

## VOLUNTARY CHILDCARE ORGANISATIONS



### IMPLEMENTATION PLAN 2020 TEMPLATE



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

4th



November 2019 @ 5pm

### SECTION ONE



#### Before you fill in your template

- Save a copy of the template to your computer.
- Make sure you have read the VCO IP Guidelines 2020. This describes what information is required to complete this template and the expectations for 2020.

#### Contents of this template

Section Two: Your board and governance details

Section Three: Your 2020 Implementation Plan

Section Four: Additional Actions

Section Five: Additional information (optional)

Section Six: Disclosures, Data Protection, Disclaimers & Submission

### Help with your template

If you have any questions in relation to completing this template please contact:



**eecu@pobal.ie**



**01-5117611**

## SECTION TWO

### YOUR BOARD AND GOVERNANCE DETAILS

2.1 Please review the pre-filled information and amend appropriately. Complete all blank questions.

#### Organisation Details

|  |  |                    |
|--|--|--------------------|
| <b>Legal Name of Organisation</b>                  | National Childhood Network   |                    |
| <b>Pobal Unique Reference Number (URN)</b>         | 845320H  |                    |
| <b>Address</b>                                     | Unit 10D, M:Tek Building<br>Knockaconny<br>Co Monaghan                               |                    |
| <b>EIRCODE</b>                                     | H18YH59  |                    |
| <b>Organisation's website address</b>              | <a href="http://www.ncn.ie">http://www.ncn.ie</a>                                    |                    |
| <b>Legal Structure</b>                             | <ul style="list-style-type: none"><li>A Company Limited by Guarantee (CLG)</li></ul> |                    |
| <b>CRO Number</b>                                  | 289445   |                    |
| <b>Registered Charity Number</b>                   | <b>CHY 13061</b><br><b>20039653</b>  |                    |
| <b>Tax Clearance Access Number (TCAN)</b>          | 653584   |                    |
| <b>Financial Year End date</b>                     | 31/12/2019   |                    |
| <b>Primary Contact for the Implementation Plan</b> | Name   | Denise Mc Cormilla |
|  | E-mail Address   | denisem@ncn.ie     |

|                                   |                |  |
|-----------------------------------|----------------|--|
|                                   | Tel./Mobile    | 047 72469  |
| <b>Board Contact Person</b>       | Name           | Barbara Bolger   |
|                                   | E-mail Address | <a href="mailto:barbaraannbolger@eircom.net">barbaraannbolger@eircom.net</a> |
|                                   | Tel./Mobile    | 0879143155   |
| <b>Indicative Budget for 2020</b> | €240,000       |  |

## Details of your governance arrangements

### 2.2 Complete this table for your current board

| <b>Board member name</b> | <b>Position on the board</b> | <b>Relevant expertise</b><br><i>For example, Finance, HR, Childcare, Management, Governance, Legal, Project Management, Communication.</i> | <b>Enter the month and year this person was appointed to the board</b> |
|--------------------------|------------------------------|--|--|
| Barbara Bolger           | Chair                        | Governance, Legal, Management, Quality, Community Development practices  | September 19   |
| Marie Daly               | Company Secretary            | Legal Matters, Financial Management, Governance, HR, Social Enterprise   | June 09  |
| Imelda Graham            | Director                     | Early Years and SAC Consultant/ Facilitator Trainer/Author/<br>Former Siolta Mentor  | December 14  |
| Alice Forde              | Director                     | Finance, HR, Governance<br>Service Management<br>Extensive community development experience<br>Legal matters                               | June 12  |
| Mary Walker Callaghan    | Director                     | Governance, Management, Legal, HR  | September 19   |
| Marion Baker             | Director                     | Pre-school Advisor Early Years/High Scope consultant/trainer, project management   | January 17   |
| Mary Mc Skeane           | Member                       | Owner Manager Experience/<br>Higher level training dev and delivery/QQI expertise  | June 13  |
| Eilin Connolly           | Member                       | Business matters, Governance, Legal, Financial,  | April 16   |

