



CAVAN COUNTY CHILDCARE COMMITTEE LTD

END OF YEAR REPORT 2015

Cavan CCC Annual Report 2015



## *Introduction to Report:*

### ● *General Commentary & Progress 2015*

Cavan CCC progressed all of its actions and achieved all its KPI's by the end of 2015. Cavan CCC's main role in 2015 was supporting the early year's practitioners in implementing the national programmes, supporting PIP and the various grants programmes. Cavan CCC roles also includes the delivery of the basic child protection training, supporting the professionalization of the sector, putting Aistear into implementation and supporting the childcare practitioners in governance and sustainability.

### ● *Obstacles identified during the period.*

We have limited staffing levels with an equivalent 3.2 WTE staff and this can be hard to man the office and complete the necessary support for the sector and we had 1 staff member on maternity leave from the end of June which impacted on our work for the latter half of the year. We had only 2.7 FTE staff for the second half of the year. Lack of specialised HR support is an essential aspect of support missing for services especially employment law support.

### ● *Highlights/successes and any emerging patterns/trends.*

- 89 participants trained in Child Protection
- Mentoring: 21 services received situational mentoring; 6 services in Aistear Planning and assessment (Mentoring) Treasure baskets (14) and Observations and Learning Stories 1 – 21 services mentored in Aspects of the frameworks in 2015...
  - Frameworks once off workshop -74 participants

***DCYA Key Priorities 2015 linked to Cavan CCC LIP 2015***

Objective 1 – To develop comprehensive childcare supports, infrastructure and services where the holistic well-being of children and families are fundamental.

**2015 Priority:** Child Protection  
Programme Information Platform (PIP)

Objective 2 – To enhance quality early childhood education and care and school-age provision.

**2015 Priority:** Supporting the delivery of the three national programmes – ECCE, CCS, TEC  
Síolta, Aistear, Pre-quality supports, managing challenging behaviour  
Grants (Parent & Toddler, Childminding & Capital)

Objective 3 - To consolidate investment in the sector in order to support the continuing development of a stable, integrated and sustainable infrastructure.

**2015 Priority:** Supporting sustainability  
Supporting childcare providers

Objective 4 – Through ongoing professional development, to build on the capacity of the ECCE sector to enhance and develop quality services for children and their families.

**2015 Priority:** Chatterbox  
CECN (Cavan CE Scheme)

Objective 5 – To ensure effective and transparent collaboration, communication and consultation, and optimum use of resources by all stakeholders in early childhood care and education.

**2015 Priority:** CSC, CCI, Local Structures, Tusla & Pre-school Inspection team

### *Standard Programmatic Activity*

Cavan CCC's main objective is to effectively and efficiently implement DCYA funded schemes/grants in Co Cavan. Cavan CCC in collaboration with the DCYA/POBAL works on the three main funding schemes and grants which includes;

A) **The Free Pre School Scheme in Early Childhood Care and Education (ECCE)**

B) **Community Childcare Subvention (CCS) scheme**

C) **Training and Employment Childcare Scheme (TECs)**

### **The Free Pre School Scheme in Early Childhood Care and Education**

There are 60 childcare services on the scheme presently. Our role is to administrate the scheme by supporting the DCYA in the following areas,

<b>Action</b>	<b>Output</b>	<b>Process</b>	<b>Progress</b>
Advertising Free Pre school Scheme	Parents & Local agencies, PHNs, Libraries all aware of the scheme.	Website, Flier, Facebook, Newsletter, Updating DYCA handout	Advertising of the ECCE on email, newsletter, Prog information Booklet sent to all relevant agencies, libraries etc, and in house flier on the ECCE scheme.  Facebook and website updated regularly/With the Budget 2015 announcing the extension of the ECCE scheme, Cavan CCC adopted Donegal when is my child eligible for the scheme
Fees Policies/ Compliance	Fees Policies/Calenders all accurate	Workshops, One to one, Telephone support/Email	Fees policies ECCE 100% complete. Completed compliance presentation in December, disseminated compliance checklist

Getting the general terms and conditions of the scheme to existing and new childcare providers, getting updates on the scheme out to the childcare providers	Updated Information	Email, Workshops, Handouts, Peer Support, Facebook/website	Huge amount of updated information on scheme, all information disseminated.
Answering queries and general support on the scheme	Updated Information	Telephone	Continuing, Information on PIP sent out, Survey on expansion of the ECCE scheme with Practitioners. Survey completed with practitioners on impact of ECCE expansion, information to be compiled and submitted to DCYA

### Childcare Subvention (CCS) Scheme

There are 26 childcare providers operating the CCS in Co. Cavan. Cavan CCC provided support to the DCYA in the normal mechanism through generic supports on;

Action	Output	Process	Progress 2015
Advertising CCS.	Parents & Local agencies, PHNs, Libraries all aware of the scheme.	Website, Facebook, Newsletter, Updating DYCA handout.	Advertising of the CCS on email, newsletter, Prog information DCYA Booklet sent to all relevant agencies, libraries etc, Facebook updated regularly.
Fees Policies/Compliance	Fees Policies/Calendars all accurate	Workshops, One to one, Telephone support, Email	Fees policies 100% complete, compliance workshop completed
Getting the general terms and conditions of the	Updated Information	Email, Workshops, Handouts	On going

scheme to existing and new childcare providers, getting updates on the scheme out to the childcare providers			
Answering queries and general support on the scheme	Updated Information	Telephone/Email/Peer support	On going – All general information on CCS sent out via email/facebook Information on PIP sent out
Case management/sustainability	Information provided on sustainability/ reducing costs and increasing income	One to one	.2 case managements with 8 red flags

## TEC

### Training and Employment Childcare Scheme

There are 47 childcare providers in CETs, and 33 in ASCC and 32 in CEC

Action	Output	Process	Progress 2015
Advertising TEC	Parents & Local agencies, PHNs, Libraries all aware of the scheme	Website, Facebook, Newsletter, Updating DYCA handout	Advertising of the TEC on email, newsletter, Programme information DCYA Booklet sent to all relevant agencies, libraries etc. Facebook updated regularly
Fees Policies/Compliance	Fees Policies/Calendars all accurate	Workshops, One to one, Telephone support, Email	Fees policies 100% complete, compliance workshop completed

Getting the general terms and conditions of the scheme to existing and new childcare providers, getting updates on the scheme out to the childcare providers	Updated Information	Email, Workshops, Handouts	On going
Answering queries and general support on the scheme.	Updated Information	Telephone/Email/Peer support	On going – All general information on TEC sent out via email/facebook, Information on PIP sent out
Programme call rollovers	Cavan CCC completed		Cavan CCC still complete a number of Tec registrations

## **Cavan County Childcare Committee Organisational Structure**

Cavan County Childcare Committee Ltd is a limited company by guarantee since 2002. It is an autonomous board with directors from various sectors of the community; statutory, local development bodies and the childcare sector.

