

# Christmas Newsletter 2017

A word From  
Sharon



I am sure you are all ready for a well-earned break this Christmas. 2017 has been another eventful year in the life of the early year's sector. Moving into 2018 will I am sure; bring its own challenges including the full implementation of the Children First Act 2015, which now places new legal requirements on all of us working in the sector. Data Protection changes will also come into effect in 2018 and within this newsletter you will see information on same.

I want to take the opportunity to thank you for your very positive engagement throughout 2017, your attendance at training events and workshops has been very beneficial for the children attending your settings and the benefit of networking with your colleagues cannot be underestimated.

In 2018 you will be invited to attend a seminar that will focus on children's emotional wellbeing and resilience and we hope this will support a lot of the learning that you took away with you from the Equality Diversity and Inclusion training.

As you are aware our small staff team are always willing to support you with questions and queries and this will continue in 2018. On my own behalf I wish them a very Happy Christmas and hope they have a well-earned rest.

Best wishes for a Happy Safe and Peaceful Christmas and I hope Santa is good to you all. See you in 2018.

*Sharon*



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## **Manager**

*Sharon Boles*

## **Development Team**

*Viola Craig, Joan McGrath & Nicola McCormack*

## **Administration**

*Suzanne Scanlon & Laura Norman*

## **Receptionists**

*Barry Sullivan  
& Kerrie Aldridge*



# Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood

## Care and Education.

As we come to the end of 2017, to date - staff in Sligo County Childcare Committee have delivered 5 Programmes under the Access and Inclusion Model (AIM).

This training is designed to incorporate a deeper level of understanding around the subject of Diversity, Equality and Inclusion for all staff and to assist in meeting some of the challenges in this area.

Over the four sessions, the Programme explored the following:

- Using the Diversity, Equality and Inclusion Charter and Guidelines to support practice in ECCE – terminology and concepts relating to Diversity, Equality and Inclusion
- Looking at our attitudes and values – Anti-Bias approach
- Policy, Legislation and Guidelines – Equality Proofing the ECEC environment
- Exploring issues and challenges – leadership relating to Diversity, Equality and Inclusion

We do have plans to run two further programmes in the Spring and this will be highlighted on the Spring training calendar. This training is funded under the AIM Model and is therefore free of charge to all staff working under the ECCE Programme only.

A total of **59 staff** from **28 services** have participated in the training to date and here is a small selection of photos from the training with some of the comments from participants.



*I would have thought I was quite aware of inclusion, diversity and equality. However the difference scenarios really*

*I found this programme very informative and extremely interesting and something I will use every day in my service*





This programme was very insightful and helped my professional learning and personal learning to step back and see the bigger picture



The visual was good for me as learning, pictures and personal experiences related well to practice and getting to know other practitioners and Sligo CCC



I've been discussing it here with the children and they all went home with their new word 'inclusion', (I explained it as making sure no-one is left out,) I honestly could not believe the impact it had on the class, it really struck a chord and has helped two children in particular who have been slow to join in so thanks a million.



**The General Data Protection Regulation (GDPR) will come into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive**



The Data Protection Commissioner (DPC) will provide guidance and develop tools to assist business to prepare for the GDPR over the coming months and they will actively engage with organisations representing the various sectors as part of their campaign.

The DPC has compiled a check list which is a practical starting point to support businesses towards compliance as we move towards the commencement date of 25<sup>th</sup> May, 2018. What can I do **NOW** to prepare for the GDPR? This guide and check list can be found at :



**The GDPR and You - Preparing for 2018**

*“The office of the Data Protection Commissioner (DPC) is aware that the increased obligations that the GDPR places on companies might cause some anxieties for business planners. This document is the first in a series that will issue in the run-up to the 25<sup>th</sup> May 2018 implementation date. The aim is to try to alleviate some of those concerns, and facilitate a smooth transition to future data privacy standards for data controllers and data subjects alike. “*

**The GDPR and You - Preparing for 2018**



# The GDPR and You

## General Data Protection Regulation

An Coimisinéir  
Cosanta Sonraí  Data Protection  
Commissioner



1

### Becoming Aware

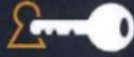
Review and enhance your organisation's risk management processes – identify problem areas now.



