

NARRATIVE REPORT

Name of City/County Childcare Committee		Roscommon
Reporting period		Year-End to 31 December 2017
1	Confirmation that the actions included in the local implementation plan are completed as planned - No	
	If Yes , please provide statement confirming that all actions are completed as planned	
	If No , provide information on which actions are not progressing as anticipated and why. 3.13 ECERS: This action was incorporated into Actions 3.12 Aistear and 3.14 Siolta 3.16 Designated persons training: This action did not proceed nationally for CCCs as there was no national TOT for designated persons. 3.21: Clerical support This action did not commence due to difficulties in recruiting to meet the Tus criteria	
2	Provide an outline of any specific challenge(s)/issue(s)/concern(s) in relation to the implementation of the actions and corrective action taken in 2017 and any corrective action(s) already in place or planned. 1. The establishment of an Emergency Reception & Orientation Centre (EROC) in Ballaghaderreen was unexpected when compiling our 2017 LIP and subsequently intensive support and expertise advice on the ground in EROC, Ballaghaderreen was required from Roscommon CCC at the request of DCYA and Dept. Justice. Roscommon CCC Manager is a member of the management group of the EROC at the request of DCYA/Dept. Justice and also represents Roscommon CCC on Roscommon County Council's Interagency Committee for refugees. There has been a lot of national and local interagency collaboration in this area of EROC support resulting in a very solid pilot interagency committee being established and chaired by Roscommon CCC to oversee the childcare and family support element within the EROC in Ballaghaderreen. In addition to this recruitment also took place for the team that would support delivery of the childcare service in EROC, Ballaghaderreen which resulted in an enormous workload that was not envisaged. 3. There is a gap whereby Tusla no longer gives an advisory service with regards to Tusla registration and regulation compliance. Roscommon CCC are supporting services with pre development advice to fill this gap and have also delivered CAPA training and supports. 4. NSAI – Roscommon CCC was one of the CCCs nationally that delivered the Aistear Pilot programme and the national Siolta Programme. Funding allocated to Roscommon CCC for both these delivery programmes did not include preparation time or travel expenses which had to be met from Roscommon CCCs core budget.	
	<p>Emergency Reception & Orientation Centre (EROC) Ballaghaderreen</p> <p>During 2017 intensive support has been provided by Roscommon CCC to the start-up of a childcare and family support service within the Emergency Reception & Orientation Centre (EROC) in Ballaghaderreen which has over 220 refugee's onsite. As this was quite challenging a Local Interagency Management Committee (Roscommon CCC, Roscommon Leader Partnership (RLP) and Tusla) was set up and chaired by the Manager of Roscommon CCC to oversee the delivery of this service. A joint funding proposal by the Local Interagency Management Committee was submitted to Tusla in late August 2017 and was subsequently approved for the pilot phase of the project. The funding was approved for the following:</p> <ul style="list-style-type: none"> • 1 Part Time Childcare Development Officers post to coordinate the project (employed by Roscommon CCC) • 2 Early Years Educators post (employed by RLP) • 2 Family Support Workers (employed by Tusla) • Funding of approximately €30,000 to equip the ECCE room. <p>The Local Interagency Management Committee have met on 3 separate occasions to date. All stakeholders were in attendance at the meetings as well as the DCYA and the Department of Justice &</p>	

	<p>Equality. In late October Roscommon CCC submitted proposed costings and space requirement for the childcare service within the EROC at the request of the DCYA. The costing outlined two scenarios:</p> <ul style="list-style-type: none"> • Scenario 1: Costings to provide a childcare service for all children in the morning for up to 5 hours per day • Scenario 2: Costing to provide a childcare service to in the morning and the afternoon with half the children in the morning and half attending in the afternoon. <p>Recruitment of two early year educators and a project officer was completed with the team to commence work in early January 2018. Roscommon CCC will be mentoring and line managing this team through a service level agreement. The DCYA have been working intensely in conjunction with Roscommon CCC in establishing floor funding for the EROC and requested Roscommon CCC to meet with DCYA and Kildare and Waterford County Childcare Committees who have EROCs within their counties to progress further. It was agreed that the Department of Justice & Equality would provide funding for the modular childcare onsite unit and that Roscommon CCC would be the lead agency to liaise and progress plans with the contractor, architect and Tusla to submit the new registration process. Roscommon CCC have submitted revised proposed costings and space requirements for the childcare service within the EROC at the request of the DCYA. The prospect of sourcing a log cabin within Ireland is being considered with a site established for the childcare facility. Intensive ongoing support is required by Roscommon CCC as the lead agency to have this onsite childcare service delivered in the first quarter of 2018. Roscommon CCC delivered a six week programme with the families that are not attending English classes which focussed on play, child development and health & safety. The establishment of this EROC childcare service will be a priority for Roscommon CCC/DCYA/Dept. Justice in 2018.</p>
3	<p>Provide a brief update on supports provided to services categorised as “childcare services of concern”, particularly any newly identified childcare services.</p> <p>Pobal referred 3 community services to Roscommon CCC in 2017 as services of concern. Roscommon CCC worked intensely with these services on cash flow templates and submitting outstanding documentation in relation to FIR’S and annual accounts.</p>
4	<p>Notifications of any specific changes in terms of governance and staffing in 2017</p> <p>Two childcare development officers resigned their positions with the company in late 2017 resulting in a recruitment campaign prior to the Christmas break. One went to work in Pobal compliance and the other to a different area of work. In exit interviews both cited that the training and mentoring received supported them to obtain their roles in their new positions which were nearer in distance to their home address. Recruitment commenced in late December 2017 to fill these vacant positions for a start date in first week of January 2018. This led to a deficit within the CCC team and will have implications for management in early 2018 as induction and training of new staff will take time and will need to take priority. In addition to this, recruitment also took place for an additional team that would support delivery of the childcare service in EROC, Ballaghaderreen.</p>

APPENDIX 3

1. To support DCYA in the delivery of the following national childcare programmes including support to services in contracting, managing and compliance with these and any forthcoming extensions to these programmes during 2017 i.e. Early Childhood Care and Education Programme (ECCE), Community Childcare Subvention Programme (CCS). Training and Employment Childcare Programme (TEC), Early Years Capital, Learner Funds

Achievements as at 31 December 2017

REF	Key Planned Action	Level	Rationale for action and level of delivery	Output	Time	Name of partners	Action Completed Y/N	Output Indicator Results
ECCE	<p>ECCE Advertising & Supporting the delivery and implementation of the ECCE national childcare programme (Early Childhood Care and Education Programme) To ensure all early childhood services in County Roscommon fulfil their contractual obligations under the ECCE Programme and deliver the programme in accordance with government objectives. including any changes / extensions to this programme and a review of fee payment policies. This will include support with compliance, referrals from Pobal/Tusla, support with applications, contracts,</p>	L3	This is a DCYA priority	<p>Number of requests from childcare services Number of requests from parents Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of board of managements/owners who received one to one support</p>	ongoing	<p>Roscommon CCC Service Providers Pobal CCI Parents Local media</p>	Y	

	<p>registrations, PAU process and management of the scheme on PIP</p> <p>Inform parents of entitlement to the ECCE scheme through phone/website/facebook/press releases & parents information leaflets. Generate reports for funders and Roscommon CCC board</p> <p>Information updates- website/facebook/sms</p> <p>Information guides and leaflets</p> <p>Information sessions/workshops</p> <p>1:1 supports</p> <p>email/telephone support</p> <p>Liaison with partners</p> <p>Support services engaged in 2nd free preschool year</p> <p>Press releases</p> <p>Newsletters</p>								
<p>ECCE Output Indicator Results: Advertised through website, social media and weekly bulletins. 527 requests from Childcare services in relation to ECCE mainly registrations, leavers, fee policies, higher Capitation and new entrants. 947 updates on website and facebook. 187 queries from parents. 200 parent information booklets distributed to parents. 4 information workshops delivered. 8 media press releases. Support to 57 services with fee payment policies</p> <p>ECCE Progress Achieved: There are 1122 children currently enrolled in ECCE scheme in 2017. There are 86 children currently enrolled in TEC scheme in 2017. There are currently 193 children enrolled in CCS scheme in 2017. There are currently 657 children enrolled in CCSP scheme in 2017. The single affordable childcare scheme was welcomed by parents and services</p>									