All staff report to the Co ordinator, the Co ordinator is line managed by the Chairperson and the Co ordinator reports to the Board of Management. We have also established a staffing and finance sub committee, which the co ordinator and administrator feeds into and in turn report to the Board of Management

### **Board of Management**

**Governance:** The Board of Management met 5 times 2015 with additional subcommittee meetings as needed. The Board of Management has a finance subcommittee which meets in advance of the BOM meetings and these have meet five times in 2015 with one AGM.

### **Representatives on the Cavan County Childcare Committee Board of Management**

#### Statutory Agencies

- John Hayes represents the Department of Social and Family Affairs (Chair)
- Ann Marie de Lacey represents the ETB
- Emer Coveney the County Council.
- Jim Fox represents the County Enterprise Board (Secretary)



- Orla Curran represents the HSE

#### Social Partners

- Mary Curtain represents ICTU
- Peter Galligan represents Breffni Integrated.

#### Childcare Sector

- Rachael Berns represents the self employed childcare providers
- Ann Clarke represents the self employed childcare providers (Treasurer)
- Lorraine O Reilly represents the self employed providers
- Nicola Wilson community not for profit childcare providers
- (Vacant) represents the community not for profit sector
- Vacancy - the National Voluntary Childcare Collaborative

#### Community Sector

- The Community & Voluntary Forum – Bernie Brady
- Parents representatives – Susuana Komolafe & Norma Clancy

## Staffing Compliment

Name	Job Title/ Description	F/T or P/T	Roles and Responsibilities
TREASA QUIGLEY	CO ORDINATOR	FT 32hours	<p>Reports to the Board of Cavan CCC, Dept. of Children &amp; Youth Affairs and Pobal. Works with Staff &amp; Finance Sub-Committee to manage the annual budget. Manages all staff employed by the Childcare committee. Devises, reports and monitors annual Action Plan. Works with agencies, both statutory and voluntary at local, regional and national level to develop a range of complimentary services that support the overall development of services for children and their families within Co Cavan. Works with all services on Governance issues and meeting the requirements of legislation. Ensure all administrative tasks in relation to ECCE, CCS, TEC are completed and returned to the DCYA. Regularly update action files including statistics as required by POBAL and the Dept. of Children and Youth Affairs. Deal with front line queries to the office. Collate indicators and targets including attendance sheets at network events for annual report to Pobal. Implements strategic Plan actions.</p>
ANNE McGOLDERICK	ADMINISTRATOR	FT 29.5 Hours	<p>Maintain financials, administrative systems and procedures to ensure compliance with effective governance on behalf of the Board which will</p>

		<p>support the work of the County Childcare Committee and staff. Updating financial policies. To maintain books of account and maintain financial procedures as directed by the Management Committee. Organises training in the country for the sector and administers the learner funds. To prepare and present monthly financial reports for the Staff &amp; Finance Subcommittee. Administers the Learner Fund (in conjunction with the coordinator) administers the Programme contracts, re - entry etc and general queries in relation to Programmes. Prepare six monthly and annual financial returns to Pobal for each NCIP funding allocation. Administer the P&amp;T Initiative and Child-minding Grants. Prepare for financial verifications visits and external audit. Liaise with the external agencies in relation to financial procedures, reports and drawdown funding requests. Liaise with accountant for annual accounts and returns and deal with accounting requests. Prepare bi monthly payroll, monthly/annual payroll returns to the Revenue Commissioners and deal with revenue and payroll queries. Provide admin and financial support to childcare services on request. To update action files relating to finance. To ensure value for money for the purchase of office services and supplies by liaising with service providers in a cost effective manner. To attend Committee meetings, record and present minutes for monthly Staff &amp; Finance and bi-monthly Board meetings in consultation</p>
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			with the Secretary and maintain the files thereto. Notification of all meetings, circulation of minutes by email and text message reminder services for meetings. To deal with first base queries of the Office received by telephone, email and post. To update action files relating to finance. To assist other staff in planning and organising events and network meetings
Noreen McGovern & Caroline MaGuire	SUPPORT & DEVELOPMENT WORKER	FT 32 hours (NmcG)  PT (19.5 hours) (CmaG)	Support Providers to meet the requirements of the ECCE, CCS and TEC Schemes, verification and compliance. Collate all documentations from services in regards to ECCE, CCS and TEC. Liaise with the DCYA and Pobal on the administration and compliance of ECCE, CCS and TEC. Provide Technical Assistance with processing information and completing electronic returns and appeals. Answer queries from parents and services in relation to the three Schemes. Support Providers to meet the requirements of the ECCE, CCS and TEC Schemes, verification and compliance. Provide Support on improving quality to childcare services within the County under Aistear, Siolta and the Child Care Regulations. Support services to be financially sustainable and support existing services, Respond to parent queries re choosing childcare including requests for child minders details, Fees and Reductions, Behaviour, Special Needs, requests for parenting courses. Respond to queries in relation to setting up new childcare services and provide information

## **Cavan County Childcare Committee Sub Committees**

### **Staffing and Finance**

Ann Clarke (Private Rep), Jim Fox (Co Enterprise Board), John Hayes (Chairperson) Emer Coveney (County Council), Peter Galligan (Breffni Integrated)

Co ordinator, Administrator

Chatterbox

Angela Feely (Speech and Language Therapist Manager) Breda McKenna (Monaghan Co ordinator), Treasa Quigley (Cavan Co ordinator) Elizabeth Downey (Speech and language Therapist) and Carmel Feely (Speech and Language Therapy Assistant) Cathal Hand (HSE Primary Care)

## **Overview of Progress against the CCC 2015**

**Objective 1 – To develop comprehensive childcare supports, infrastructure and services where the holistic well-being of children and families are fundamental.**

**2015 Priority:                      Child Protection  
   Programme Information Platform (PIP)**

### **Child Protection**

We trained 88 participants trained in child protection in 2015 and Cavan implemented the recommendations from the Child Protection Early Years Committee. We developed a standard child protection policy for Cavan and Monaghan in 2013 which the pre school inspectorate is now inspecting services on, therefore services in Cavan are using the localised standardised child protection policy and we will gradually incorporate the new CP template into services. One of the Support and development workers completed training on the Child Protection Policy Workshop and we offered this training with 4 services to date having completed the training and using the new template. We completed 5 child protection training workshops in 2015 – the majority of which took place in the first half of the year. 28 services completed with 88 participants, we have 9 services that we need to proactively target for 2016, whose child protection will run out of date.