2

### Becoming Accountable

Make an inventory of all personal data you hold. Why do you hold it? Do you still need it? Is it safe?



5

### How will Access Requests change?

Plan how you will handle requests within the new timescales – requests must be dealt with within one month.



4

### Personal Privacy Rights

Ensure your procedures cover all the rights individuals are entitled to, including deletion and data portability.



3

### Communicating with Staff and Service Users

Review all your data privacy notices and make sure you keep service users fully informed about how you use their data.



6

### What we mean when we talk about a 'Legal Basis'

Are you relying on consent, legitimate interests or a legal enactment to collect and process the data? Do you meet the standards of the GDPR?



7

### Using Customer Consent as grounds to process data

Review how you seek, obtain and record consent, and whether you need to make any changes to be GDPR ready.



8

### Processing Children's Data

Do you have adequate systems in place to verify individual ages and gather consent from guardians?



10

### Data Protection Impact Assessments (DPIA) and Data Protection by Design and Default

Data privacy needs to be at the heart of all future projects.



9

### Reporting Data Breaches

Are you ready for mandatory breach reporting? Make sure you have the procedures in place to detect, report and investigate a data breach.



11

### Data Protection Officers

Will you be required to designate a DPO? Make sure that it's someone who has the knowledge, support and authority to do the job effectively.



12

### International Organisations and the GDPR

The GDPR includes a 'one-stop-shop' provision which will assist those data controllers whose companies operate in many member states. Identify where your Main Establishment is located in the EU in order to identify your Lead Supervisory Authority.



## **Children First Act 2015**

As part of the commencement of the Children First Act 2015, mandated reporting will come into effect from the 11<sup>th</sup> December 2017, in order to prepare yourself for the new legal requirements under the Act enclosed are some tools that will support your preparation:

### **'5 Steps to Prepare for Mandated Reporting' guidance document enclosed**

**E-Learning : Introduction to Children First.** Everyone in the sector including all owners, boards of management and early years staff are being asked to complete this online course which provides introductory information on child protection and mandated reporting and can be accessed at

<http://www.tusla.ie/children-first/children-first-e-learning-programme> or  
<http://childrenfirstuniversal.hseland.ie/>

A short video that introduces the e-learning module the video can be found here:



<https://youtu.be/HjitN5EWQvo>



**Please Note: Always Children First Child Protection Training** The e-learning module is an introductory course on child protection and includes information on mandated reporting. In addition to this early years services will continue to be offered child protection training through the Sligo County Childcare Committee - Always Children First will be updated and training delivery will start in March, 2018.

If you require any further information regarding the commencement of the Act or information of your responsibility under the Act please do not hesitate to call Sligo County Childcare Committee and speak with Viola Craig or Sharon Boles.



## EARLY YEARS CHILD PROTECTION

### Early Years Child Protection Programme

#### Mandatory Reporting of Child Protection Concerns – Commencing December 11<sup>th</sup>, 2017

##### 5 Steps to Prepare for the Children First Act, 2015

<p><b>Step 1</b></p> <p><i>E-Learning</i></p>	<ul style="list-style-type: none"> <li>&gt; Take the Tusla e-learning module, <a href="#">Introduction to Children First</a>, which provides introductory information about the new legal requirements.</li> <li>&gt; Everyone working or involved in an early years service should complete the course including staff, board members and volunteers.</li> <li>&gt; It is recommended that in addition to completing the e-learning module a minimum of 2 people in each service attend Always Children First Child Protection Training. Training will be available through your local Childcare Committee from March, 2018.</li> </ul>
<p><b>Step 2.</b></p> <p><i>Download and Read</i></p>	<ul style="list-style-type: none"> <li>&gt; <a href="#">Children First Guidance 2017</a></li> <li>&gt; <a href="#">A Guide for Reporting Child Protection and Welfare Concerns.</a></li> </ul>
<p><b>Step. 3</b></p> <p><i>Inform staff</i></p>	<ul style="list-style-type: none"> <li>&gt; If you are a chairperson or service manager, make sure all staff and team members have been informed about the new legal obligations before December 11<sup>th</sup>, 2017.</li> </ul>
<p><b>Step 4.</b></p> <p><i>Develop a Child Safeguarding Statement</i></p>	<ul style="list-style-type: none"> <li>&gt; Start Developing your Child Safeguarding Statement – you have until March 11<sup>th</sup>, 2018.</li> <li>&gt; Read the Guidance on developing a Child Safe Guarding Statement: <a href="#">Download here.</a></li> </ul>
<p><b>Step 5</b></p> <p><i>Attend a Briefing Session</i></p>	<ul style="list-style-type: none"> <li>&gt; Look out for our Briefing Sessions on the Children First Act, 2015 for early years services in early 2018.</li> </ul>