| Board member name  | Position on the board | Relevant expertise<br><i>For example, Finance, HR, Childcare, Management, Governance, Legal, Project Management, Communication.</i> | Enter the month and year this person was appointed to the board |
|--------------------|-----------------------|---|---|
|                    |                       | Project Management<br>Communications /PR  |   |
| Gabriel O' Connell | Member                | Governance, Legal, Finance, HR<br>Project Management  | July 18   |
| Marie Russell      | Member                | Governance, Legal, Finance, HR/Owner Manager expertise  | <b>April 18</b>   |
| Mary Hall          | Member                | Legal, Financial, Governance<br>PR/Communication  | September 19  |
| Annette Coyle      | Member                | Community/<br>HR/Management/Finance   | September 19  |
| Aisling Silke      | Member                | Management, Childcare,<br>Business/Communication  | September 19  |
|                    |                       |   |   |

### 2.3. Frequency of board/management committee meetings.

|                                     |                   |
|-------------------------------------|-------------------|
| How often does your Board Meet?     | <b>Bi-Monthly</b> |
| If you choose other, please explain | Free text         |

**2.4 Board Sub-Committees.** Provide details on any sub-committees of your board or advisory committees to the board. Include details of their purpose and how often they report to the board.

| Name of sub-committee or advisory committee | Main purpose of the sub-committee or advisory committee                | Detail how often the committee reports to the board (monthly, bi-monthly, six monthly, annually or other) |
|---|--|---|
| Free text                                   | Free text  | Choose an item.   |
| <b>Staffing &amp; Finance</b>               | <b>To support and direct the CEO on staffing and financial matters</b> | <b>Bi-Monthly</b>   |
|   |  | Choose an item.   |
|   |  | Choose an item.   |
|   |  | Choose an item.   |

|   |           |
|---|-----------|
| <b>If you choose “other” for how often the sub-committee report” please explain</b> | Free text |
|---|-----------|

**2.5 Governance Code:** Provide details on any governance codes or good governance standards that your organisation has adopted or is in the process of putting in place, include expected completed date where relevant.

If you have not adopted/adopting any governance codes or standards, how often do you review your governance arrangements? Highlight any improvements you have made over the past 12 months.

- |   |
|---|
| <ul style="list-style-type: none"> <li>• NCN maintains its NSAI /ISO formats and updates/ adapts/devises new policies /procedures as required using the ISO format</li> <li>• As a receiver of HSE grant aid we are also obliged to use the HSE Governance self-evaluation system annually and ensure all our policies are in line with what the HSE expects of us. In 2018 we addressed any gaps identified in 2017 as requiring improvement.</li> <li>• We are working to complete the Charity Regulators Governance Code of Practice and will complete by June 2020</li> </ul> |
|---|

**2.6 Roles and Responsibilities:** Please submit with this template an organisation chart indicating the reporting structure within your organisation. Use the text box below to provide any relevant information to explain or support your organisation chart.

|  |
|--|
| We feel the organisational chart is self-explanatory |
|--|

**2.7 Financial Management.** Please provide an overview of the financial procedures and controls in place within your organisation to demonstrate good financial management, including financial reporting to the board and any grant administration processes. **(Limit to 500 words)**

**Please submit your signed Annual Financial Statements for 2018 if you have not already submitted these to Pobal. If the signed annual financial statement for 2018 is currently not available you must upload the most recent set of management accounts for 2018 or year-end accounts for 2018, which have been approved by your board.**

### **Uploaded**

NCN's financial transactions are guided by our Financial Procedures Document. The procedures refer to how NCN Board and relevant staff manage our financial transactions. Procedures are updated and amended as required throughout each year, with the Board approving whatever changes need to be made. Changes usually take place following our AGM when our Auditor may have made recommendations to the Board.

1 verbal/written quotation should be sought for goods costing up to €5,000

3 written quotations are required for goods costing between €5,001 and €25,000

A formal tendering process is required for good purchased costing greater than €25,000

### **PAYMENTS**

All invoices should clearly state the name, address and telephone number/contact details of the supplier, the goods ordered and the total cost together with a breakdown for individual items.

Authorisations can only be made by the CEO, Training Officer or a member of the Board who will not be signing the cheque and are not the cheque payee

There is an obligation on the authoriser to ensure that goods/services invoiced for have been received by NCN prior to authorising any documentation

Where possible the NCN will endeavour to pay for goods and services with regular suppliers through the use of the internet banking facility. The Finance & Admin officer/Training Development Officer or CEO will be responsible for setting up these payments. These payments will be authorised on-line by one other mandated Business 24 user who must be a director...

