



Early Years Services: Self-Assessment Checklist

Early Years Services Self- Assessment Checklist

The self-assessment checklist is for the use of the service. It should only be submitted to the early years inspectorate if requested by the early years inspector

The Child Care Act 1991 (Early Years Services) Regulations 2016 requires that a registered provider has an infection control policy and a risk management policy in place. Regulation 23 places responsibility on the registered provider to safeguard children in their care and to provide a safe environment.

For additional and continuously updated information, please see the HPSC guidance: Infection Prevention and Control guidance for settings providing childcare during the COVID-19 Pandemic(www.hpsc.ie).

This self-assessment checklist strives to facilitate compliance with the regulations and COVID-19 requirements whilst protecting children and staff at this time. This self-assessment checklist provides practical guidance for registered providers on how to operate safely during the pandemic. The document '**Guidance for Early Years Services COVID-19**' should be used in conjunction with this checklist.

From 25 January, all Covid -19 notifications will undergo a regulatory assessment which will result in one of the following regulatory responses;

1. no further information is required - the notification will be closed out
2. the service will be requested to complete a self-assessment checklist. The early years inspector will issue the self-assessment checklist where required. Services will then provide assurance through this checklist that they have the required protective measures in place to operate a safe service.

If insufficient information is returned an inspection may follow

3. the service will receive an onsite inspection, the decision to carry out an inspection will be risk based.

COVID-19

Early Years' Service Self-Assessment Checklist

Name of Service: _____

Date Self-Assessment Completed: _____

Self-Assessment Completed by _____

Policies	Yes	No	In Progress
1. The policy on infection control has been updated to reflect the most current public health advice. This policy must include infection control measures for COVID-19 and incorporates an enhanced cleaning schedule			
2. A revised cleaning schedule relevant to COVID-19 is in place			
3. A risk management policy is in place which identifies any potential risks and the controls required to reduce or eliminate the risk. The policy has been reviewed in light of the COVID- 19 pandemic			
4. An incident plan is in place which outlines actions to be taken should a child/staff member have or is suspected of having COVID- 19. This plan must be updated in accordance with the most current public health advice.			
5. Staff rosters have been reviewed to ensure staff-child ratios are in line with regulatory requirements			
6. Consideration has been given to staff rosters to minimise the movement of staff between rooms and the staggering of break times			

Staff Information & Training	Yes	No	In Progress
<p>7. Staff have received information and training for managing COVID-19, in accordance with current public health advice including:</p> <ul style="list-style-type: none"> • Policies of the service, including infection control policy, risk management policy, incident plan • Guidance on non-attendance if a child is symptomatic, or a close contact in accordance with current public health advice • Training on correct procedures for hand washing • Revised drop off and collection procedures • Documented procedure on the pod system being implemented in the service, maintaining pod integrity, avoiding mixing of children and staff, avoiding sharing of toys and equipment between pods unless infection control measures are put in place. • Revised procedures for cleaning • The Work Safely protocol • A record is maintained of all training provided to staff members including updates in line with current public health advice. 			
Communication with parents /guardians and other visitors to the service	Yes	No	In Progress
8. Pathways have been developed for communicating with parents of changes in policy and practices			
<p>9. Parents have received information on:</p> <ul style="list-style-type: none"> • Revised policies of the service including infection control policy, • Procedures for dropping off and picking up children • Guidance on non-attendance if a child is symptomatic in accordance with current public health advice 			
Physical Environment – Building	Yes	No	In Progress
10. The premises both internally and externally is maintained in a clean condition in accordance to current public health guidance. This includes all toys and equipment.			
<p>11. Information notices are provided at each entrance to the service stating that:</p> <ul style="list-style-type: none"> • children and staff may not attend if they have symptoms of COVID-19 			

12. An adequate supply of cleaning agents and equipment is available in each room of the service.			
<ul style="list-style-type: none"> Safe storage is available for cleaning agents and equipment 			
13. The cleaning agents and equipment are monitored and replenished when required			
14. A supply of warm water (<43°C), liquid soap and paper towels are available			
<ul style="list-style-type: none"> Age-appropriate signage on handwashing techniques is displayed Notices for the correct use of hand sanitiser is located beside each dispenser 			
15. An appropriate supply of PPE (i.e., gloves, facemasks and aprons) are available in the service and used in line with public health advice. Stocks of PPE are monitored and replenished when required.			
16. An area has been identified to accommodate a staff member or child who is showing symptoms of COVID-19. This could be: A separate well-ventilated room, or An area which is 2m away from other people The area must be easily cleaned once the adult/child leaves the service.			
17. Consideration has been given to avoiding the mixing of children and staff. Children are kept in small, consistent groups (play-pods) and mixing with other groups is avoided			
Attendance Records	Yes	No	In Progress
18. Complete and accurate records of attendance must be kept for all children and adults and, where unavoidable, any visitors to the service Attendance records include details of staff and children in each play-pod			
Hand Hygiene	Yes	No	In Progress
19. Handwashing facilities are provided with a supply of warm water (<43°C), liquid soap and paper towels A supply of hand sanitiser is readily available throughout the service			
20. Hand sanitiser may be used as an alternative for hand washing where handwashing facilities are not readily available (e.g., outdoors).			