## ECCE Payments - Christmas Period

Please find details below of the ECCE Payments schedule and an update on registrations over Christmas:

Payment Dates:	Payable To:	Covering Maximum:
01 December 2017	19 January 2018	7 weeks
08 December 2017	19 January 2018	7 weeks
15 December 2017	19 January 2018	7 weeks
05 January 2018	19 January 2018	7 weeks
12 January 2018	19 January 2018	7 weeks
19 January 2018	23 February 2018	5 weeks

If Registrations Approved By Close Of Business On:	You Will Receive Payment On:
27 November 2017	01 December 2017
04 December 2017	08 December 2017
11 December 2017	15 December 2017
02 January 2018	05 January 2018
08 January 2018	12 January 2018
15 January 2018	19 January 2018

## Minimum ECCE Enrolment Exemptions

DCYA Procedures In certain circumstances, a service may receive an exemption from the minimum number of ECCE children required per session. As per the ECCE Grant Funding Agreement: 9. The Registered Provider shall have a minimum daily enrolment of 8 children in pre-school room sessions who are eligible for the ECCE programme. Subject to compliance with all other contractual requirements, exceptions will be considered by the Grantor (through the CCCs) in the case of:

- a) Registered Providers who have a daily enrolment of at least 8 children but, for good reason, only 3 or more are in the ECCE programme and the remainder are between the ages of 2½ and 6 years;
- b) smaller Registered Providers which are considered appropriate settings for delivery of the preschool programme but, for good reason, have a daily enrolment of not fewer than 5 ECCE eligible children in pre-school room sessions;
- c) and c) a service that has an ECCE room that is full but has children eligible for ECCE in a room that is an appropriate setting for the delivery of the pre-school programme but which has a daily enrolment of not fewer than 5 children between 2½ and 6 years – subject to the requirement that ECCE staff qualification criteria are met. Note: requirement of 8 ECCE eligible children applies to each session in multi-roomed services. You must apply to your local CCC for one of the exemptions listed above. Your application will be processed by the DCYA.







## Good Record Keeping



Services are requested to undertake a review their record keeping practice and ensure they are compliant with the service requirements. *In brief, records must include the following:*

- I. *Child's full name as outlined on PIP registration details.*
- II. *Date of attendance*
- III. *Time of child's arrival*
- IV. *Time of child's departure*



The following guidance is also provided to inform good record keeping and efficient review by compliance officers.

- Where manual records are maintained, the child's records should be on the same line each day/week/month in order to identify patterns of attendance.
- Where electronic records are maintained, the service must be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date. It is recommended that these reports are regularly produced and made available for compliance purposes.
- It is important that attendance records are maintained for separate rooms/sessions, so that it can be established if staff/child ratios, FTE caps etc. are being met.
- Where a service collects children from a school for an afterschool service, services should record attendance from the time the children are under their responsibility.
- Staff members who facilitate each session should also sign the attendance book, with a view to establishing that appropriate staff ratios are being met.

**Where it is found that the records are wholly insufficient to establish attendance, DCYA through Pobal reserve the right to identify an overclaim based on the minimum applicable subvention rate or, if they are non-existent, to withdraw the service from the programme.**



## Compliance Announcement 2017/2018

Unannounced compliance visits will commence in November 2017 and continue to the end of August 2018. **Note:** Services operating ECCE only sessions will not be visited outside of the ECCE programme cycle.