### **PIP Programme Information Platform,**

Cavan CCC has support all childcare services in the county in relation to PIP either through registrations, queries, payments, top ups, fees policies etc, Tax clearance certificates... We completed standardised training of PIP on the ECCE and CCS with 15% of the services in the county, this was offered to all services. We email services regularly with PIP updates and sometimes phone them (depending on the query). We completed 2 programme update training in December 2015 –24 participants attended. This included updates on ECCE/TEC/CCS/PIP/Higher capitation/Compliance/Expansion of the ECCE programme etc...User Guides sent to all services.

**Objective 2 – To enhance quality early childhood education and care and school-age provision.**

**2015 Priority: Supporting the delivery of the three national programmes – ECCE, CCS, TEC**

**Síolta, Aistear, Pre-quality supports, managing challenging behaviour**

**Grants (Parent & Toddler, Childminding & Capital)**

### **The Free Pre School Scheme in Early Childhood Care and Education (ECCE)**

<b>Administration</b>	<b>2014/2015</b>	<b>2015/2016</b>
No of contracts	61	60
Registrations	1186	1324
Funding	€2,271,909	€3,120,739

There were 61 active ECCE contracts for the first half of the year, and 60 for the 2015/2016 programme call. We lost 2 pre-schools within that period and gained 1 new pre-school. The National Programme Information Booklet was bought in for 2014 – 2015 and sent to all relevant agencies, libraries etc., and the new national programme Information Booklet for 2015 – 2016 is online and a printed version is awaiting. Presentations given to Cavan County Council and Cavan County Council SIM/AIT. An in house flier on the ECCE scheme was developed for the ECCE scheme in September 2015. Updates given via email/facebook and website on the schemes and sometimes via phone. Phone support given to all services in relation to PIP however we are trying to get the services to go directly unto PIP POBAL (depending on the query). Fees policies were more cumbersome and complicated this year than last year due to the upload/download/ and publishing of documents on online and the explaining the process to practioners – all services required support in this area. 75% of services required 1 to 1 support on this. Cavan CCC adopted the Donegal CCC ‘An Easy Guide to see how long your child is eligible for the ECCE programme’ and this was uploaded unload the website. We completed 2 programme update training in December 2015 –24 participants attended. This included updates on ECCE/TEC/CCS/PIP/Higher capitation/Expansion of the ECCE programme etc...We completed a survey on the Expansion of the ECCE programme with 46% response rate, information to be collated and sent to the DCYA.

### **Community Childcare Subvention (CCS) scheme.**



There were 26 CCS services in contract in 2014/15 and the same for 2015/2016. 2 Case Management meetings with POBAL and 8 services red flagged. 2 services availed of the expansion of the scheme. The National Programme Information Booklet was bought in for 2014 – 2015 and sent to all relevant agencies, libraries etc., and the new national programme Information Booklet for 2015 – 2016 is online and a printed version is awaiting. Presentations given to Cavan County Council and Cavan County Council SIM/AIT. Updates given via email/facebook and website on the schemes and sometimes via phone. Phone support given to all services in relation to PIP however we are trying to get the services to go directly unto PIP POBAL (depending on the query). Fees policies were more cumbersome and complicated this year than last year due to the upload/download/ and publishing of documents on online and the explaining the process to practioners – all services required support in this area. 75% of services required 1 to 1 support on this Fees policies. We completed 2 programme update training in December 2015 –24 participants attended. This included updates on ECCE/TEC/CCS/PIP/Higher capitation/Expansion of the ECCE programme etc...

<b>Administration</b>	<b>2014/2015</b>	<b>2015/2016</b>
Contracts	26	26
Finding	€729,322 (2014)	€762,470 (2015)

### **Training & Employment Childcare Scheme**

<b>Administration</b>	<b>Sept 2014/15</b>	<b>Sept2015/2106</b>
CETS Contracts	47	38
ASCC Contracts	33	33
CEC AS/PS Contracts	32	32
Funding	€392,545 (2014)	€259,545(2105)

Services kept up to date in relation to the User guides & the How to guides. All support and development and co ordinator are trained in PIP and how to do PIP. We completed one to one training on TEC registrations in September 2015 to services who have to complete TEC registrations regularly so that they can upload the registrations themselves and we either do the registrations for the other services or talk them through it by in-service training. We send out reminders for Top ups. Phone support given to all services in relation to PIP however we are trying to get the services to go directly unto PIP POBAL (depending on the query). Fees policies were more cumbersome and complicated this year than last year due to the upload/download/ and publishing of documents on online and the explaining the process to practioners – all services required support in this area. 75% of services required 1 to 1 support on this. All TEC rollovers from 2014/2015 programme call to 2015/2016 programme calls were completed in house by Cavan CCC staff (approximately 50/60 rollovers) however practioners can do this themselves for the 2015/2016 to the 2016/2017 programme call. Training will be provided if required. We completed 2 programme update training in December 2015 –24 participants attended. This included updates on ECCE/TEC/CCS/PIP/Higher capitation/Expansion of the ECCE programme etc...

## **Grants**

Cavan CCC has been allocated €5,295 under the Parent and Toddler Scheme 2015 we have received & approved 10 applications. The childminding grants had 2 applications and 2 approvals to date, 1 childminder did not drawdown funding. Capital Grants were for community based not for profit and went directly through Pobal this year via PIP. 50% of services applied for the capital grant, this uptake would have been greater if a) services were aware in advance of what's in the grant - the capital grants requires a 3/5 year plan, b) CCC's were aware of what it the capital grants so they can advise locally and c) a quick overview of what was going to be in the capital grants to be given at a national meeting so CCC's are briefed beforehand. All services were notified of the grant schemes and 5 – 10 services came into the Cavan CCC offices to complete application forms, mainly for the smaller grant and mainly private services.

## **Frameworks/Quality/Mentoring**

### **Mentoring; On site 1 to 1 support**

Cavan CCC completed **74 support visits** in the year mainly in the first half of the year, this reflects on the fact that we have 1 support and development worker on maternity leave and down .5 FTE and also the summer months whereby Cavan CCC were concentrating on Fee policies;

- Staff planning meetings; (*Siolta Standard 10 Organisation*)
- Frameworks including, Environments – layout of rooms, Play - treasure baskets, Board of Management meeting with Community Based providers. Policies and procedure - (*Siolta Standard 10 Organisation*)
- Recruitment Process especially with new Managers.
- Community facilitation
- New managers of community based services who require guidance and support.