<p>TEC</p>	<p>TEC Advertising & Support the delivery and implementation of the TEC national childcare programme (Training and Employment Childcare Programme) including any changes / extensions to these programmes and a review of fee payment policies. Keep parents informed of entitlement to TEC scheme through phone/website/facebook/press releases & parents information Leaflets This support will include compliance, referrals from Pobal/Tusla support with PAU process applications, contracts, registrations and management of the scheme on PIP. Generate reports for funders and Roscommon CCC board Information updates- website/facebook/sms Information guides and leaflets Information sessions/workshops 1:1 supports email/telephone support Liaison with partners Press releases Newsletters</p>	<p>L3</p>	<p>This is a DCYA priority</p>	<p>Choose an item. Number of requests from childcare services Number of requests from parents Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of board of managements/owners who received one to one support</p>	<p>Ongoing</p>	<p>Roscommon CCC Service Providers Pobal CCI Parents Local media</p>	<p>Y</p>		
<p>TEC Output Indicator Results: Advertised through website, social media and weekly bulletins. 527 requests from Childcare services in relation to TEC mainly registrations, leavers, fee policies, higher Capitation and allocations 947 updates on website and facebook. 187 queries from parents. 200 parent information booklets distributed to parents. 4 information workshops delivered. 8 media press release. Support to 57 services with fee payment policies TEC Progress Achieved: There are 86 children currently enrolled in TEC scheme in 2017</p>									

<p>CCS</p>	<p>CCS/CCSP Advertising and Support the delivery and implementation of the CCS/CCSP national childcare programme (Community/Private Childcare Subvention Programme) including any changes / extensions to these programmes and a review of fee payment policies. Keep parents informed of entitlement to TEC scheme through phone/website/facebook/press releases & parents information Leaflets This will include compliance, referrals from Pobal/Tusla support with PAU process applications, contracts, registrations and management of the scheme on PIP. Generate reports for funders and Roscommon CCC board Information updates- website/facebook/sms Information guides and leaflets Information sessions/workshops 1:1 supports email/telephone support Liaison with partners Press releases Advertising and Support the delivery and implementation of the CCS/CCSP national childcare programme (Community/Private Childcare</p>	<p>L3</p>	<p>This is a DCYA priority</p>	<p>Choose an item. Number of requests from childcare services Number of requests from parents Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of board of managements/owners who received one to one support</p>	<p>Ongoing</p>	<p>527 requests from Childcare services in relation to CCS/P mainly registrations, leavers, fee policies, higher Capitation and new entrants 947 updates on website and facebook 187 queries from parents 200 parent information booklets distributed to parents 4 information workshops delivered 8 press release Support to 57 services with fee</p>	<p>Y</p>		
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	<p>Subvention Programme) including any changes / extensions to these programmes and a review of fee payment policies. Keep parents informed of entitlement to TEC scheme through phone/website/facebook/press releases & parents information Leaflets</p> <p>This will include compliance, referrals from Pobal/Tusla support with PAU process applications, contracts, registrations and management of the scheme on PIP. Generate reports for funders and Roscommon CCC board</p> <p>Information updates- website/facebook/sms</p> <p>Information guides and leaflets</p> <p>Information sessions/workshops</p> <p>1:1 supports</p> <p>email/telephone support</p> <p>Liaison with partners</p> <p>Press releases</p>					payment policies			
<p>CCS Output Indicator Results: Advertised through website, social media and weekly bulletins. 527 requests from Childcare services in relation to CCS/P mainly registrations, leavers, fee policies, higher Capitation and new entrants. 947 updates on website and facebook. 187 queries from parents. 200 parent information booklets distributed to parents. 4 information workshops delivered</p> <p>8 media press releases. Support to 57 services with fee payment policies. 1 supermarket information morning. PR Banner produced to support action</p> <p>CCS Progress Achieved: There are currently 193 children enrolled in CCS scheme in 2017. There are currently 657 children enrolled in CCSP scheme in 2017.</p>									

<p>CCS</p>	<p>Affordable Childcare scheme Roscommon CCC will advertise & Support childcare providers and parents with information, application and registration process for the proposed single affordable childcare scheme. Generate reports for funders and Roscommon CCC board Roscommon CCC will advertise & Support childcare providers and parents with information, application and registration process for the proposed single affordable childcare scheme. Generate reports for funders and Roscommon CCC board</p>	<p>L3</p>	<p>This is a DCYA priority</p>	<p>Choose an item.</p> <p>Number of requests from childcare services Number of requests from parents Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of board of managements/owners who received one to one support Number of requests from childcare services Number of requests from parents Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of board of managements/owners who received one to one support</p>	<p>Ongoing</p>	<p>Roscommon CCC Service Providers Pobal CCI Parents Local media</p>	<p>Y</p>		
<p>CCS Output Indicator Results: Advertised through website, social media and weekly bulletins. Supported DCYA in PR drive. Updated all RCCCs social media. Website and created new banners for the affordable childcare scheme. Roscommon CCC delivered workshops to services and updated all partner agencies. This workshop explained what the scheme was and the September measures for 2017. 2 information sessions for parents.</p> <p>CCS Progress Achieved: There are currently 193 children enrolled in CCS scheme in 2017. There are currently 657 children enrolled in CCSP scheme in 2017. The single affordable childcare scheme was welcomed by parents and services. 3 information workshops delivered for service providers which was attended by 26 services. Roscommon CCC supported parents by phone and responded to 103 queries from parents in regard to the affordable childcare scheme. The single affordable childcare scheme was welcomed by parents and services</p>									

Capital grants 2017	Capital Funding 2017 Investment in the ECCE infrastructure in Roscommon is automatically a priority 3 action due to its importance to services for children and families.	L3	This action is a DCYA priority	Number of requests for information from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Local media County Council Tùsla DCYA Roscommon CCC Service Providers Pobal CCI Local media County Council Tùsla	Y		
<p>2017 Capital Grants Output Indicator Results: Advertised through website, social media and weekly bulletins. 57 services with information on Capital funding. 11 Services assisted with one to one support to apply capital funding. 24 services were successful in their funding applications.</p> <p style="text-align: center;">Capital ECCE funding Total €246,227.31 SAC funding Total €59,023</p> <p>2017 Capital Grants Progress Achieved: 24 services were successful in their funding applications in 2017 supporting children attending both early years and afterschool services.</p>									
Learner Funds	Learner fund Advertisement & Information sharing and signposting Assistance with making applications as required Approval of learner fund applicants Follow up with learner fund applicants.	L3	To ensure maximum impact and uptake of the Learner Fund and support the CPD of individual Learners and	Number of childcare services staff that received one to one support	Ongoing	DCYA Roscommon CCC Pobal	Y		

	Generate reports for funders and Roscommon CCC board		to ensure Early Years Services workforce meets the regulatory requirements This action is a DCYA priority						
Grant Administration	Drawdown of learner fund allocation from Pobal Payment to training service providers Generate reports for funders and Roscommon CCC	L3	This action is a DCYA priority	Number of childcare services staff that received one to one support	Ongoing	DCYA Roscommon CCC Pobal	Y		
<p>2017 Learner Fund Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC received and processed 24 applications in 2017. All 24 applicants were successful. A total of €18,000 was paid out to staff of childcare services in 2017 under the two strands of the learner fund in 2017</p> <p>2017 Learner Fund Progress Achieved: The learner fund bursary has contributed greatly to the professionalization of the early years sector locally</p>									

Grant Administration	CMDG Advertise, invite, process, appraise and administer the CMDG grant process in accordance with national guidelines/RCCC internal procedures. Support Childminders to access the CMDG 2017 according to national criteria set. Generate reports for funders and Roscommon CCC board	L3	Delivery of the CMDG is a core objective of the Early Years Capital Programme	Number of childcare services staff that received one to one support	Ongoing	Túsla , CCI, Pobal, DCYA, Childminders, Roscommon County Childcare Committee	Y		
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Grant Administration	Drawdown of CMDG funding from Pobal Payment of CMDG to successful applicants Drawdown of CMDG funding from Pobal Payment of CMDG to successful applicants	L3	This is a DCYA priority This is a DCYA priority	Number of childcare services staff that received one to one support	Ongoing		Y		
<p>2017 GMDG Output Indicator Results: Advertised through website, social media and weekly bulletins. 3 applications received and appraised. 3 applications approved. 1 application withdrawn. 4 Voluntary Notified Childminders to Roscommon CCC.</p> <p>2017 CMDG Progress Achieved: Roscommon CCC received 3 applications for the CMDG with 1 application withdrawn. The number of voluntary notified childminders has dropped significantly over the past number of years since the post of childminding development officer ceased. The P & T grant continues to be a vital support to P & T groups in Roscommon.</p> <p>Roscommon CCC would welcome the support role in any childminding initiative to support childminders in meeting regulations if introduced for the childminding sector</p> <p>2 Childminding development grants paid out in 2017 - Total €1,792.24</p>									