As previously, the compliance process will involve a series of standardised on-site checks aimed at ensuring adherence with certain programme rules and contract conditions as set out by the Department of Children & Youth Affairs (DCYA). To ensure compliance with each programmes requirements, services must familiarise themselves with the relevant programme Grant Agreement, Rules for DCYA Childcare Funding Programmes, PIP "How to" Guides, PIP Announcements available on the PIP Portal (and Pobal and DCYA websites).

Compliance visits will comprise checks on records held on site in respect of the following Early Years Programmes i.e.

- Free Pre-school Year in Early Childhood Care and Education (ECCE) Programme
- Training and Employment Childcare (TEC) Programmes
- Community Childcare Subvention (CCS) Programme
- Community Childcare Subvention (Plus) including Universal (CCSP/U) Programme
- Community Childcare Subvention Resettlement/ Transitional (CCSR (T)) Programmes

It is advised that services prepare for an unannounced compliance visit by collating relevant information for review e.g. in a Compliance Folder/File which can be made readily available to the Visit Officer on arrival. This will ensure minimum disruption and expedite the compliance visit. It is acknowledged that some services file their records in alternative ways which is acceptable, but it should be noted that records must be available to enable the Visit officer to complete the compliance visit in a reasonable timescale. In this regard we request that there is always a staff member on site with access to the Compliance Folder / records in the event of an unannounced visit.

Please see the link to the [2017-2018 Compliance Service Provider File Checklist](#), which is available on the PIP homepage and PIP portal, to assist services in collating the relevant information to meet compliance requirements. Please note that this checklist contains a separate section for each of the Early Years programmes



### DCYA Funding Programme Rules

An updated version of the [DCYA Funding Programme Rules](#) is available on the DCYA website [www.dcy.gov.ie](http://www.dcy.gov.ie)

### CCS PLUS

Since the commencement of the CCS Plus scheme the number of children registered within County Sligo has risen from 234 registration in 2016 to 894 so far in 2017/2018

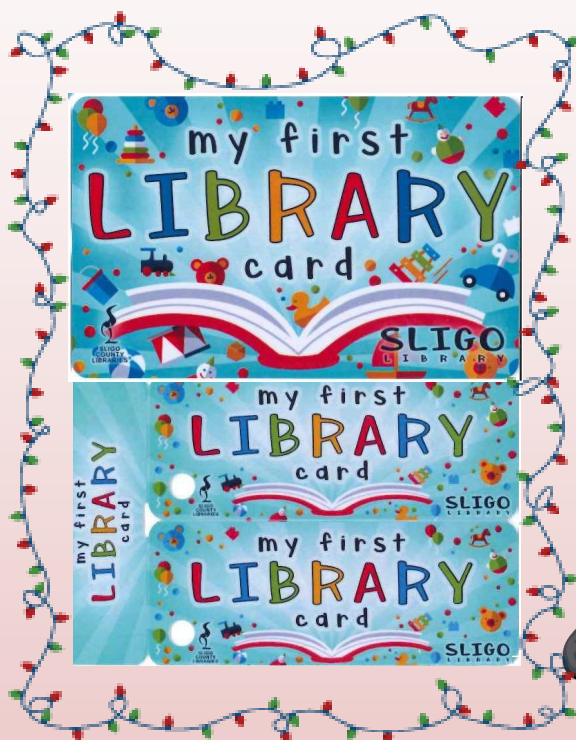


An online service is available on [Welfare.ie](http://Welfare.ie) that allows parents to request payment statements. It can be found under the Online Service and Forms Tab. *Please click on the image to visit [Welfare.ie](http://Welfare.ie)*

## ***Right to Read Programme in Sligo***

SCCC have recently met with Sligo Library Services in relation to their Right to Read Programme.

The Right to Read Programme is an initiative under ‘Opportunities for All, A Strategy for Public Libraries’ to deliver more systematic literacy support at local level, identifying a standard service, offer and bringing together the knowledge and experience of skilled staff in local authority services and local agencies. The programme seeks to support literacy development for children, parents and adults by bringing together local authorities and those local bodies involved in supporting literacy and reading development as part of a locally coordinated, sustainable and standard approach to these services in the community.