*Environments and some resources used in Co. Cavan*



Better start worked with 5 services in Co. Cavan in 2015, there have completed/finished with 2 services and 3 new services signed up for better start at the end of 2015 – therefore a total of 8 services or 24% of all services in the county. They delivered 1 information session in the county with 11 in attendance. Cavan CCC recognised that services engaging with better start also had the knock on effect of requiring additional support from the CCC.

### **Siolta Standard 4 Component 4.1 Consultation**

*(Siolta Standard 4 Consultation actively inviting contributions to decision making processes for the development and delivery of the service from a wide range of interested stakeholders.)*

Cavan CCC have held 4 **peer support meetings** including 1 private, 2 community and 1 joint meeting, where managers come together to discuss various issues they are coming across. This action links into Siolta standard 4 Consultation Component 4.1 actively inviting contributions to decision making processes for the development and delivery of the service from a wide range of interested stakeholders. There are approx. 7 – 10 practioners in 2 networks.

### **Garda Vetting**

Cavan County Childcare Committee completed this research to engage practioners on their opinions on the Garda vetting process. The aim of this report is to evaluate the results of a survey in which managers of early years services were asked of their experiences of the Garda Vetting process. This survey report was gathered by means of an online questionnaire through Monkey Survey and 17 early years Managers in Co. cavan completed the survey and it was completed in September 2015. This survey was sent to Fiona McDonnell, Tusla and DCYA principals.

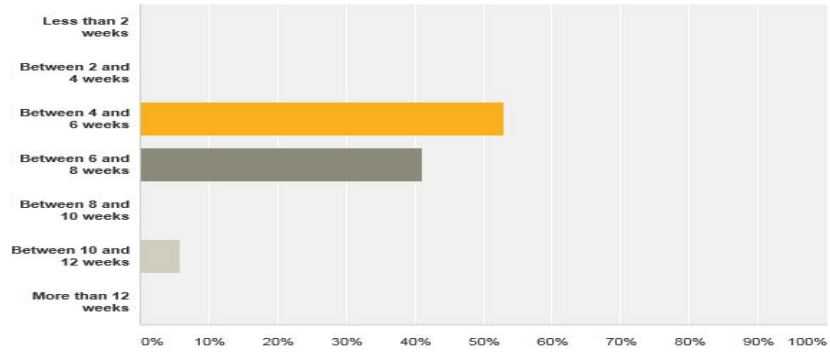
*Some of the outcomes are as follows;*

Q2

Customize Export

### How long did it take for your last Garda Vetting process to be processed?

Answered: 17 Skipped: 0



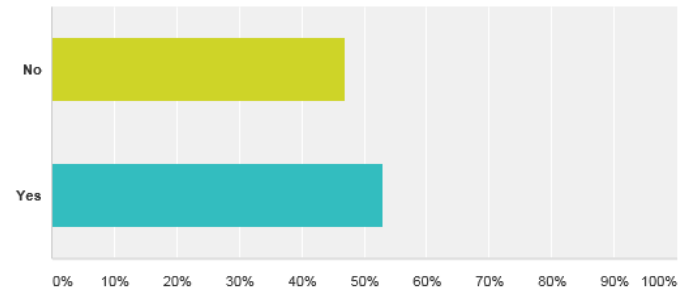
Answer Choices	Responses
Less than 2 weeks	0.00% 0
Between 2 and 4 weeks	0.00% 0
Between 4 and 6 weeks	52.94% 9
Between 6 and 8 weeks	41.18% 7
Between 8 and 10 weeks	0.00% 0
Between 10 and 12 weeks	5.88% 1
More than 12 weeks	0.00% 0
<b>Total</b>	<b>17</b>

Q3

Customize Export

### Do you have any concerns about the Garda Vetting process at present?

Answered: 17 Skipped: 0



Answer Choices	Responses
No	47.06% 8
Yes	52.94% 9
<b>Total</b>	<b>17</b>

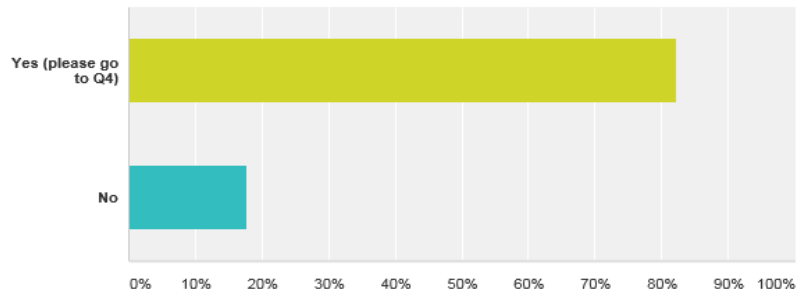
[Comments \(8\)](#)

Q4

Customize Export

### Did/Do any of your staff have to apply for Police Clearance in another country?

Answered: 17 Skipped: 0



Answer Choices	Responses
Yes (please go to Q4)	82.35% 14
No	17.65% 3
Total	17

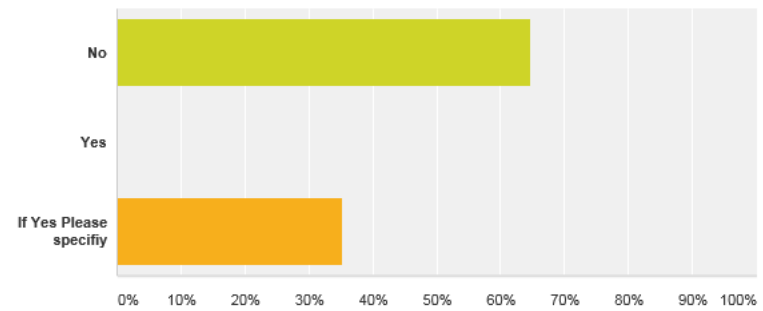
[Comments \(13\)](#)

Q6

Customize Export

### Do you have any concerns about Police Clearance?

Answered: 17 Skipped: 0



Answer Choices	Responses
No	64.71% 11
Yes	0.00% 0
If Yes Please specify <a href="#">Responses</a>	35.29% 6
Total	17

## **Information/Facilitated discussions;**

*(Siolta Standard 16: Community Involvement)*

Information evenings are very hard to organise with so many people in training at present, we organised 5 information sessions however only 3 went ahead, whereby Better start and Meitheal gave a presentation in one (11) and the other two were general programme information and updates (24). Cavan CCC acts as a family support portal through its social media forums to inform practioners, parents of any family support information sessions within the county e.g. parenting etc. Cavan CCC delivered 2 information sessions to the ETB students on the Fetac level 5 and Fetac level 6 on the Early years sector at present. We also held 1 meeting with pre-school inspection team & regional offer, ETB tutors and CCC staff between Cavan and Monaghan and this was to discuss the outcomes of the Fetac 5 and 6 were consistent with the pre-school regulations. We have also held consultations with Cavan Institute in relation to placements and Garda vetting.