Grant Administration	P & T Grant Advertise, invite, process, appraise and administer the Parent & Toddler grant process in accordance with national guidelines. Support Parent & Toddler to access the Parent & Toddler 2017 according to national criteria set. Generate reports for funders and Roscommon CCC board	L3	This is a DCYA priority	Number of requests for information from parents	Ongoing	DCYA Roscommon CCC Parent & Toddler Groups Pobal Parents	Y		
<p>2017 Parent & Toddler Output Indicator Results: Advertised P & T funding through website/facebook/bulletins and media. Roscommon CCC received & appraised 12 applications from P & T groups. 10 applications approved. 2 applications were received after the closing date. Roscommon CCC updated their guide for Parent & Toddler groups due to a case of suspected fraud which was followed up with Gardai & Pobal with a successful outcome. Newspaper articles on the be</p> <p>2017 Parent & Toddler Progress Achieved: Roscommon CCC will continue to support P & T groups going forward as this may be the only support they receive from local agencies. A Total of €4,360.47 was paid to P & T groups in Roscommon supporting children from birth</p>									

Grant Administration	Drawdown of P & T funding from Pobal Payment of P & T funding to successful groups Generate reports for funders and Roscommon CCC board Drawdown of P & T funding from Pobal Payment of P & T funding to successful groups Generate reports for funders and Roscommon CCC board	L3	This is a DCYA priority	Number of requests for information from parents	Ongoing	DCYA Roscommon CCC Parent & Toddler Groups Pobal Parents	Y		
<p>2017 Parent & Toddler Output Indicator Results: Advertised through website, social media and weekly bulletins. 10 P & T grant Payments processed in a timely manner.</p> <p>2017 Parent & Toddler Progress Achieved: Total drawdown €4,360.47</p>									

Service Supports	Practical Support to P & T groups Delivery of Practical workshops to Parent and Toddler groups in Roscommon /see objective 4	L3	Requests from Parent and toddler groups for workshops This action is a DCYA priority	Number of requests for information from parents	Ongoing	DCYA Roscommon CCC Parent & Toddler Groups Pobal Parents	Y		
<p>2017 Parent & Toddler Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC delivered 7 practical workshops to Parent & Toddler groups. Roscommon CCC gave one to one Governance support to 2 P and T groups in 2017. Roscommon CCC logged 257 interactions on the database regarding parent and toddler groups during 2017.</p> <p>2017 Parent & Toddler Progress Achieved: Roscommon CCC updated their guide for Parent & Toddler groups due to a case of suspected fraud which was followed up with Gardai & Pobal with a successful outcome.</p>									

APPENDIX 3

- 3. To provide support to all childcare service providers (community, private, childminders, parent and toddler groups, after-schools) in accordance with all statutory regulations, national policy and quality standards**
- **Governance and board of management training and development**
 - **Leadership & management support for early years managers**
 - **Crisis management supports including dedicated one to one supports to services at risk or of concern**
 - **Signposting in relation to staff qualifications and standards, training and continued professional development**
 - **Meeting regulations and implementing the National Practice Frameworks**
 - **Delivery of basic Child Protection and Welfare training and follow up policy development workshops**
 - **Supporting early years services to utilise PIP effectively**
 - **Undertaking research/consultation and the provision of information/data which will inform policy and or programme development when requested**
 - **Maintaining an efficient communications strategy for dissemination and promotion of information to childcare services**

Achievements as at 31 December 2017

REF	Key Planned Action	Level	Rationale for action and level of delivery	Output	Time	Name of partners	Action Completed Y/N	Output Indicator Results	Comment on the progress achieved against this core work priority including any corrective action (s) taken during the year. (Max 200 words)
Better Start	Better Start Promote Better Start (Early Years Quality Support Service, Early Years Inclusion Specialist Service and Roscommon County Childcare Committee) through Roscommon CCC website/facebook/phone & email support and information sessions Referrals to Better Start quality service Inclusion Specialist Service Referrals from Better Start quality service to Roscommon CCC	L3	Raise quality standards and enhance outcomes for children as highlighted by the national framework Better Outcomes, Brighter Futures. This action is a DCYA priority	Number of requests for information from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents Better Start Local media	Y		

Output Indicator Results: Advertised through website, social media and weekly bulletins. One service that has worked with the Better Start Quality Service is now engaged in the formal Siolta QAP process. Roscommon CCC had one information workshop on the Better Start quality Service. Roscommon CCC made 19 referrals to the Better Start Inclusion service.

Progress Achieved: Supports to services continues to be an essential part of the work of Roscommon CCC. There are many areas in Roscommon who have poor broadband facilities and Roscommon CCC supports these services through one to one office visits to make funding applications and assistance with fee policies and calendars.

The Aistear and Siolta initiatives were welcomed in Roscommon by service providers with maximum participation in the Aistear pilot and 3 community services engaging in the formal Siolta QAP. Child Protection training continues to be well attended with 3 foundation courses and 3 refresher courses being rolled out in 2017. Roscommon CCC gave Crisis support to 3 community services from Pobal referrals. It would be preferable if it was a condition of services contracts that they have to actively engage with CCC in cases of referrals as one community service had very little engagement with the CCC despite numerous attempt to provide support. Roscommon CCC continue to offer support to services on sustainability and compliance by information workshops, e mail and phone support, website and facebook and one to one support when required. Roscommon CCC commissioned a report on the progress of the childcare sector in Roscommon in 2017. This was done in conjunction with Longford, Leitrim and Sligo CCCs. Roscommon CCC continues to have a robust communication policy with stakeholders through the weekly bulletin, website, facebook, e mail phone and one to one support throughout the year.

Policy	Roscommon CCC Governance Roscommon CCC will be fully compliant with the Code of Governance in 2017	L3	This action is a DCYA priority	Number of information workshops hosted by the City/County Childcare Committee	Ongoing	Roscommon CCC DCYA Pobal CCI	Y		
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Output Indicator Results: The Board of Roscommon CCC met 4 times during 2017 to access training and support with regard to their responsibilities under the code of governance. An action plan was devised with targets for directors/board/management. The following was the work plan:

1. Introduction to the Governance Code. Training on the roles and responsibilities of the Members, Directors and Officers regarding the adoption and implementation of the Governance Code Update on the implementation of the Action Plan, including actions and timeframe.

Training on the implementation of specific areas of the Code, i.e. Declaration of Interests, Induction of New Members, Governance Officer, changes to Staff Handbook, Data Protection and others.

Training on the procedure for the adoption and implementation of a new Constitution for Roscommon CCC including a review of templates and draft documents.

2. Final review of the progress to date, focusing particularly on the Action Plan. Confirmation of completion of Form 1, with Forms 2 and 3 to be submitted in early 2017. Confirmation of adoption of new Constitution.

3. Final approval for implementation of Governance procedures, in lie with the changes identified in the checklist for the Governance Code. Final approval for submission of Forms 2 and 3, submitted in early 2017

Progress Achieved: Roscommon CCC registered and reached full compliance with the Code of Governance in 2017. Company name changed, new company seal obtained and Articles of Memorandum revised.

RCCC have also a monitoring board subcommittee which oversees governance and best practice including internal financial audit. Roscommon County Childcare Committee has now been listed as compliant in the Register of Compliance on www.governancecode.ie. They are the only organisation, located in Roscommon, listed as compliant at this stage (October 2017.) A review by the board of directors will take place in 2018.

<p>Service Supports</p>	<p>Roscommon CCC Governance for services Roscommon CCC support services with mediation, committee skills training, recruitment and interview processes to assist with good governance practice and to provide services with specialist support as required. Develop and implement internal governance arrangements, including financial management and human resource management with childcare providers Roscommon CCC support services with mediation, committee skills training, recruitment and interview processes to assist with good governance practice and to provide services with specialist support as required. Develop and implement internal governance arrangements, including financial management and human resource management with childcare providers</p>	<p>L3</p>	<p>Roscommon CCC have devised a number of draft recruitment and governance templates to assist services with their HR programme including committee handbook for VMCs. Roscommon CCC are supporting 8 community Groups through the code of Governance</p>	<p>Number of boards/management committees/owners of childcare services that received one to one support</p>	<p>Ongoing</p>	<p>Roscommon CCC Service Providers Pobal</p>	<p>Y</p>		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. During 2017 Roscommon CCC devised an action plan to support community services with Roscommon CCCs Code of Governance initiative. 12 community services attended the training and 8 of the community services registered with the code of governance “on the Journey”. Roscommon CCC hosted 4 support workshops to develop services action plan. 43 participants attended these workshops. 3 community services are currently gathering their information regarding the code of governance. 1 community service supported with internal financial procedures as part of their action plan for the code of governance. The first step in the programme was to start governance training with the Roscommon CCC board and management, prior to the start of training for the Community Childcare Providers, this way experience from the Roscommon CCCs journey was relayed on the ground to the services participating. The programme consisted of training, email, phone and web support.