There must be at least four cheque signatories at any given time, all of whom must be either members of the NCN Board or permanent staff and these should be registered as such with the bank. All cheques/payment requests should be signed by at least two of the signatories one of whom must be a director and neither of whom can be the invoice authoriser or the cheque payee.

All payments greater than €3,000 must be approved by a member of the board by e-mail before they are paid and should be accompanied by 3 quotations where appropriate. Copy of email approval should be filed with the invoice. For goods/services costing more than € 5000, 3 quotes should be obtained

Cheques will not be made payable to cash (except for petty cash, maximum limit of €200).

A Tax reference number must be obtained from suppliers of goods and services over € 1,000 cumulatively in any 12 month period. Tax Clearance details must be obtained from suppliers of goods and services over € 6,349 cumulatively in any 12 month period.

**POBAL/DCYA**

A quarterly finance return is prepared and submitted to Pobal, in accordance with written guidelines and timeframe. These reports are considered and signed by the CEO and a member of the Board. A copy of all reports is kept on file.

**NCN BOARD**

A report outlining the NCN's budget and current levels of expenditure is submitted to the Board at each of its meetings – record of financial report for approval is noted in the minutes.

**AUDIT**

An audit is carried out and audited certified accounts prepared each year by an appropriate professional appointed by the NCN Board at its AGM.

**Other Funding Reporting**

Separate financial records and bank accounts are kept for all sources of funding and reports submitted directly to the funding agencies as required.

## 2.8 Policies:

Please submit the following policies with this template.

- Reserves Policy                      Draft **Currently with Accountant**
- Conflict of Interest Policy      ✓
- Apportionment Policy              **Not currently**

**Select the policies and procedures your board currently has in place.** Please note that these policies may be checked as part of an inspection or verification visit by DCYA or one of its agents.

| Policies  |                                     | Procedures  |                                     |
|---|-------------------------------------|---|-------------------------------------|
| Recruitment and Selection Policy<br><i>Within Financial Procedures &amp; Staff Handbook</i> | <input checked="" type="checkbox"/> | Staff Handbook  | <input checked="" type="checkbox"/> |
| Child Safeguarding Policy/Child Protection Policy   | <input checked="" type="checkbox"/> | Customer Charter<br><i>Mission &amp; Vision statement</i>                                   | <input checked="" type="checkbox"/> |
| Data Protection Policy  | <input checked="" type="checkbox"/> | Garda Vetting Procedures  | <input checked="" type="checkbox"/> |
| Discipline and Dismissal policy<br><i>Within Staff Handbook</i>                             | <input checked="" type="checkbox"/> | Disciplinary Procedures<br><i>Within Staff Handbook</i>                                     | <input checked="" type="checkbox"/> |
| Anti-bullying/Harassment Policy<br><i>Within Staff Handbook</i>                             | <input checked="" type="checkbox"/> | Financial Procedures  | <input checked="" type="checkbox"/> |
| Maternity Leave Policy<br><i>Within Staff Handbook</i>                                      | <input checked="" type="checkbox"/> | Grievance Procedures<br><i>Within Staff Handbook</i>  | <input checked="" type="checkbox"/> |
| Staff training and development policy<br><i>Within Staff Handbook</i>                       | <input checked="" type="checkbox"/> | Procedures for employment and issuing staff contracts<br><i>Within Financial Procedures</i> | <input checked="" type="checkbox"/> |
| Sick Leave Policy<br><i>Within Staff Handbook</i>   | <input checked="" type="checkbox"/> | Up to date bank mandate   | <input checked="" type="checkbox"/> |
| Code of Ethics/Code of Standards and Behaviour<br><i>With Board for consideration</i>       | <input checked="" type="checkbox"/> | <b>If you have any other relevant policies or procedures in place please list below</b>     |                                     |
| Alcohol and Drug Misuse Policy<br><i>Within Staff Handbook</i>                              | <input checked="" type="checkbox"/> | Free text   | Free text                           |
| Insurance Policy with relevant indemnifications   | <input checked="" type="checkbox"/> | Free text   | Free text                           |
| ICT/Computer Backup/Disaster Recovery Procedure<br><i>Within Financial Procedures</i>       | <input checked="" type="checkbox"/> | Free text   | Free text                           |
| Procurement Policy<br><i>Within Financial Procedures</i>                                    | <input checked="" type="checkbox"/> | Free text   | Free text                           |
| Communications Policy<br><i>Within Staff Handbook</i>                                       | <input checked="" type="checkbox"/> | Free text   | Free text                           |
| Fixed Assets Policy   | <input type="checkbox"/>            | Free text   | Free text                           |