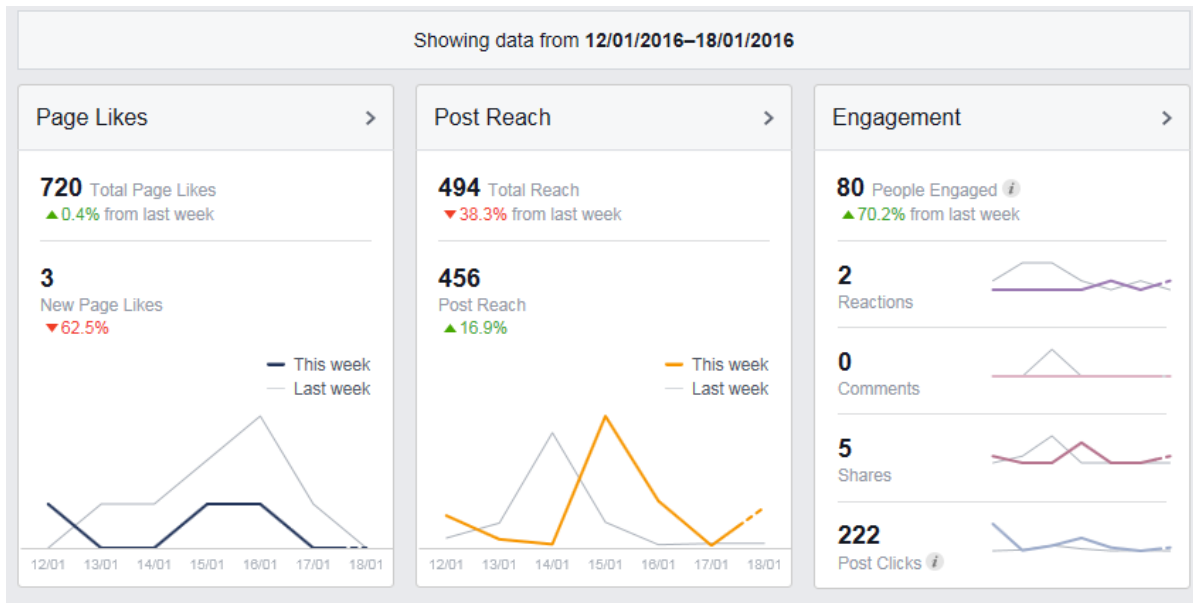


***Cavan CCC delivered 2 workshops with Fetac level 5 and Fetac level 6 students within Cavan Institute.***

*Presentation delivered to ETB in 2015*






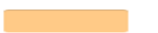




































## Social Media

Overview of facebook, to date Cavan CCC has 720 likes.





Most popular posts in the last 3 months include; the all Ireland Pre school art competition, expansion of the ECCE and when child is eligible for ECCE, DES applications for pilot inspections and Job Vacancies.

Published	Post	Type	Targeting	Reach	Engagement
02/11/2015 15:37	 All Ireland Art Competition open to Pre-schools! The Competition			2.7K 	149 31 
04/11/2015 10:48	 HOW LONG IS YOUR CHILD ELIGIBLE FOR THE FREE PRE-			2.3K 	211 305 
03/11/2015 14:14	 NEW POSITION AVAILABLE! Happy Days in Mullagh are lookin			1K 	170 17 
10/11/2015 09:57	 DEPARTMENT OF EDUCATION IS SEEKING PARTICIPANTS			1K 	238 26 
05/11/2015 12:50	 Please find enclosed link to a Job vacancy in Ballyjamesduff Co			810 	73 10 
04/12/2015 16:21	 Cavan County Childcare Committee shared Majalatouki.com			736 	46 10 
30/11/2015 12:28	 BULLYING SEMINAR Please follow the link below to our website			731 	23 3 
23/10/2015 14:41	 Cavan County Childcare Committee shared Tír na nÓg Forest S			707 	134 14 
10/11/2015 12:38	 OFFICE ADMINISTRATOR POSITION AVAILABLE IN ARVA			660 	70 7 
15/12/2015 16:09	 Capturing the moment ... can ruin the moment			557 	59 2 
14/12/2015 10:07	 BACK TO BASIC IN AISTEAR WORKSHOP Thursday 17th De			446 	27 6 
14/12/2015 09:59	 <a href="http://www.irishexaminer.com/ireland/parents-who-slap-children-c">http://www.irishexaminer.com/ireland/parents-who-slap-children-c</a>			375 	21 3 
30/10/2015 14:29	 Cootehill Community Childcare Ltd Invites applications for the fo			365 	40 10 
02/11/2015 12:06	 Timeline Photos			363 	40 3 

## Profiles

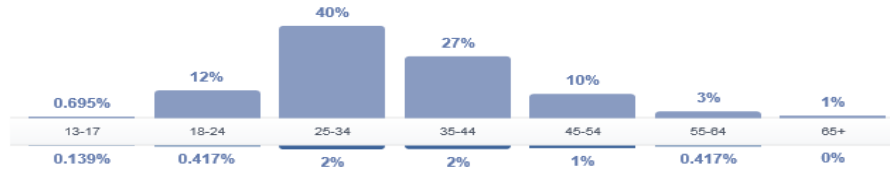
### The people who like your Page

#### Women

93%  
Your Fans

#### Men

5%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
Ireland	679	Cavan, Cavan	300	English (US)	366
United Kingdom	22	Dublin, Dublin	167	English (UK)	349
United States of America	6	Navan, County Meath	20	English (Pirate)	1
Australia	3	Monaghan, County Mo...	15	Irish	1
Egypt	2	Galway, Galway	12	Estonian	1
India	2	Limerick, Limerick	12	Polish	1
Belgium	1	Carrickmacross, Count...	8		
Singapore	1	Cork, County Cork	7		
Lithuania	1	Letterkenny, Donegal	5		
New Zealand	1	Sligo, Sligo	5		

## **The frameworks Aistear and Siolta**

Cavan CCC developed, adopted and implemented numerous aspects of the frameworks in 2015 including;

1. *Basic guide to Aistear*
2. *Treasure Baskets Aistear – Play*
3. *Buntas Aistear-Wellbeing*
4. *Aistear Planning and Assessment Workshops*
5. *Observations and Learning Stories*
6. *AistearSiolta Practice Guide*



### **Basic guide to Aistear**

*Also linked to Siolta Standard 1 Rights of the Child; Stand 2 Environments: Standard 3 Parents and families: Standard 4 Consultation; Standard 5 Interactions, Standard 6 Play; Standard 7 Curriculum: Standard 8 Planning and Evaluation; Standard 14; Identity and belonging.*

We developed and implemented a Basic guide to Aistear which covered the themes and guidelines in December with 13 participants. 100% of participants found the workshop useful and all stated they required additional workshops in relation to Aistear.