The support was comprised of the following:

1. Use of a Toolkit to quickly identify areas for improvement within RCCC regarding Governance;
2. Practical implementation of an Action Plan to address the areas for improvement;
3. Review of compliance, having completed the Action Plan;
4. Submission of Governance Code Compliance by the RCCC.

In addition to policy documents, Roscommon CCC organised a suite of sample support document templates to assist community services on their journey to the code of governance. These include the following:

- ✚ Sample Plan for childcare services
- ✚ Sample financial procedures template
- ✚ Cash Flow document (Pobal)
- ✚ Sample Support & Supervision agenda
- ✚ Sample Support & supervision template
- ✚ Sample Committee Details template
- ✚ Sample Staff details template
- ✚ Sample risk Management template (Pobal)
- ✚ Sample VMC minute record
- ✚ Sample staff induction plan

Roscommon CCC has already developed a sample committee handbook for voluntary management committees entitled ‘From Governance to Practice – A Sample Committee Handbook for Voluntary Management Committees in the Early Childhood Care and Education Sector’ and this document has been provided to the services along with committee skills training, which can be amended to suit the structures, operations and policies of the childcare service.

All of the above was implemented in line with requirements for Type B Organisations, with relevant elements of Type C Organisation **requirements also included, to ensure ‘future proofing.’** Roscommon CCC held a committee skills training session in February which two services attended to follow up with the development of their committee handbook. Roscommon CCC has reviewed the committee handbook with one service. Roscommon CCC has assisted 5 services with recruitment and sitting on interview panels. Roscommon CCC also assist services with advertising any job vacancies on their dedicated website page and face book page. Roscommon CCC staff member also supported one community service with their Pride of Place awards application and attended two anniversary celebrations in individual services.

Progress Achieved: Currently 8 childcare services have registered their services on the Code of Governance journey. The other services are concentrating on getting their paperwork together prior to registering on the Code of governance site. Roscommon CCC will continue to support these services throughout 2018.

Policy	Financial procedure and Reporting Follow Roscommon CCC internal financial procedures Monthly Bank reconciliation Online Banking Bi monthly reports to RCCC Half yearly/Annual reports to DCYA and Pobal Drawdown of funding from funders Annual Audited accounts prepared Pobal verification visit Reports uploaded on to Roscommon	L3	This is a DCYA priority	Number of boards/management committees/owners of childcare services that received one to one support	Ongoing	DCYA DES Roscommon CCC Pobal	Y		
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Output Indicator Results: 5 Board meetings and Finances up to date and reported on in a timely manner. Roscommon CCC have an up to date tax clearance certificate. Additional funding was reported on and was administered using “Addendum to Contract” procedures, where each new budget has a separate Addendum to the core contract funding.

Progress Achieved: Half yearly & Year end Finance reports to Pobal in a timely manner. Roscommon CCC Board met regularly throughout 2017. In addition the boards monitoring subcommittee, Code of Governance sub Committee, Staffing & HR Sub Committee/Executive & Finance Sub Committee met throughout 2017 to complete various areas of work in relation to achieving compliance with the voluntary code of governance.

Service Supports	Leadership & Management Support childcare managers/supervisors through Roscommon CCC Managers/Supervisors peer support Network (PSN) To build capacity of leaders/Managers of childcare service	L3	Services requested this support through Roscommon CCC 2016 annual census and information Workshops and the Leadership and Management programme facilitated by Roscommon CCC in 2016 This action is a DCYA priority	Choose an item. Number of staff/services who received one to one support Number of staff/services who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Local media	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC facilitated two workshops. 8 participants from 4 separate services attended **Roscommon CCC also facilitated support sessions for early year's practitioners participating on the programme Leadership for Inclusion in Early Years Programme (LINC)**
Progress Achieved: 8 early years manager/leaders were supported in their practice and leadership skills. Services found this small group network setup and support very beneficial where they could discuss difficulties/challenges in a safe environment with Roscommon CCC.

Service Supports	Critical Incident Initiative Roscommon CCC will support childcare services including critical incident training and development of critical incident plan through 1-1 support, cluster group support	L3	Roscommon CCC staff are trained in the delivery of critical incident training and therefore can deliver this training at local level, this is a requirement under new regulation. This is a DCYA priority	Number of requests for information from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Tusla	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC held 2 critical Incident workshops in the first half of 2017. Services were asked to bring their laptops to enable them to start work on their critical incident plan. 4 Services completed this training and Roscommon CCC have reviewed 2 critical incident plans to date.
Progress Achieved: 4 services are supported to have a critical incident plan in place which ensures staff and management/owners are ready if a critical incident occurs within their services.

Service Supports	Sustainability CCC's have developed a fees workbook that incorporates the income and expenditure for childcare services and this can be used as a tool to assist services with their financial projections & sustainability. Roscommon CCC will liaise with Pobal in relation to services they have identified as in need of sustainability support	L3	Roscommon CCC carry out financial exercises with groups as requested by groups or following referral from Pobal to RCCC. Roscommon CCC endeavour to ensure there is a geographical spread of childcare services in the county. This action is a DCYA priority	Choose an item. Number of board of managements/owners who received one to one support Number of requests from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. 57 Services availed of support from Roscommon CCC with fee policies, calendars, projected income and expenditure, capital funding and financial impact returns. Roscommon CCC also supported 3 community services with internal financial procedures. Roscommon CCC supported 24 services with capital funding applications. Roscommon CCC supported services that may have been reliant on Community Employment to access transitional funding to support them. Developed sustainability tools to meet the DCYA requirements of being robust and evidence based and at local level CCCs supported and drove this project to ensure that services who engaged were supported to review and access this funding if required. Progress Achieved: Services fees policies and calendars approved. Roscommon CCC responded to and followed up on all Pobal referrals regarding FIRs and sustainability. One community service was successful in securing additional funding of €38,545.65 to reduce their dependency on Community Employment employees as part of the overall staff ratio. Three other community services completed the Pobal cash flow template with support from Roscommon CCC and have submitted the same to Pobal. Services received one to one support through an office support visit to submit their FIRs and become compliant.

Service Supports	Crisis supports to Services Roscommon CCC collaborate with TUSLA, DCYA and Pobal to ensure that a given situation is brought to attention of Roscommon CCC for intensive support in order to avoid situations reaching critical levels and resulting in closure for services Sustainability issues, HR, Inspections, complaints etc. are some of the areas that are ongoing on a regular basis	L3	To ensure sustainability and compliance for services. During 2016, RCCC supported a number of services with crisis management incl. sustainability, inspections, garda vetting, HR issues and RCCC identify this as an ongoing need within services. Referrals from TUSLA/Pobal/DCYA Continue interagency collaboration both at local and national level for better outcomes for children To ensure that parents have choice of affordable and quality childcare	Number of requests for information from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Tusla	Y		
<p>Output Indicator Results: Advertised through website, social media and weekly bulletins. 1 compliance workshop facilitated by Roscommon CCC with 2 services in attendance. Childcare services supported and advised on how to avoid a similar situation occurring going forward.</p> <p>Progress Achieved: 27 childcare services were supported with compliance issues following referral from Pobal. 3 community childcare services received intensive support from Roscommon CCC in relation to sustainability. CRO required updating for one service following liaison with Roscommon CCC and Pobal</p>									

Service Supports	Workforce Qualifications Roscommon CCC will continue to disseminate information to all childcare services and the childcare workforce and parents with regard to qualification requirement and continue to coordinate opportunities for continued professional development for the early years sector	L3	Roscommon CCC receive requests for training opportunities/requirements from childcare services and parents on a regular basis. Roscommon CCC update services on qualification changes, changes in regulation and under the different schemes example AIM This action is a DCYA priority	Number of childcare services staff that received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Local media	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Signposted to DCYA qualifications criteria. Roscommon CCC assisted a total of 3 services (1 community service and 2 private service) to submit their qualifications to DCYA for recognition. Roscommon CCC advertise ECCE, FETAC level 5 & 6 courses along with any ECCE Degree courses. Roscommon CCC facilitated an information evening on online ECCE degree programme with Chevron on 10th May 2017 which did not go ahead due to insufficient numbers. Roscommon CCC staff delivered 43 workshops to support the childcare workforce in County Roscommon.