As part of the initiative, Sligo Library has launched a new library card for children – *My First Library* card. All Children and Early Years services are invited to engage in this programme and link with their local library or mobile library service, to support children and their families to register with their local library and receive their My First Library card.



For Early Years services this is also a lovely opportunity to develop a partnership with a local community service and further support embedding Siolta Standard 16.2 – *The Setting has established links which have the potential to extend and develop its involvement in the wider community* as part of Early Years quality framework.

By becoming a member of a library, children can borrow up to 12 items – that include books, DVDs, online magazines for a period of 3 weeks as well as getting regular updates on upcoming events

If you would like your child to become a member, parents can contact their local library for an application form – <http://www.sligolibrary.ie/HowtoJoin/>



## Launch of the Early Years Sector Profile Report 2016 /2017

### Early Years Sector Profile Key Findings – Nationally

In total there are estimated to be over 186,000 children attending early years services across Ireland. The number of children availing of government funded childcare places increased by 41% to over 147k in the last 12 months

Nationally, the cost of a full-time childcare place has increased by just over €7 (to €174.16), after five years of fees remaining the same. Fees are more expensive in affluent areas, in cities, and in private facilities.

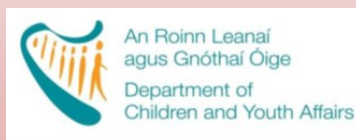
Looking at staff, the childcare sector employs over 27,000 staff, almost 24,000 of whom work with children. The average national qualification level of childcare staff has increased, with 92% qualified to NFQ level 5 (up 4%) and 63% to level 6 (up 6%). Half of all childcare staff work part-time, while 2 in 5 work seasonal contracts. On average, childcare staff nationally earn €11.93 per hour; half of these comprising of early years assistants earning an average of €10.88 per hour. The staff turnover rate nationally in the last 12 months was 28.2%.

Please click on the Pobal Icon for the full report



### Early years and School age Capital 2017

16 services were successful in application for Early Years Capital and School Age Capital in 2017. Great awards totalling €192,477 were allocated to services in Sligo. The national budget was € 8.4 million.





## Parent & Toddler Groups



Parent & Toddler Groups receive funding to support their work within communities at local level.

SCCC, in collaboration with the Department of Children & Youth Affairs and Pobal were delighted to announce that € 3,390 in funding has been allocated to 9 Parent & Toddler groups in County Sligo.

SCCC would like to congratulate these Parent & Toddler groups, and acknowledge the effort that went in to preparing the applications. SCCC will be following up with all groups who received the funding to further support them in their Parent & Toddler groups.

## Childminder Development Grants

What is the Childminder Development Grant?

The aim of the grant is to enhance the safety/quality of the childminding service through the purchase of childcare equipment, safety equipment and toys. It may also give financial assistance to new or prospective childminders with their initial set up costs.

**How much funding is available under the Childminder Development Grant?**

The maximum grant available to the childminder who fully meets the criteria of the scheme is 90% of the total receipted childcare expenditure, subject to a maximum grant of €1,000.

i.e. spend €1,111 and claim back 90% = €1,000.

SCCC have currently processed 6 successful childminder development grants (CMDG) in 2017.

## Summer Scheme Grants

Summer Play Scheme Grants is a small grant funded through TUSLA and is assessed on the following criteria

Is the service targeting disadvantaged Communities?

The number of weeks the Summer Play Scheme will be run  
The number of Children attending the Summer Play Scheme  
Financial Support from other Agencies  
This year 8 successful groups were funded.



