

## **ADVISORY SERVICES OFFERED BY EARLY YEARS SERVICES**

**REFERENCE:** Child Care (Pre-School Services) (No2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection (DOH&C 2006)

### **1 Purpose**

To ensure that requests for advisory consultations regarding a proposed new service, expansion or alterations/change in circumstances of pre-school services are recorded and followed up in an appropriate manner.

Any request for advice relating to pre-school services regulations requirements subject to enforcement by the Early Years Inspection Service of the Health Service Executive

**Advisory consultations [telephone/email contacts and visits] include the following:**

- Advisory responses to plans.
- Advisory visits to proposed pre-school premises at planning/construction phase at the request of Early years providers/builders/developers/architects.
- Advisory visits to new premises or existing pre-schools for proposed alteration.

### **2. Scope**

All notified Early Years services

### **3. Responsibility**

Early Years Inspection Service

### **4. Relevant Legislation & Standards**

- Child Care Act 1991
- Child Care (Pre-School Services) (No 2) Regulations 2006 [S.I. No. 604 of 2006]
- Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006 [S.I. 643 of 2006].
- Child Care (Pre-School Services) (No2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection (DOH&C 2006)
- National Standards for Preschool Services [DOHC 2010]

### **5. Related Forms/Records**

Early Years Services Advisory Consultation Record **A1**  
Advisory Letter **A2**

### **6. Procedure**

#### **6.1 Recording of Information**

**Document: STANDARD OPERATING PROCEDURES (SOP) FOR THE EARLY YEARS SERVICES INSPECTORATE**

Version: 1  
Issued: 15/05/2013  
Implementation 20/05/2013  
Review: 20/09/2013

6.1.1 The person receiving the request for advice shall record contact details of the premises/proposed premises on form A1 and decide the need for site visit/consultation meeting. A request for a copy of the plans/proposal should be made.

**6.2 Advisory Visit/Meeting - Pre-School Service**

6.2.1 Advice is issued as appropriate.

6.2.2 Where an advisory consultation/visit is carried out, the advisory visit record A2 shall be completed.

**6.3 Records**

6.3.1 A follow-up visit/communication is scheduled where appropriate

6.3.2 The file is updated/new file is opened with details of visit/communication as appropriate.

**A1(a)**

**Advisory Visit/Consultation Record**

**Provider Details**

<b>Name of Provider:</b>	
<b>Address of Provider:</b>	
<b>Contact No. Tel: (1)</b>	
<b>Contact No. Tel (2)</b>	
<b>Fax no:</b>	
<b>Email Address:</b>	

**Proposed Facility/Existing Facility**

<b>Name of Facility:</b>	
<b>Address of Facility:</b>	
<b>Number of Children:</b>	
<b>Age range of Children:</b>	

**In attendance at meeting / visit / telephone call / email:** \_\_\_\_\_

\_\_\_\_\_

**Category of Service**

**Sessional pre-school**  **Part-time day care**  **Full Day Care**  **Childminding**

**Pre-school service in a drop-in centre**  **overnight pre-school**

**Pre-school service in a temporary drop-in centre**

**Details of Proposal:** \_\_\_\_\_

\_\_\_\_\_

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*Summary of Advice Given:* \_\_\_\_\_

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**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Venue** \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
Early Years Inspection Service

\_\_\_\_\_  
Early Years Inspection Service

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**A2 (a)**

**Date:**

**Name**

**Address**

**Re.: Details of Proposal to ..... A/the.....Care Service at.....**

**Child Care (Pre-School Services) (No2) Regulations 2006 and Child Care (Pre-School Services) (No2) (Amendment) Regulations 2006**

Dear .....,

I write regarding our/my visit/meeting on.....at.....attended by.....with reference to a proposal to.....

Compliance with the Child Care (Pre-School Services) (No2) Regulations 2006 and Child Care (Pre-School Services) (No2) (Amendment) Regulations 2006 is a statutory requirement for all notifiable pre-school services

A copy of the regulations can be downloaded from various websites including: [www.irishstatutebook.ie](http://www.irishstatutebook.ie) or [www.hse.ie](http://www.hse.ie) or by entering the Title of the Regulation into a 'search engine' on the web.

It is acknowledged that you have stated that you intend to cater for up to (number) preschool aged children in your service [state type of service here].

As discussed the observations noted on the plans/premises on the (date) under the above regulations which will require further consideration and attention in your proposed/extended premises are:

Regulation.....

- 

Regulation.....

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Regulation.....

Please note that this is not an exhaustive list of requirements and shall not be regarded as a full interpretation of all relevant legislation. You must refer to the above Regulations and to the Explanatory Guide to Requirements and Procedure for Notification and Inspection) of these Regulations.

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.

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In addition to compliance with the above regulations it is your responsibility to ensure that you comply with other relevant legislative requirements with regard to this premises e.g. planning, building legislation, fire safety legislation etc.

These recommendations are made without prejudice to any decision that may be made at a later stage relating to the inspection of all or part of the premises.

Yours sincerely,

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Early Years Inspection Service

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Early Years Inspection Service