Progress Achieved: 24 learners availed of learner funding in 2017 for degree level –see 1.6 Roscommon CCC staff delivered 43 workshops to support the childcare workforce in County Roscommon. **€18,000 Total approved by Roscommon CCC, administered and drawn down successfully.**

Policy	Staff CPD Roscommon CCC staff will attend any training/upskilling relevant to their roles	L3	The early Childhood Care & Education sector is constantly evolving and therefore CCC staff need to be fully trained and upskilled regularly to meet the training and support demands of the sector and as recommended by DCYA through the CCI structure	Number of CPD training events for Roscommon CCC staff	Ongoing	DCYA Roscommon CCC Pobal CCI Approved Training Providers	Y		
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<p>Output Indicator Results: Roscommon CCC staff attended a number of CPD days in relation to their roles within the company and in response to national CCC target driven delivery training programmes such as Children First, EDI and Siolta/Aistear and local collaborative initiatives with CYPSC/Tusla</p> <p>Progress Achieved: 2 x First Aid Certification. 1 x Children First Foundation & Refresher Level Trainer of Trainers (TOT). 1 x CAPA TOT. 3 x NSAI Siolta/Aistear Mentors. 1 x Pobal Compliance. 1 x Tusla Parents Champion Programme. Staff team competent in delivery of national programmes/training initiatives on behalf of DCYA.</p>									
<p>Service Supports</p>	<p>Meeting regulation and National Practice Frameworks Roscommon CCC will deliver a suite of workshops that will form part of Roscommon CCC Quality Initiative. “(Quality Provision Quality outcomes)”</p>	<p>L3</p>	<p>Roscommon CCC have received requests for assistance in this area through their annual census and interactions with childcare providers, Low cost, accessible CPD is a core component of Roscommon CCC support. The continued incremental building of knowledge, skills, experience and confidence is essential to developing a competent workforce and will strengthen the outcomes for children and families in line with “Better Outcomes Brighter Futures “ The national policy framework for children and young people 2014-2020 This action is a DCYA priority “Better Outcomes Brighter Futures “ The national policy framework for children and young people 2014-2020 This action is a DCYA priority</p>	<p>Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops</p>	<p>Ongoing</p>	<p>DCYA Roscommon CCC Service Providers Pobal CCI Approved Training Providers GRETB</p>	<p>Y</p>	<p>Roscommon CCC staff delivered 44 workshops throughout 2017 to support childcare providers in meeting compliance, quality and access and inclusion. 449 participants attended this training in 2017</p>	

Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC staff delivered 44 workshops throughout 2017 to support childcare providers in meeting compliance, quality and access and inclusion and child protection. 449 participants attended this training in 2017

Progress Achieved: 44 workshops and 449 participants attended training/CPD delivered by Roscommon CCC staff team in 2017

<p>Quality Standards</p>	<p>Aistear Aistear Pilot Project To support services to make improvements in quality using a combination of baseline assessments, workshops and one to one mentoring incorporating the implementation of the practice guide.</p>	<p>L3</p>	<p>In order to make a real impact on quality, starting with baseline support at this level in order to be fully prepared to engage with the national frameworks. Assessment, practitioners need intensive support at this level in order to be fully prepared to engage with the national frameworks. This action is a DCYA priority</p>	<p>Number of workshops hosted a by Roscommon CCC Number of participants attending Roscommon CCC workshops</p>	<p>Ongoing</p>	<p>DCYA Roscommon CCC Service Providers Pobal CCI Parents Local media DES</p>	<p>Y</p>		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. 1 staff member completed the TOT for the Aistear rollout which Roscommon CCC participated in as part of the National Aistear Pilot. Expression of interest forms were circulated to the services who met the criteria requirements and 7 services have signed up to participate in the Aistear pilot programme which commenced on 28th February 2017 and was completed on 30th May 2017. Comments from respondents on overall Aistear pilot: It was excellent but further support is vital for practitioners – Aistear training should be ongoing and coaching and mentoring should be readily available to support staff.

National evaluation- There was an evaluation of the Aistear pilot carried out at national level and the early indicators demonstrate that the results were very positive with services saying it was a much needed programme that was practical and enjoyable. 109 hours were allocated to Roscommon CCC for this pilot phase.

Progress Achieved: Plan agreed with Dept. Education & Skills and targets achieved. 7 services and 14 early years' educators participated in the Aistear pilot programme in Roscommon. This included 5 Aistear workshops and a 1 hour mentoring support visit with each participant following each workshop. The follow up mentoring support visits gave mentors an opportunity to observe Aistear being implemented and practice improvements within the service following the Aistear training workshops. Roscommon CCC was one of the CCCs nationally that delivered the Aistear Pilot programme and the national Siolta Programme. Funding allocated to Roscommon CCC for both these delivery programmes did not include preparation time or travel expenses which had to be met from Roscommon CCCs core budget.

Quality Standards	Quality Assessment To research, using an internationally recognised baseline toolkit (across 11 CCCs encompassing both urban and rural areas) what areas of service practice quality are most in need of improvement	Choose an item.	This action was incorporated into 3.12 and 3.14		Choose an item.				
Output Indicator Results: Advertised through website, social media and weekly bulletins. Progress Achieved: This action was incorporated into 3.12 and 3.14									
Quality Standards	Siolta Roscommon CCC will work closely with a number of childcare services to facilitate them to participate in the Siolta QAP. Roscommon CCC will deliver the Siolta awareness programme in county Roscommon	L3	Roscommon CCC staff have trained as Siolta Mentors and are in a position to deliver workshops and mentor a number of services depending on resources allocated to them This action is a DCYA priority	Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops Number of one to one service visits Number participating in Formal Siolta QAP Number of board of managements/owners who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents Local media DES	Y	3 services participated in the 5 Siolta awareness raising workshops 3 services with 7 participants attended these workshops. A further 2 introduction to the Siolta QAP process was delivered with 24 participants A further 3 services are engaged in the formal Siolta QAP process 9 one to one service visits were carried out with participating services	

Output Indicator Results: Advertised through website, social media and weekly bulletins. 3 Staff trained as Aistear Síolta mentors and a plan was devised to deliver 64.5 hours direct contact time with services under the Síolta rollout in Co. Roscommon.

Progress Achieved: 3 services participated in the 5 Síolta awareness raising workshops. 3 services with 7 participants attended these workshops. A further 2 introduction workshops to the Síolta QAP process was delivered with 24 participants. A further 3 services are engaged in the formal Síolta QAP process with Roscommon CCC.

9 one to one service and mentoring visits were carried out with participating services. Roscommon CCC delivered 5 Síolta workshops on the 16 standards of Síolta along with 25 other workshops to support services in meeting regulation and implementing the national practice frameworks. Roscommon CCC will continue to support these services with their quality provision throughout 2018. Roscommon CCC was one of the CCCs nationally that delivered the Aistear Pilot programme and the national Síolta Programme. Funding allocated to Roscommon CCC for both these delivery programmes did not include preparation time or travel expenses which had to be met from Roscommon CCCs core budget.

Policy	Child Protection Training Continue to implement the Children First National Training Programme for the Early Years Sector. Deliver Foundation level Child Protection & Welfare training in compliance with national targets. Offer refresher training to participants who trained in year 1 of the National programme in line with best practice and national guidelines.	L3	DCYA priority as part of the 3 year national roll out of Child Protection training to all staff working in early years services This action is a DCYA priority	No of foundation courses held No of Refresher courses held No of participants in total	Ongoing	DCYA Roscommon CCC HSE/Tusla Service Providers	y	.	
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Output Indicator Results: Advertised through website, social media and weekly bulletins. 1 x staff member trained as TOT for Children First delivery and support. National Children First CPD days attended. Reports submitted nationally on monthly basis. Supported services with one to one support on referrals regarding child protection concerns.

Progress Achieved: 8 Child Protection courses have been delivered in Roscommon during 2017. Five of those were Foundation level courses and three were Refresher courses for those that had attended the foundation training in 2014. Total Trained in CF: 117 participants, 75 of which attended Foundation level and 42 attended Refresher training.