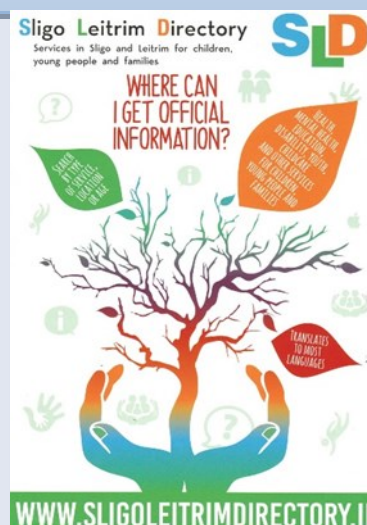
An Roinn Leanaí agus Gnóthaí Óige  
Department of Children and Youth Affairs



## Information on Parenting and supports:

There are a suite of resources available to Parents and People who work with Children and families, this is relevant particularly to Parents in Sligo and Leitrim

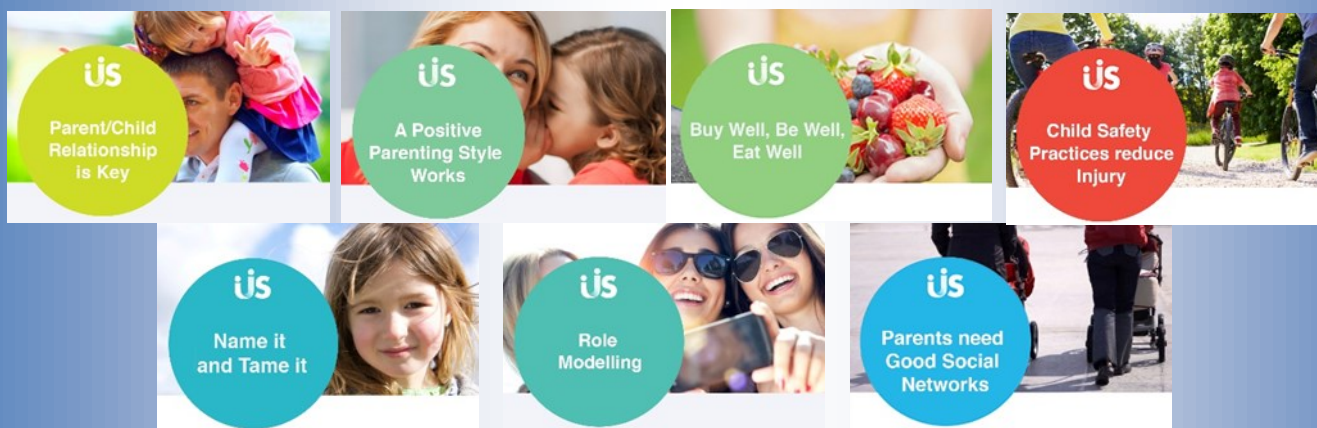
[www.sligoleitrimdirectory.ie](http://www.sligoleitrimdirectory.ie) The Sligo Leitrim Directory is an online official listing of services available to Parents, Children and Families across Sligo and Leitrim. This website provides information in relation to a number of areas of support including, Health, mental health, child, youth, disability and education services. The website has a search option to search services by name or location and information can be translated into multiple languages using the translation box at the bottom right of the web page. If your service is listed on this webpage please verify the details, changes or updates can be made by contacting North Connaught Youth and Community Services.



**SLD Sligo Leitrim Directory**  
Services in Sligo and Leitrim for children,  
young people & families



[www.parenting24seven.ie](http://www.parenting24seven.ie) Parenting 24 Seven is an online resource for parents of Children from 0-18+ it provides information and advice for three age ranges 0-5 years, 6-12 years and 13+ years. The online resource looks at Tusla's 7 key messages in relation to each age range. The key messages are:



Parent Hub Sligo/Leitrim: You can also visit, like, share and post relevant information on [parenthubsligoleitrim](https://www.facebook.com/parenthubsligoleitrim) Facebook page.





## **Important Information about the changes in First Aid Courses**

**7th Statement of the Health and Safety Authority (HSA) in relation to transition to Pre Hospital Emergency Care Council (PHECC) First Aid Response (FAR) Education and Training Standard**

**In the previous statement of 31<sup>st</sup> August 2017, the HSA announced its intention that as and from 1<sup>st</sup> January 2018, it would only recognise the PHECC FAR standard as meeting the needs of occupational first aid (OFA) in workplaces.**

**The HSA has determined in consultation with Quality and Qualifications Ireland (QQI) and PHECC that dual recognition of QQI 5N1207 and PHECC FAR will continue until 31st May 2018. Thereafter the HSA will only recognise PHECC FAR. This recent decision takes into account PHECC's current review of the FAR Education and Training Standard (2014). The review is addressing our mutual stakeholders concerns including:**