21. Staff and children wash their hands regularly during the day. Children are assisted and encouraged to wash their hands frequently			
Personal Hygiene / Respiratory Etiquette	Yes	No	In Progress
22. Safe practices are followed for coughing, sneezing and wiping noses. Tissues are disposed of promptly after use into a waste bin. <ul style="list-style-type: none"> • Hands are washed or sanitised immediately afterwards • A supply of tissues is readily available in each care room 			
23. Hand sanitiser is available and used by staff each time they enter and leave a room			
24. Children are supervised whilst using hand sanitiser at all times			
25. All staff have a spare set of clothes available if required in the service			
26. Each child has an adequate supply of clean clothes available in the service			
Suspected Case of COVID-19	Yes	No	In Progress
27. The service incident plan is implemented if symptoms of COVID- 19 or any other infectious illness is suspected. (Refer to HPSC guidance)			
Maintaining Social Distancing of 2m (where possible)	Yes	No	In Progress
28. Social distancing by adults (staff and parents/guardians) is maintained where possible. <ul style="list-style-type: none"> • Queuing and congregating at arrival and pick up times is avoided • Distance markers are in place in communal areas and drop off and pickup points • Children are brought straight to their specific care room on arrival 			
29. To facilitate the operation of a play- pod system, staff are aware of the requirements of social distancing, including: <ul style="list-style-type: none"> • Reviewing room layout • Reviewing toys/equipment in use each day 			

<ul style="list-style-type: none"> • Reviewing activities being carried out with children • Avoiding mixing play- pods/groups of children • Avoiding the use of communal areas • Reviewing procedures for mealtimes 			
30. Procedures have been put in place to ensure that staff breaks are scheduled to ensure adequate staff ratios and to restrict staff gatherings			
31. Movement by staff and children between rooms/pods is restricted to control the spread of infection			
Waste Management	Yes	No	In Progress
32. Waste bins are available in all rooms and accessible to staff and children which are emptied regularly			
33. Staff wash their hands following this task			
34. All bins are routinely cleaned and disinfected, particularly handles and lids			
35. Contingency plans for the storage of contaminated waste are in place when a suspected or confirmed case of COVID-19 occurs in the service			
36. A designated area for the storage of possible contaminated COVID-19 waste and disposed of appropriately			
Ventilation	Yes	No	In Progress
37. All rooms in the service are adequately ventilated by <ul style="list-style-type: none"> • Windows that are regularly opened routinely throughout the day • Mechanical ventilation system that is functioning correctly, maintained and operated in line with manufacturer's instructions • Consideration is given to children's warmth and comfort while balancing the need to maintain the children's safety and security of the premises. 			
Toys and Play Materials/Activities	Yes	No	In Progress

38. Toys, material and equipment in use are in a good condition and are easy to clean and disinfect, if required. Alternative infection control measures to be implemented for items which cannot be easily cleaned e.g. playdough to be replaced daily, soft toys and dress up clothes to be washed regularly.			
39. Toys, materials and equipment should be assigned to a play-pod to avoid sharing and mixing. If this cannot be avoided, cleaning must take place before and after use by each group of children.			
40. Toys that children put in their mouths are washed after use or before use Mouthing toys are not shared between children			
41. A procedure is in place for the cleaning, sterilisation and safe storage of soothers			
42. Individual soothers, bottles, sippy cups etc. are available for children to avoid sharing and spreading infections • Each item is identified to the relevant child			
43. The toys and equipment within each care room are reviewed to ensure there is an adequate supply for the number of children present and for the activities planned on a daily basis			
Outdoor Area & Activities	Yes	No	In Progress
44. Use of the outdoor area by more than one play- pod /group of children is safely facilitated. Public health guidance encourages outdoor activities as much as possible. The comfort of the children must be ensured through the provision of suitable outdoor clothing.			
Sleep / Rest	Yes	No	In Progress
45. Sleeping cots are arranged so that there is a physical distance between groups of cots for children from different pods			
46. Where sleep equipment is allocated to one child: • Cots, sleep mats and day beds are labelled with the name of the child using it • Bed linen solely for the use of the individual child is used			
47. Where sleep equipment is shared, strict infection control practices are undertaken;			

<ul style="list-style-type: none"> • Cleaning of the cot frame • Cleaning of the mattress, mattress protectors • Changing of the bed linen • Labelling the sleep equipment with the names of children using it • A record is maintained of each change of bed linen 			
48. Sleep mats and day beds are cleaned prior to and following each use.			