Services have staff trained in Children First

Policy	Designated Persons Training This action did not go ahead as there was no TOT nationally						N		
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Quality Standards	Child Protection Policy Implementation Promote the best practice CP policy guidelines. CPD of early year's practitioners by delivering Child Protection & Welfare Policy Implementation workshops and one to one policy development support.	L3	This action is a DCYA priority and a requirement under new childcare regulations	Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents Local media	Y		
<p>Output Indicator Results Advertised through website, social media and weekly bulletins. Roscommon CCC delivered 3 CF Policy development & support workshops 9 participants from 9 separate services attended this training in 2017. Roscommon CCC have delivered 3 workshop on the development of Child Protection Policy to meet the individual needs of services in Roscommon. .</p> <p>Progress Achieved: Roscommon CCC reviewed the child protection policies of the 9 childcare services who attended training and gave them feedback/support on their CP policies so they would be compliant with preschool regulations</p>									
Quality Standards	PIP Roscommon CCC will continue to support early childhood services in Roscommon to engage with PIP through e mail, phone and 1-1 support as required Information workshop on PIP for service providers using a PIP test tool	L3	Interaction on PIP a requirement to engage in National Childcare Programmes and AIM This is a DCYA priority	Number of board of managements/owners who received one to one support	Ongoing	Service Providers Pobal CCI Roscommon CCC	Y		
<p>Output Indicator Results Advertised through website, social media and weekly bulletins. 57 services were supported with registrations. Pau, contracts, Fee policies, calendars, Aim applications, early years Capital, force Marjorie from storm Ophelia, TEC allocations, non-contact payment and new applications</p> <p>Progress Achieved: 57 childcare services in Roscommon actively engaging with PIP and updating their national programme requirements online</p>									

<p>Policy</p>	<p>Roscommon CCC Research Roscommon CCC will conduct local research to inform the implementation of national policy and Roscommon CCC LIP. Roscommon CCC will also conduct research through CCI as requested by DCYA Roscommon CCC will carry out research and collection of data as requested by DCYA and will liaise with Pobal Roscommon CCC will use Survey Monkey and other data information/gathering systems including CSO, to collate specific information as required</p>	<p>L3</p>	<p>Our annual Census/survey /CSO and interactions with stakeholders keeps Roscommon CCC informed of the needs of the local early childhood sector. This action will be measured by Roscommon CCC annual census report DCYA require up to date data per county to feed in to national policy programme planning. This action is a DCYA priority</p>	<p>Number of workshops hosted by Roscommon CCC Number of participants attending Roscommon CCC workshops</p>	<p>Ongoing</p>	<p>DCYA Roscommon CCC Service Providers Pobal CCI Parents CSO Local media</p>	<p>Y</p>		
<p>Output Indicator Results: Advertised through website, social media and weekly bulletins. Roscommon CCC distributed 12 surveys in 2017 on behalf of DCYA, Pobal and interagency groups Roscommon CCC distributed 45 weekly news bulletins in 2017. Roscommon CCC had 8 media releases in 2017. Roscommon CCC had 4 newspaper articles/advertisements in 2017. 2 information stands in local community services regarding single affordable childcare scheme. 1 supermarket information morning on the single affordable childcare scheme.</p> <p>Progress Achieved: Parents and childcare services kept informed of developments locally and nationally. Roscommon CCC commissioned a research project on the ECCE sector in Roscommon which will be finalised in 2018.</p>									

Service Supports	Map progress of childcare sector Map progress of childcare sector and identify gaps/capacity in provision in County Roscommon as we approach the 15 years anniversary of RCCC as local DCYA agent.	L3	The changes early childhood sector in Co Roscommon needs to be mapped and documented for capacity going forward and in preparation for the single affordable childcare scheme This action is a priority for Roscommon CCC Board to assess local needs and gaps	Number of board of managements/owners who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents CSO Local media	Y		
<p>Output Indicator Results: Roscommon CCC commissioned an Area based analysis to look at the work of the company and the childcare sector locally. Tender process agreed and external person appointed to carry out this research on behalf of Roscommon CCC in conjunction with Sligo, Leitrim and Longford CCC's. Meetings conducted with external facilitator and management group who oversaw the process on behalf of 4 CCCs. Roscommon CCC contacted childcare services in Roscommon and this information was then forwarded to the external company for inclusion in the area based analysis. This area based analysis will be finalised in 2018.</p> <p>Progress Achieved: Draft document presented to Roscommon CCC Board for final input. Roscommon CCC, parents, childcare services and local agencies have a local reference document in relation to childcare development locally. Publication to be finalised early 2018.</p>									
Service Supports	Clerical support Roscommon CCC will work collaboratively with RIDC and Community services to support them with clerical support through the support of a TUS clerical worker	L3	This action did not progress in 2017						

Service Supports	Monkey survey Roscommon CCC will use Survey Monkey to establish cost of services having to engage auditors to prepare audited accounts and impact of same on sustainability of childcare services	L3	Roscommon CCC will use Survey Monkey to establish cost of services having to engage auditors to prepare audited accounts and impact of same on sustainability of childcare services	Number of board of managements/owners who received one to one support	Q3	DCYA Roscommon CCC Service Providers Pobal CCI	Y	This survey was sent to childcare services in July. Despite sending out reminders to services the response rate was very poor with only one childcare service completing this survey.	
Output Indicator Results This survey was sent to childcare services in July. Despite sending out reminders to services the response rate was very poor with only one childcare service completing this survey.									
Progress Achieved: As monkey survey was not very successful in this instance Roscommon CCC will endeavour to gather this information through our 2018 Census									
Policy	Roscommon CCC Communication Strategy In 2016 Roscommon CCC further developed their website to enhance the user experience The outputs for this action will be measured by the interactions of our overall communication strategy This action is a DCYA and RCCC priority	L3	It is of vital importance that there is an effective communication strategy in place to enable Roscommon CCC to communicate with services, parents and stakeholders in a timely manner This action is a DCYA priority	Number of childcare services staff that received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents Local Media	Y		
Output Indicator Results Roscommon CCC updates their website and facebook page on a weekly basis. There were 1743 hits on Roscommon CCC website. There were 1184 likes on our Facebook page. Roscommon CCC distributed 45 weekly bulletins in 2017. In addition each service has an assigned staff member for support, advice and mentoring supported in turn by the RCCC Manager.									
Progress Achieved: All services in County Roscommon kept up to date weekly. Roscommon CCC are members of the EROC Management Group, Local Childcare Interagency Group, Roscommon County Council Refugee Interagency committee, CYPSC, 0-3yrs subcommittee, Roscommon County Council Health & wellbeing committee, Tusla Parenting Support Forum, CCI and CCI task groups nationally. Through these forums Roscommon CCC have played an active part in many collaborative actions within the county. This has also been beneficial in sharing of information and progressing the early childhood care & education profile to other local and national agencies. We have worked closely with DCYA/Dept. Justice and other nationally to support the EROC in Ballaghaderreen.									
Roscommon CCC website updated and user friendly. The weekly bulletins are proving to be most helpful to the local County Roscommon sector. Roscommon CCC have set up a jobs page in late 2017 due to the demand for support in this area. Roscommon childcare services can now advertise vacancies within their service directly on to Roscommon CCC website and this has been very active with service providers stating they find this very useful. Local agencies are requesting input from Roscommon CCC in relation to the ECCE sector for their plans and this is welcomed.									

Policy	Communication with Stakeholders Roscommon CCC has developed internal procedures for the dissemination of information to childcare providers, parents, local and national agencies, media, key stakeholders through the medium of social media, direct contact and by Roscommon CCC Website, email dissemination and media strategy	1	Roscommon CCC will continue to communicate policy/regulation updates on behalf of DCYA to parents, services and stakeholders in an effective manner through email, phone, website, facebook, media and post Roscommon CCC will distribute 6 bi monthly newsletters through email, phone, website, facebook, media and post Roscommon CCC will distribute 6 bi monthly newsletters	Number of requests for information from childcare services Number of requests for information from parents Number of information workshops hosted by Roscommon CCC Number of Board of managements who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal CCI Parents Local Media	Y		
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Output Indicator Results Roscommon CCC distributed 45 weekly bulletins in 2017. Roscommon CCC hosted 44 workshops in 2017 with 99 services and 451 participants Roscommon CCC distributed 45 weekly bulletins in 2017. Roscommon CCC staff contact services and childcare staff by phone on a weekly basis and sometimes on a daily basis to ensure they are aware of important developments in the sector. Weekly bulletins and email updates to agencies and elected representatives. Media articles in local papers on the national childcare schemes, AIM and EDI and the single affordable childcare scheme. Contributed to CYPSC and Roscommon County Council and other agency plans.

Progress Achieved: Stakeholders in the early year's sector kept informed on a weekly basis and in a timely manner. All services in County Roscommon kept up to date weekly. Local agencies and elected representatives updated and liaised with as required. Roscommon CCC are members of the EROC Management Group, Local Childcare Interagency Group, Roscommon County Council Refugee Interagency committee, CYPSC, 0-3yrs subcommittee, Roscommon County Council Health & wellbeing committee, CCI and through these forums have played an active part in many collaborative actions within the county. This has also been beneficial in sharing of information and progressing the early childhood care & education profile to other local and national agencies. We have worked closely with DCYA/Dept. Justice and other nationally to support the EROC in Ballaghaderreen. Roscommon CCC website updated and user friendly. The weekly bulletins are proving to be most helpful to the local County Roscommon sector. Roscommon CCC have set up a jobs page in late 2017 due to the demand for support in this area. Roscommon childcare services can now advertise vacancies within their service directly on to Roscommon CCC website and this has been very active with service providers stating they find this very useful. Local agencies are requesting input from Roscommon CCC in relation to the ECCE sector for their plans and this is welcomed. There was a notable increase in Parents contacting Roscommon CCC in 2017 in relation to AIM and entitlements for the national childcare scheme. Roscommon CCC remained an active participant in the CCI national structure and its various task groups.