## I

### **Treasure Baskets Aistear – Play**

*(Siolta-Standard 2 Environments)*

Cavan CCC completed a project on **Treasure Baskets in conjunction with a DKIT student** with 14 services in Co. Cavan and completed mentoring with services on how to use a treasure basket and we then left the treasure basket with the service, this was either in the baby or the toddler room or a combination of both. Evaluation on this was very positive. Cavan CCC also applied and were approved funding for 6 additional baskets in 2015 through the National Play Application in conjunction with Cavan Sports Partnership.



*Mentoring using Treasure Baskets*



**siolta**  
The National Quality Framework  
for Early Childhood Education

**Buntas Aistear-Wellbeing**

*(Siolta-Standard 9 Health and Welfare)*

Buntas training was completed with 17 participants, we applied and were approved for Lottery funding to buy in the Buntas bags which can then be bought at a reduced rate.



### **Aistear Planning and Assessment**

*(Síolta Standard 8 Planning and assessment)*

**Aistear Planning and assessment training** has been completed with 6 services in 2015, this is completed in 2 stages in house with all staff at a staffing meeting usually out of hours. This training/mentoring sets out the context in which planning is required in a preschool setting. These two workshops explored how to document and plan the curriculum using Aistear. The first workshop focuses on long term planning such as term and monthly planning. The second workshop focuses on weekly planning. Planning the curriculum in this ways ensure that you have a broad, balanced and rich curriculum and that children experience vast opportunities for learning and development. The training uses practical templates and exercises to demonstrate how the theory can be related to services practice. 37 services to date have had training on this over the past three/four years. Cavan CCC evaluated their Aistear support work with 8 of the more recent services who were trained with the following results.

- All staff within the services took part in training (1 staff member missing).
- Overall experience was positive.

- Changes that have been made within services include, “*bringing in emerging interests, planning, changed whole service, role play, language, writing etc, listening to children and children inputting into service*”
- All services are planning 7/8 doing weekly plans and 6/8 doing monthly plans.
- 4/8 or 50% stated they would require further support in this area via follow up support visit or training.
- 3 of the services were unaware of the AistearSiolta practice guide.



## **Observations and Learning Stories**

*(Siolta standard 1 Rights of the Child; Standard 6 Play, Siolta Standard 7 Curriculum; Standard 8 Planning and evaluation)*

Cavan CCC developed a workshop on observations and linking observations to learning stories using Aistear and Siolta, this workshop focused on the following

- Planned and unplanned observations,
- What the adult is observing i.e. Expressions, gestures, body language, verbal language, actions etc.
- Different methods of observation (participant, spontaneous incidents, and specific activities),
- Benefits of observation
- Evaluation of the observation i.e. what the observations tell you i.e. dispositions, skills, attitudes, and knowledge and understanding.

- Rehashes theories and stages of child development to give a greater understanding of what stage the child is at in relation to their dispositions/skills/knowledge and understanding.

This workshop was developed late in 2015 and was only rolled out once to date, in house with 1 service and 5 participants, it will be further utilised in 2016.

### AistearSiolta Practice Guide



We have started to use the **AistearSiolta Practice** guide in relation to training/mentoring with the services now. Cavan CCC completed an overview of the AistearSiolta Practice Guide and the new **Department of Education and Skills Inspection toolkit**, we completed this over 2 nights with 44 participants. Evaluation of this showed;

- All participants thought they would use the AistearSiolta Practice Guide.
- 82% stated they were currently using an emerging curriculum,
- 12% are not using an emerging curriculum.
- 47% of participants rated their knowledge of Aistear as average,
- 43% as very good
- 57% rated the services knowledge of Aistear as good 57% and 30% as very good.



- 80% require further support on the foundation stage,
- 75% on the pillars and in particular assessment and play.

This will feed into our work from September to December and also in 2016 action plans, we received funding to print the AistearSiolta practice Guide to disseminate through mentoring with services in 2016.



### *Presentations on the SioltaAistear practice Guide*

Both support and development workers currently completing their Hetac level 9 in early years with Stranmillis and Quality pedagogy and Child development were two of the modules studied.

### **SAC Discussion Forum**

Cavan CCC held a discussion forum on School Age childcare with 11 participants, this focused on where school age childcare is at present and the main concerns with runs this programme which were sustainability and homework. This will be further developed in 2016.



*Discussion on School Age Childcare Activities/Learning Experiences was one of the outcomes that services wanted further support on!*

*Cavan CCC Co ordinator doing research in 2016 on SAC services in Co. Cavan for her Hetac level 8.*

siolta

The National Quality Framework  
for Early Childhood Education

Seven/Eight services were offered/applied for the Formal Siolta process in Co. Cavan through Early Childhood Ireland and the National Childhood Network and none are going forward at this time for various reasons however the more prevalent reason being is that services do not see a transparent process and also there is currently little recognition for the work that goes into the Siolta validation process.

## Learner Funds

*Standard 11: Professional Practice*



*To date there have been 3 learner funds announced by the Department of Children and Youth affairs and they have a training subsidy to subsidise the cost of meeting the minimum training requirements with specific training providers. Criteria is attached to all learner funds.*

Learner Fund 1 (Fetac L5 and Fetac L6)	Learner Fund 2 (Fetac L5 and Fetac L6)	Learner Fund 3 (Fetac L5)
<p>The Learner Fund will provide funding to assist <b>existing staff working directly with children in registered early years services</b> to meet the mandatory minimum qualification requirements being introduced in September 2015. From September 2015 all staff in early years services will need to have full Level 5 qualifications, and all Preschool (ECCE) Room Leaders will need a full Level 6 qualification.</p>	<p>The Learner Fund will provide funding to assist <b>existing staff working directly with children in registered early years services</b> to meet the mandatory minimum qualification requirements being introduced in September 2015. From September 2015 all staff in early years services will need to have full Level 5 qualifications, and all Preschool (ECCE) Room Leaders will need a full Level 6 qualification.</p>	<p>Learner Fund 3, offers a subsidy towards the cost of training to support existing Early Years practitioners, who wish to continue working directly with children, to attain the minimum qualification required under the revised Pre-School Regulations due to be published in the coming weeks. Eligible courses must be completed by end August 2016 and result in a full Level 5 Major Award.</p>
14 applications	10 application	6 applications applied and 6 approved
<p>In March ETB informed Cavan CCC that they were opting out of Learner Fund Scheme due to cost. Tutor fees were €2,600 not including light heat and certs costings which funding did not cover. So ETB planned to move students in receipt of benefit or with a medical card over to BTEI. So as and from 5th April anyone attending the ETB are on a difference scheme rather than the Learner Fund. All participants who applied and were approved the learner Fund and attended ETB training are still accessing the training at the same rate €50 per person however they have been put on BTEI or other schemes within the ETB. These participants still eligible under learner fund until closing date of 31<sup>st</sup> December 2015, as they may change courses.</p>		

