Checklist which was previously sent to all providers. Please ensure that you have all of the information detailed in the checklist ready. Some common errors include: not having your signed fee policy displayed in the service, and not having copies of signed parent's letters if you offer optional extras. If you do not offer optional extras the parent can sign your ECCE calendar, copies of this are also required. It is essential also that you update PIP if a child leaves your service or decreases/increases their days. If you have misplaced your Compliance Checklist please contact the office on 053-9237156 and we can email you a copy.

### Resource Library

We have added new titles to the resource library recently in order to support EYPs completing level 5,6 & 8 Early Childhood courses. Come and check out some titles from the following categories:

- Management and Supervision
- Child Development
- Positive Behaviour Management
- Reflective Practice





## Regulation 8



Check out <http://www.wexfordchildcare.ie/index.php/providers/sample-early-years-policies-and-procedures> for more Recruitment and Selection Policy Guides

This regulation 8 support section was developed in conjunction with Maura Murphy, Wexford Early Years Inspector

### Adherence



#### Adhering to Regulation 8 concerning Management and Staffing, of the Childcare (Pre-School Services) Regulations 2006

In order to support your compliance under Regulation 8 it is recommended that you examine the following questions to ensure your staff files are as up to date as possible when you receive your inspection. The term 'staff' refers to a staff member, voluntary worker, student or a person who does relief work. For more information go to [www.tusla.ie](http://www.tusla.ie) for a copy of the document 'Questions & Answers on Management and Staffing in early years / pre-school services giving particular attention to: Employee References, Qualifications & Garda/Police Vetting' which goes into more detail on this issue.

### CV's and Garda vetting



1. Have I checked gaps in staff CV's? I.e. have I asked what the employee was doing for periods of unemployment, and made a note of this?
2. Have I matched the CV for all staff to their Garda/Police Vetting, and questioned any gaps?
3. If some staff have worked abroad have they provided you with a translation of their police vetting?
4. For staff who have worked outside of Ireland have they checked with the relevant embassy regarding the availability of police vetting, or sought instructions as to how this could be obtained? Following this if they are unable to get Police vetting from this Country have they provided you with the embassy's response for your files?
5. Do I have a copy of certified Garda/Police Vetting from student's colleges on file prior to any person being appointed or assigned or being allowed access to a child in the pre-school service?
6. Have you checked if police vetting is required also for students?
7. At present transition year students under 18 years do not require vetting when on student work experience. Ask for references from the school and supervise at all times.
8. Garda/Police Vetting is not required for parents who go on outings with the pre-school. They must not be allowed unsupervised access to other people's children. The role and responsibilities of the parents must be included in the outings policy, and parents must be made aware of this prior to volunteering to attend on the outing.

### Personal Files



1. What information should a reference contain? Please see the information below in the telephone reference check form which can be used for guidance. In addition ensure that the address & telephone number (or any other contact details) for the referee are included in all references, and that it is dated and signed by that person.
2. Do I have a personal file for all staff, students and volunteers in the service? A separate file should be available for each staff member/student/volunteer.
3. Do I have acceptable photographic identification on file for staff? Acceptable Photographic ID is a copy of the person's passport, driving license, age card etc and not a passport photograph only.



### References



1. Do you have at least 2 past employer references, in particular the most recent references, for all staff?
2. Do I have references from reputable sources in respect of all students and volunteers on file **prior to any person being appointed or assigned or being allowed access to a child in the pre-school service?**
3. All references should be received in writing, checked (verified) by phone or personal visit and must be recorded on 'personnel file'.
4. Please find below a sample Telephone Reference Check Form and could also be used at a personal visit for verify the reference given.



# Childminders Corner



## The Childminding Hub

There was a great turn out for last month's Childminding Hub thanks to all the Childminders and the children in their care who came along for a coffee, chat and fun.

This month's meeting is on **Tuesday May 26<sup>th</sup> 2015** so come along and enjoy the fun! We look forward to seeing you all there!

Date	Venue	Time	Fee
Tuesday 26 <sup>th</sup> May 2015	Playzone, Wexford	10am -12noon	€5 per Childminder



## **Childminder Quality Awareness Programme Training**

WxCCC will facilitate a 5 week Quality Awareness Programme for Childminders in May. To book your place contact Patricia on 0539237156 or email [childminding@wexfordchildcare.ie](mailto:childminding@wexfordchildcare.ie)

## QAP

The date for the next QAP are as follows:-  
Limited places available.

Date	Venue	Time
Tues 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup> May, 2 <sup>nd</sup> & 9 <sup>th</sup> June 2015	Wexford County Childcare Office, 7 Castle Hill, Enniscorthy	7pm – 9pm

If you have any items you wish to be included in our newsletter or just want to give us some feedback please send your comments to;

[info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie) / TEL: 0539237156/9239763 / [www.wexfordchildcare.ie](http://www.wexfordchildcare.ie)



## Reference Form

Candidate Name:				Date	
	Last	First	M.I.		
Position Applied for:					
Reference taken by:					

### Contact Information

Name of Contact:	Relationship to Candidate:			
Title:		Phone:		
Company:				
Address:				
	Street Address			
	Town		County	

### Reference Comments

Was the candidate an employee of your company?	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	
When?	START DATE:	END DATE:	
What was the candidate's position on the last day of employment?			
What were the candidate's job responsibilities?			
Attendance Record (including timekeeping, sick leave, unexplained absences):			
Any disciplinary action taken?			
Summary of overall performance and suitability for role			
Candidate's reason for leaving			
Would you rehire this person?	YES	NO	Final salary/wage
	<input type="checkbox"/>	<input type="checkbox"/>	
Is there anything else you would like to add?			