APPENDIX 3

4. To continue to provide information and support to parents, including referrals and signposting to other services or agencies
- Access to early years services
 - Quality early years provision including compliance with current regulations and funding programme rules
 - Family/parenting support services

Achievements as at 31 December 2017

REF	Key Planned Action	Level	Rationale for action and level of delivery	Output	Time	Name of partners	Action Completed Y/N	Output Indicator Results	Comment on the progress achieved against this core work priority including any corrective action (s) taken during the year. (Max 200 words)
Access to Services	Delivery of the National Diversity, Equality and Inclusion Guidelines to the early years sector	L3	This is a DCYA priority	Number of information workshops hosted by the City/County Childcare Committee	Ongoing	DCYA Roscommon CCC Service Providers CCI	Y	g the course	

Output Indicator Results: Advertised through website, social media and weekly bulletins. The Access and Inclusion model demanded a lot of support from Roscommon CCC as service providers and parents required assistance with accessing the different levels of support required. Service Providers received DEI training and this supports children from a diverse range of backgrounds Support to services to develop their inclusion policies. Information and support delivered to parents and the wider public on AIM. Liaised with Tusla intervention teams and Better Start Inclusion Specialists in supporting services and parents access AIM. Programme delivery planned. Targets met. Reports completed and submitted nationally through CCI.

Progress Achieved: Roscommon CCC supported the delivery of AIM at local level. Backfilling of Roscommon CCC CDO post was successful and targets met on addendum funding. 5 National Diversity, Equality and Inclusion guidelines training programmes delivered locally to the early year's sector in 2017 with 38 participants, however 36 completed the full training.

<p>Access to Services</p>	<p>Support the implementation of AIM-Access and Inclusion Model within early years services in County Roscommon Support will be given in the form of information workshops, phone support, dedicated website page and workshops</p>	<p>L3</p>	<p>This action is a DCYA priority This is a new national programme for the Early Years sector. Therefore it is vital that childcare services, children and parents are supported on an ongoing basis as the cohort of families will evolve on an annual basis. Roscommon CCC has had ongoing requests from both childcare services and parents since the introduction on AIM. Roscommon CCC were integral in the development stages of this model through CCI</p>	<p>Number of requests for information from childcare services</p>	<p>Ongoing</p>	<p>DCYA Roscommon CCC Service Providers CCI Parents Local Media</p>	<p>Y</p>		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Workshops delivered and information disseminated. Targets met. Reports completed and submitted nationally through CCI

Progress Achieved: Roscommon CCC supported the delivery of AIM locally. 622 people were supported with Aim implementation in 2017. Roscommon CCC facilitated 6 AIM information workshops Roscommon CCC supported the delivery of AIM locally, with 66 participants. Roscommon CCC dealt with 48 requests for support with AIM from Parents directly by phone. 48 parents contacted Roscommon CCC directly for additional information on the access and inclusion model processes

Access to Services	Inclusion Policy for services 1-1 support to services on developing an Inclusion Policy in line with the National Charter for Inclusive Practice	L3	To implement an Inclusion Policy which is individual to their service in line the Charter for Inclusive Practice	Number of requests from childcare services Number of policies reviewed	Ongoing	DCYA Roscommon CCC Service Providers Pobal	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Workshops delivered and information disseminated Targets met. Reports completed and submitted nationally through CCI.

Progress Achieved: Roscommon CCC supported the delivery of AIM at local level. 9 services fully completed their inclusion policies in 2017 with support from Roscommon CCC with an additional 13 services having their policies reviewed by Roscommon CCC for review by the services.

Access to Services	Aim Applications Roscommon CCC will facilitate 1-1 support to services applying for supports under level 4 & 5	L3	This support was requested by service providers	Number of childcare services that received one to one support Number of requests from parents Number of parents who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers Pobal Parents	Y		
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Output Indicator Results: Advertised through website, social media and weekly bulletins. Workshops delivered and information disseminated. RCCC have directly supported 14 services to make direct referrals to Better Start Inclusion service under level 4. This was done through one to one office support assisting services with the child profile and advising them of the process involved and the need for parental involvement. RCCC have directly supported 3 services to make direct referrals to Better Start Inclusion service under level 5 – Equipment, Appliance, Minor Alteration Grants. 48 parents received one to one support with Aim applications. Reports completed and submitted nationally through CCI.

Progress Achieved: Roscommon CCC supported the delivery of AIM at local level.

Access to Services	LINC applications Roscommon CCC will facilitate support session for early year's practitioners participating on the programme Leadership for Inclusion in Early Years Programme – (LINC)	L3	Roscommon CCC will facilitate cluster group support session for early year's practitioners participating on the programme Leadership for Inclusion in Early Years Programme –. (LINC)	Number of requests from childcare services Number of staff who received one to one support	Ongoing	DCYA Roscommon CCC Service Providers LINC	Y		
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Output Indicator Results:

Progress Achieved:

57 services were supported with information on the LINC programme.
 10 services were given one to one support with their LINC application and identifying a person from their service to participate on the LINC programme
 3 individual staff received support with their LINC application
 19 participants successfully graduated from the 2016/2017 LINC programme. Currently for 2017/2018 Roscommon County has 10 participants enrolled in the LINC Programme. Participants stated that the programme has a positive impact on their practice

Access to Services	AIM parents support Roscommon CCC will support the implementation and disseminate information and give phone support to parents in relation to the AIM Model – Access and Inclusion Model,	L3	This is a new national programme for the Early Years sector. Therefore it is vital that parents are supported on an ongoing basis. This action is a DCYA priority	Number of requests for information from parents	Ongoing	DCYA Roscommon CCC Service Providers Parents	Y		
<p>Output Indicator Results: Advertised through website, social media and weekly bulletins. Workshops delivered and information disseminated 48 parents received one top one support with Aim applications. The supports varied in relation to general dissemination of information to parents and 7 parents signposted to outside agencies, 9 queries in relation level 5 applications, 12 queries in relation to what level 7 is and how can they as parents avail of this level and 5 private messaged to parents who messaged Roscommon CCC facebook page and the other 15 queries in general about AIM and when their child could access the model. Roscommon CCC hosted a coffee morning for parents to inform them of the Access and Inclusion Model. Reports completed and submitted nationally through CCI</p> <p>Progress Achieved: Roscommon CCC supported the delivery of AIM at local level. Parents made aware of Aim through one to one phone support, local media and RCCC social media and website</p>									
Access to Services	Aim Referrals to Better Start Roscommon CCC will refer services to Better start inclusion service	L3	This is a new national programme for the Early Years sector. Therefore it is vital that early years services are supported on an ongoing basis. This action is a DCYA priority	Number of requests for information from childcare services	Ongoing	DCYA Roscommon CCC Service Providers Parents Outside agencies Local media Better Start Inclusion Service	Y		

Output Indicator Results: 19 Childcare services are supported by Roscommon CCC to refer into Better Start. Referral protocol disseminated through website, bulletins, email and face book at local level.
Progress Achieved: Roscommon CCC supported the delivery of AIM at local level. Parents made aware of Aim through one to one phone support, local media and RCCC social media and website. Services were informed of Better Start.

Access to Services	AIM collaborations Interagency collaborations Presentations to agencies AIM database-7 levels	L3	This is a new national programme for the Early Years sector and Roscommon CCC are collaborating with outside agencies on the dissemination of information and updates in relation to AIM	Number of Information workshops hosted by City/county childcare committees Number of attendees at workshops	Ongoing	DCYA Roscommon CCC Service Providers Parents Outside agencies Local media Better Start Inclusion Service	Y		
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Output Indicator Results: Roscommon CCC hosted 2 workshops for local agencies with Tusla Early Intervention Team and Brothers of Charity and updated all local agencies on AIM.
 21 participants attended these workshops
Progress Achieved: Roscommon CCC supported the delivery of AIM at local level.

Service Supports	Compliance and Regulation Roscommon CCC will support childcare services with regulation, compliance and sustainability issues, through 1-1 support, cluster group support	L1	This action is a DCYA priority Pobal Referrals to and fro Pobal FIRs Tusla referrals	Number of Information workshops hosted by City/county childcare committees	Ongoing	DCYA Roscommon CCC Service Providers Tusla Parents CCI	Y		
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Output Indicator Results: 1 x staff member attended Pobal compliance training. Roscommon CCC delivered Pobal compliance workshop and other various workshops to support services to be compliant with funding and regulation. In 2017, 24 compliance visits were carried out by Pobal. 10 services were fully compliant, 8 services had a major non-compliant, 5 services had a minor compliant and 1 service had a special advisory. Roscommon CC contacted all the services with compliance issues to ensure they were rectified and that services were fully aware of the seriousness of noncompliance going forward. Roscommon CCC also made services aware that that non-compliance may affect future non-contact time payments.