*Siolta Standard 10 Organisation*

**Objective 3 of the 2015 Lips was mainly concerned with sustainability and Cavan CCC supported services in difference mechanisms including:**

**Objective 3 - To consolidate investment in the sector in order to support the continuing development of a stable, integrated and sustainable infrastructure.**

**2015 Priority: Supporting sustainability/ Supporting childcare providers**

2 community based services have been near closure in the county and 8 services has been red flagged through case management to us so will be working with them into the future. These services have been supported via applying for grants, getting staff from CE, TUS, Jobs bridge etc.), financial planning, forecasting, employment support, adult/child forecasting toolkit etc...

Cavan CCC support services with the recruitment process generally only when it's a new Board of Management or when it's the Manager that's being recruited and we completed 10 interviews in 2015. All services have access to our Recruitment Guide.

Cavan CCC meet with the counsellors at a county council meeting in relation to rates again in April of this year and we supported local counsellors to hear the voice of the sector via a meeting in March 2015.

There is a huge need for early year's services to have specialist HR support. Cavan CCC offers generic supports such as workshops delivered by specialists and dissemination of resources etc... The line between HR and sustainability can become very blurred and the team within Cavan CCC have become quiet adapt in this manner and signposting the Early years sector to other specialist supports e.g. NERA, Solicitors, HR teams etc. However in some cases the Early years services cannot afford these specialist teams. This support is required in both Community and Private settings but in Community based services where a voluntary board of management is running a service, the need is more prevalent. The structure of the Board of Management is something that needs to be addressed at a national level and Cavan CCC will be bringing this forward to CCI. Other generic supports given include policies and procedures, contracts etc...

Cavan CCC facilitated training in Company Law in Community Based services only in October with 10 participants and this covered areas such as

- What is a company,
- Agm's
- Directors Roles
- Members Roles
- BOM meetings
- New Company Act
- Charitable status
- Governance Code

and we completed training in Employment Law also in October for both community and private practioners with 16 participants. This covered areas such as

- Contracts and Types of Contracts
- Disciplinary and grievance procedure
- Staff Handbook/Polies and procedures
- Redundancy
- Reckless trading
- NERA etc...

We support services in financial sustainability by;

Activities to support Sustainability	Number of Services
Supporting them in HR issues by either signposting them to the relevant agencies e.g. Co. Enterprise Boards, Solicitors, NERA, Citizens Information, updating policies etc	17 services signposted to relevant agencies
Providing up to date resources for the sector	All services
Having a good knowledge of adult/child ratios and supporting early year's services in this knowledge and in their staff planning	Decimation of the Staffing adult ratio calculator – to all services, 1 to 1 with 5 services
Providing examples of marketing, and what happens elsewhere in the county	1 to 1 with 5 services
Signposting them to CE, TUS, Rural Social Scheme, Jobsbridge etc	1 to 1 with 5 services, generic information to all services
Meeting local counsellors, politicians on rates/ Increase the knowledge of the issue of childcare sustainability locally/radio interviews etc	1 meeting with county counsellors, and 1 presentation to SIM group and 3 radio interviews.
Attending BOM meetings	5 BOM services, supported 50% of services through email/phone
Social Media	Facebook page with 700+ likes whereby we advertise jobs locally at no cost for service providers. Website currently being updated – hits etc...
Support in rota development	Adult/Staff ratio toolkit sent out to all services and supported 3 services on a one to one basis.
Adopted Carlow CCC's Financial templates toolkit	Working with 1 service 1 to 1
Employment Law Workshop	10
Company Law workshop	16



**Objective 4 – Through ongoing professional development, to build on the capacity of the ECCE sector to enhance and develop quality services for children and their families.**

**2015 Priority:           Chatterbox**  
**CECN (Cavan CE Scheme)**



*Siolta Standard 12: Communication*

Our Chatterbox programme is a good model of collaboration of multi-disciplinary working, it links into the Aistear framework through communication and into Siolta through standard 12 communication and the rights of the child standard 1. Chatterbox is a unique early intervention service aimed at the early identification, prevention and minimising of speech & language difficulties within the pre-school population (0-6years) in targeted areas of identified need in Co Monaghan & Co Cavan. Chatterbox aims to improve accessibility to the service through its innovative and flexible initiatives. This is achieved through the unique collaboration between Primary Care Speech and Language Services (PCS) & the County Childcare Committees (CCC). Chatterbox, Cavan and Monaghan CCC's roll out the Chatterbox programmes. 112 children were screened within services in 2015 with 4 services, and 3 primary care SLT completed this screening. The Speech and Language Therapy Assistant has worked with 45 pre-school children in small groups. Seven pre-school staff participated in intervention within these pre-school, and 2 services with large numbers of children with English as an additional language were supported through a toy box and mentoring. Eklan training was completed for 8 early years staff; Eklan Training is Speech and Language training for early years practioners working with children under 5's; it provides information and strategies and develop the communication skills of all young people but especially those with speech and language and communication needs. LETS TALK was delivered to parents/carers of children aged 0-3 years and covered areas such as how to help your child: become a great talker, become a good reader, be ready for school, behave better. 2016 will see greater collaborative of the Aistear/Siolta Frameworks and EKLAN training in Speech and Language.



The CECN (Childcare Employment Cavan Network) is a separate limited company which runs the Childcare element of the CE scheme in Co. Cavan and a part of Monaghan. The BOM meet 3 times a year. The Cavan CCC Co ordinator sits on the BOM. There are 67 participants on the scheme all of whom are in training.

**Objective 5 – To ensure effective and transparent collaboration, communication and consultation, and optimum use of resources by all stakeholders in early childhood care and education.**

**2015 Priority: CSC, CCI, Local Structures, Tusla & Pre-school Inspection Team**



**CCI: National Representative Group-** This group meets with DCYA every 6 weeks to bring forward issues of concern

on behalf of the 31 City & County Childcare Committees. The Reps group act as a single point of contact for DCYA on various issues of concern to them.

Cavan CCC attended 5 CCI national meetings. Each national meeting is followed up National Representative Co-ordination Group, this takes place the following day. The CCI Reps attend this meeting and bring forward issues of concern for discussion with DCYA & Pobal.