- **the instructor to student ratio;**
- **the duration of the course;**
- **the duration of the refresher training.**

**Recommendations for dealing with these concerns and other areas focusing on FAR content and delivery will be forthcoming with review conducted by PHECC Education and Standards Committee.**

**To date there are 33 PHECC Recognised Institutions approved for FAR provider courses and 14 RIs approved for FAR instructor courses. In addition there are other applications currently being processed by PHECC. Recent developments for the OFA to FAR transition involve PHECC creating an on-line electronic portal for RI and FAR course applications.**

**Updates about the FAR review and the transition work are provided on the [PHECC website](#).**



## The National Siolta Aistear Initiative (NSAI)

National Siolta  
Aistear Initiative



The National Aistear Siolta Initiative is a coordinated approach to the roll out of both Siolta and Aistear Frameworks in Early Years services throughout the country. A key part of this initiative is a two-stranded approach to the roll out of training one strand of Aistear related training and one strand of Siolta related training.

This initiative is being rolled out by two national coordinators who are responsible for the development of the training and the strengthening of knowledge about both Frameworks in Early Years Services.

As part of this Initiative Sligo County Childcare Committee have two trained NSAI mentors and will be offering the following supports to services in the Spring time:

**Siolta Aistear mentoring supports in Early Years Services:** one of our mentors can visit your service to work on an aspect of Siolta or Aistear with you and your team.

**Siolta Quality Assurance Programme:** a mentor can support you to engage with the Siolta Quality Assurance Programme, a ten-step programme which strengthens the visibility of Siolta within your service resulting in your applying for national accreditation.

The following training will be rolled out in spring:

- **Siolta Aistear Introductory Workshop**
- **An introduction to the Aistear Siolta Practice Guide [www.aistearsiolta.ie](http://www.aistearsiolta.ie)**
- **Siolta Awareness Raising Workshops**

Further training programmes may be added to this list, details will be included in our Spring Training calendar which will be released in the new year. If you would like further information please contact our office on

**07191-48860**





# Meitheal

A **TUSLA** led national practice model

Meitheal is a national model developed by Tusla, the Child and Family Agency. It has been developed to help children and families access the supports they need locally and easily through organisations in the area. This might include schools, youth services, family resource centres and medical expertise. The aim of Meitheal is to work with families to prevent challenges from getting worse for a child. Meitheal can also help families that are working with a lot of services by coordinating their work. A key part of the model is that Parents and Children are at the centre of all of the work that is done and so they are part of every step of the process. Reasons why Meitheal may be suited to a family include:

- Problems at school
- A child feeling down
- Not getting on with a child
- Family problems
- Coping with illness or bereavement
- Difficult behaviour



Early Years services can help Parents to access Meitheal and may even be a lead practitioner for the process. If Early Years services would like to find out more they can contact [nicola@sligochildcare.ie](mailto:nicola@sligochildcare.ie) or the Meitheal Office in Sligo on

***Meitheal leaflets can be accessed at the following links:***

#### **Information for Parents:**

[http://www.tusla.ie/uploads/content/Meitheal\\_Parents\\_Information\\_Leaflet.pdf](http://www.tusla.ie/uploads/content/Meitheal_Parents_Information_Leaflet.pdf)

#### **Information for Children and young people:**

<http://www.tusla.ie/uploads/content/>



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Sligo CCC would like welcome the following new services and wish them the very best in the future

- Young Explorers
- Sligo Woodland School
- Little Lambs
- Hopes and Dreams (Unit 4 Carton Village)
- Butterfly Day-care
- Stsg Afterschool Service (St. Bridgets Hall, The Square, Tubbercurry)

# Welcome



If your service ever encounters any extended issues with accessing the Internet. Please notify Sligo CCC and we will update you on any important updates from Pobal or DCYA.

internet



Our Office will be closed from the 22nd of December and will re-open on the 2nd of January



# A VERY MERRY CHRISTMAS and Happy New Year!