Progress Achieved: Roscommon CCC delivered 44 workshops with 449 participants during 2017. These workshops supported all areas of compliance including engagement with the two national frameworks Aistear & Siolta and AIM the access and inclusion model, childcare regulations and Pobal compliance Roscommon CCC delivered a compliance workshop and followed up with all services that had compliance issues in 2017. These issues have been addressed by the services with support from Roscommon CCC.

Policy	<p>Parents Champion Programme Delivery of 50 Key Messages under the Parenting Champion programme in conjunction with Tusla/CYPSC Dissemination of information to childcare services and P & T groups in relation to parenting courses available to parents Website updates/Facebook/Newsletters/e mails</p>	L1	<p>Identified need under family support services through collaboration with Tusla/CYPSC RCCC is one of the 5 parenting champions for County Roscommon collaborative action with partner agencies through CYPSC plan of which RCCC is a key partner for local delivery/supports</p>	Number of requests for information from Parents	Ongoing	DCYA Roscommon CCC Service Providers Tusla Parents Local Media	Y		
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Output Indicator Results: 1 x staff member trained as Tusla parent Champion. Attended Tusla/CYPSC meetings and Parents Champion network. Advertised Parents Champion through website, social media and weekly bulletins. Collaborated on delivering key messages to parents through P & T groups, Roscommon CCC website, face book and weekly bulletin. Roscommon County Childcare Committee, Parent Champion gave a presentation to the National Learning Network Meeting in November 2017.

Progress Achieved: 1 Strategic plan in the developmental stage for County Roscommon for parents champion through Tusla. 17 Number of requests for information from parents. 1 website developed focusing on the 24 Seven programme. 24 seven information sent out to 2 Parent and Toddler Groups.

Policy	Transition Booklet Roscommon CCC in collaboration with Galway CCC and CYPSC developed a transitional booklet for children moving from ECCE to Primary school and delivered a pilot programme. This was distributed to all services in Roscommon in 2016. Roscommon CCC will follow up with 6 groups & the national schools the children attend to map the implementation of the transition booklet in ECCE transition to Primary School	L1	This was a considerable investment for Roscommon CCC in terms of staff time and collaborative interagency work. Therefore it will be of benefit to measure the impact of this initiative for inclusion in Roscommon CCC local supports to services	Number of Requests for information from childcare services	Q3	Roscommon And Galway CCC Tusla Roscommon and Galway CYCSP Service providers National Schools	Y		
Output Indicator Results: Roscommon CCC member of CYPSC, contributed to plan and attended CYPSC meetings during 2017. Progress Achieved: The Roscommon CCC in conjunction with CYPSC transition booklet was popular this year with 19 services requesting them for children who were moving from ECCE to primary school. Services supported with children’s transitions.									
	Collaboration/Engagement with Stakeholders	L3	Support RCCC LIP and other local agency plans in the development of the sector	Number of Collaborations Number of Meetings	Ongoing	All local & National agencies	Y		

Output Indicator Results: CYPSC Collaborations & Meetings attended. GRETB collaborations & Meetings attended. Tusla Collaborations & Meetings attended. CCI Collaborations & Meetings Attended. Roscommon CCC Board Meetings.

Progress Achieved: CYPSC- CYPSC/Roscommon CCC Transition project completed and booklet published, 4 CYPSC meetings attended. 0-3 yrs old Healthy Project Commencing in 2018, 2 meetings attended in 2017. **Tusla** – Roscommon CCCs local delivery of Children First National Programme/ Parents Champion Programme delivered, 4 meetings, EROC Funding Proposal Submitted & development/implementation ongoing, 4 meetings. Roscommon CCC Childcare Services Policies & Procedures Guidelines in consultation with Tusla ongoing and to complete in 2018. **County Playday-** Held in July 2017 with Roscommon Sports Partnership/Roscommon County Council/FAI/Lough Key Forest Park, 4 planning meetings

CCI – Active member of CCI & CCI task groups, 5 meetings, surveys & submissions submitted to DCYA through CCI

Dept. Education & Skills – NSAI Siolta/Aistear Implementation and mentoring delivered at local level

Dept. Justice – Member of EROC management Committee to establish a childcare service onsite. 4 meetings

DCYA – 4 EROC Meetings & Liaison

EROC Local Interagency Group – 8 meetings

Roscommon County Council – **Refugee** Interagency Committee, 2 meetings. **LCDC** , 1 meeting **LEO**, 4 meetings

Roscommon Leader Partnership – 5 meetings

<p>Policy</p>	<p>Emergency, Reception and Orientation Centre (EROC).</p> <p>Roscommon CCC in collaboration with Roscommon Leader Partnership, supported by the Tusla, DCYA and Department of Justice and Equality propose to deliver a childcare service and provide family support to families in the EROC</p>	<p>The need for a childcare facility was identified due to the establishment of the EROC in order from parent to avail of English language classes.</p>		<p>Ongoing</p>	<p>Roscommon Leader Partnership Roscommon County Council Tusla DCYA Department of Justice and Equality</p>	<p>N</p>		
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Output Indicator Results: Roscommon CCC is a member of the EROC Management Committee at the request of DCYA and Dept. Justice. Local Interagency Management Committee (Roscommon CCC, Roscommon Leader Partnership (RLP) and Tusla) was set up and chaired by the Manager of Roscommon CCC to oversee the delivery of an onsite early childhood care and education service. A joint funding proposal by the Local Interagency Management Committee was submitted to Tusla in late August 2017 and was subsequently approved for the pilot phase of the project which will commence in January 2018.

Progress Achieved: 3 management meetings and 4 local Interagency Management Committee meetings were held and attended by Roscommon CCC. Funding Proposal devised between Tusla/Roscommon CCC & Roscommon Leader Partnership (RLP) and submitted for approval by Tusla. Recruitment drive undertaken in late December 2017 and the following will take up positions in January 2018.

- 1 Part Time Childcare Development Officers post to coordinate the project (employed by Roscommon CCC)
- 2 Early Years Educators post (employed by RLP)
- 2 Family Support Workers (employed by Tusla)

Funding of approximately €30,000 to equip the ECCE room is part of this pilot phase. Roscommon CCC will line manage the childcare project officer and childcare staff under a service level agreement. Roscommon CCC is the agreed lead agency to drive the project from planning to development to opening stage.

Meetings were ongoing with DCYA who were impressed with the interagency approach Roscommon CCC had taken the lead on locally and requested that our pilot phase would have learning for other EROCs nationally. 2 meeting were held with Roscommon Leader Partnership to support them with the Tusla registration process. 2 meetings was held with the engineer's and architect's to establish plans for built of the childcare service, recommendations from Roscommon CCC will be incorporated in to the draft plans. Roscommon/Waterford/Kildare CCCs working collaboratively and sharing information and learning to support the three EROCs nationally. Roscommon CCC delivered a six week programme with the families that are not attending English classes which focussed on play, child development and health & safety. Roscommon CCC submitted proposed costings and space requirement for the childcare service within the EROC at the request of the DCYA. The DCYA have been working intensely in conjunction with Roscommon CCC in establishing floor funding for the EROC and requested Roscommon CCC to meet with DCYA and Kildare and Waterford County Childcare Committees who have EROCs within their counties to progress further. It was agreed that the Department of Justice & Equality would provide funding for the modular childcare onsite unit and that Roscommon CCC would be the lead agency to liaise and progress plans with the contractor, architect and Tusla to submit the new registration process. Roscommon CCC have submitted revised proposed costings and space requirements for the childcare service within the EROC at the request of the DCYA. The prospect of sourcing a log cabin within Ireland is being considered with a site established for the childcare facility. Meetings were ongoing with DCYA who were impressed with the interagency approach Roscommon CCC had taken the lead on locally and requested that our pilot phase would have learning for other EROCs nationally. 2 meeting were held with Roscommon Leader Partnership to support them with the Tusla registration process. 2 meetings was held with the engineer's and architect's to establish plans for built of the childcare service, recommendations from Roscommon CCC will be incorporated in to the draft plans. Roscommon/Waterford/Kildare CCCs working collaboratively and sharing information and learning to support the three EROCs nationally. Roscommon CCC delivered a six week programme with the families that are not attending English classes which focussed on play, child development and health & safety.

Intensive ongoing support is required by Roscommon CCC as the lead agency to have this onsite childcare service delivered in the first quarter of 2018.