**CCI Sub Groups-** CCI has developed a number of task groups to consider particular policy areas so as to support policy development and input from the CCCs. Task groups have been established in a number of areas, in addition, CCI have also been formally asked for nominations to various national groups.

<b>Programme Planning Operations Sub Group</b>	<b>Programme Implementation Planning Group</b>	<b>Children First (National Committee)</b>	<b>National Steering Groups / Committees</b>
Joe Rynn DCCC  Oonagh Fleming Kerry CCC	Joe Rynn  Eugene Waters  Aine Gahan	Kathryn o Riordan Chair (Cork City CCC)  Joe Rynn Dublin City CCC (Host Organisation)  Claire Woods Louth CCC	Early Years Expert Advisory Group- Avril McMonagle Donegal CCC  NCCCA (Early Years Group)- Fiona Healy Meath CCC  Early Years Inspectorate Consultative Group- Eimear Carron Longford CCC

### CCI Task Groups

<b>NCCA Support Task Group</b>	<b>Communication Sub Group</b>	<b>Sustainability Sub Group</b>	<b>Childminding</b>	<b>Governance Group</b>	<b>Disability Task Group</b>
Fiona Healy Meath CCC  Julie McNamara Kildare CCC  Gretta Murphy Kilkenny CCC	Ruth Shortall South Dublin CCC  Eugene Waters Wicklow CCC  Aine Gahan Carlow CCC	Tommy Lavelle Leitrim  Claire Woods, Louth  Karen O'Sullivan Cork	Denise Quinlan, Kerry CCC  Rose Murphy, Waterford CCC	Trish McLaughlin Sligo CCC  Gretta Murphy Kilkenny  Breda Mckenna Monaghan CCC	Julie McNamara Kildare CCC  Karen O Sullivan Cork County CC

Tommy Lavelle Leitrim CCC	Muriel Martin Westmeath CCC	Aileen Healy North Tipp	Aine Brummel, Offaly CCC	Rose Murphy Waterford CCC	Noirin Healy Magwa Waterford CCC
Rose Murphy Waterford CCC	Gerry Hickey South Tipperary CCC	Ruth Shortall South Dublin CCC	Treasa Quigley Cavan CCC	Claire Woods Louth CCC	Irene Cafferky Roscommon CCC
Lindsey Malone Wexford CCC		Aine Gahan Carlow CCC		Dermot Leavy Westmeath CCC	
Eimear Carron Longford CCC					

**CE Childcare Scheme** – CCI through the 31 CCCS conducted a survey of Community Services in relation to the new Childcare CE Scheme and to gather information, on a number of areas including, for example, dependency on CE Participants as part of staff ratios and other relevant matters. The aim of this survey was to highlight potential impact the mandatory qualification may have on community services who are depending on CE to meet staff ratio requirements. CCI have highlighted this issue with both DCYA and DSP

**Inter Departmental Group on future investment of the Early Years Sector-** CCI participated in a consultation meeting including the Co ordinator of Cavan CCC, the DCYA convened on future investment in the Sector and some Cavan CCC practioners gave presentations to the IRDG group.



**PIP** – CCI through its representatives have been actively involved within the PIPs Commintation sub group. This group includes representatives of DCYA, Pobal and CCCs. It acts as a central point for various communication and operational matters for PIP and seeks to address them collectively.



Many Early Years Practioners struggle to support children with a disability, limited financial support is given to the early years practioners in this area from the HSE, a maximum of 10 children per year receive 4.5 hours per week for 38 weeks for a child in the ECCE year. The HSE disability services have changed their mythology of payment for these grants, in the past they paid the parents, but now they will be paying the practioners directly. However the practioner were going to have to complete a large Grant Aid Agreement and a huge amount of paperwork for €1,634. Therefore Cavan and Monaghan CCC's have agreed to intervene to support both the HSE Disability services and the practioners by being the middle body who gives out the grants and this allows the process to be simplified. The benefits for the CCC's is that we can research better what supports are out there and what interventions

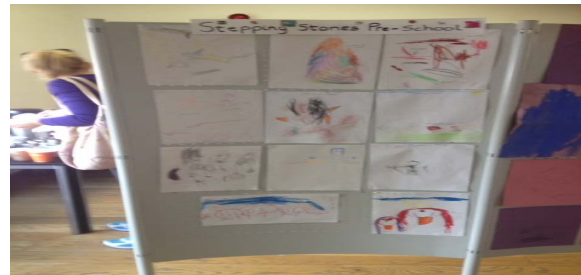
are being completed etc. It also allows us to have a better relationship with the HSE Disability Services. Grants will continue into the 2016/2017 Programme Call.



Co ordinator sits on the steering group of the Healthy Families’ project. Cavan Monaghan healthy families project aim is to stop obesity rates increasing and to prevent and management childhood obesity by providing the skills and information on healthy eating, nutrition, physical activity and emotional well-being.



Children Services Committee for Cavan and Monaghan, Cavan CCC is a part of this process. Cavan CCC completed the parental consultation in 2014 the National Childhood Network developed the consultation with children with 5 pre schools in the county. The outcomes of which were show cased in the Cavan library for a week in June of this year. Cavan CCC promoted and engaged with the consultation



*Show casing of the consultation with children in Cavan Library (Siolta Standard 12: Communication; Siolta standard 4: Consultation)*



The Local Government Act 2014 provides that a Local Community Development Committee (LCDC) will be established in each local authority. This committee involves many stakeholders and replaces the County Development Board. Cavan CCC is not a member of this board. The new committee must prepare a six year Local Economic and Community Plan (LECP) in cooperation with the County Council. Cavan CCC completed a submission for this. Cavan CCC did 2 presentations 1 to the County Council Board and another to the SIM/AIT groups and covered the childcare programmes and various local issues regarding sustainability etc. Cavan CCC sits on the local TIG group Traveller Implementation group and attended 4 meetings in 2016. 33 Congolese Refugees came to County Cavan under the Department of Justice's Re-settlement Programme in 2014 and these were put into the CETS scheme as they were in training with the ETB. The administration of this was completed by Cavan CCC. It also means that the children are now integrated in the local pre-school and afterschool services.





An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

Cavan CCC engages with Tulsa and had 1 meeting with Tusla in 2015 where 7 services were informally referred from Tulsa to Cavan CCC for support and 1 service formally referred. We held 1 meeting with Tulsa and the ETB to ensure that areas being taught with the Fetac complies with Tusla regulations. Also discussed further generic/themed areas that still require support in Cavan and Monaghan and these were identified as Child Protection Policies, services still not using either Cavan/Monaghan template or the new standardised template and behaviour management policy which needs to be broken down in to mild/moderate and severance behaviour management and also age appropriate.