**2.9** How often are your policies and procedures reviewed and updated by your board?

Annually, unless otherwise required but new policies will also be developed as the need arises

**2.10 Risk:** What are the key risks for your board in terms of implementing the 2020 Implementation Plan? For each risk identified, outline what strategies or mitigations have the board identified to reduce the risk.

| Identified Risks   | Risk Assessment  |                 | How the board is addressing each risk (strategies/mitigations)  |
|--|------------------|-----------------|---|
|  | Likelihood H/M/L | Impact H/M/L    |   |
| The vulnerable state of the sector currently poses a risk for the implementation of NCN's 2020 plan. Morale within the sector is at all-time low. Many providers and staff in both private and committee managed services feel overwhelmed with the challenges, rate of changes and burden of responsibilities they carry in addition to poor pay and conditions | H                | Choose an item. | Board and staff of NCN have been working to get a handle on all of the problems we observe through consulting with a broad range of stakeholders, documenting their feedback/comments and linking the problems back to the source of the difficulties/challenges. A report is currently being prepared that will highlight the many difficulties and suggestions for their address to the Minister and the DCYA |
|  | Choose an item.  | Choose an item. |   |
|  | Choose an item.  | Choose an item. |   |
|  | Choose an item.  | Choose an item. |   |
|  | Choose an item.  | Choose an item. |   |
|  | Choose an item.  | Choose an item. |   |
|  | Choose an item.  | Choose an item. |   |

**2.11** How often does the board consider and review these identified risks? In your response outline who is responsible for monitoring the risks identified.

In the past the board identifies risks on an annual basis when the annual operational plan is being prepared. Risks or challenges are also identified on a quarterly basis.

Going forward the Board will include risks as an agenda item at bi monthly board meetings

Risks are highlighted by the CEO/senior staff/Chairperson/Company Secretary

### Section Three

#### Your 2020 Implementation Plan

- Highlight any **operational improvements, challenges** or obstacles in relation to the delivery of DCYA priorities for 2020.
- Detail how the board will **monitor** progress and who will have responsibility for ensuring actions are delivered and will report to the board on progress.
- Provide details on any **collaborative work** with other organisations, bodies or agencies in 2020.
- Outline the **actions** you intend to implement in 2020 to ensure DCYA priorities for 2020 will be met.
- Provide your **staffing arrangements** for 2020.
- Provide a detailed **breakdown of your budget** for 2020.

## Operations

**3.1** What are the key operational challenges, issues or potential obstacles for your Board in delivering the 2020 Implementation Plan? *For example. Level of demand for specific supports and services, staffing, facilities, cash-flow.*

The key operational challenge for NCN in 2020 comes from the sector itself, the increasing difficulties, growing despondency, poor moral and significant stress that we witness among many providers and management staff in particular. This has impacted on the implementation of our 2019 plan and will impact on the delivery of our 2020 plan. We see so many feeling overwhelmed by the increasing responsibilities, pace and rate of change along with other challenges they face such as the re-registration process and significant costs arising from it, managing Government schemes to support parents and the rules pertaining to them, especially when they come into direct conflict with parent's needs; coping with late payments owed from the various Government schemes, managing the Pobal PIP system, dealing with the consequences of Pobal compliance visits and the fear of future visits not to mention staff turnover and staff leaving the sector altogether. In addition providers and staff are becoming less willing to engage in CPD opportunities that they are not paid to do, or that do not guarantee a financial return to the service such as that provided through LINC training or working to achieve a degree which in turn will lead to increased income coming into the service.

Many providers are declining the opportunity to participate in the Healthy Ireland Smart Start training programme, stating that they are not prepared to do the programme as it does not provide payment for CPD hours. A number have expressly stated that much as though they think the HISS training is valuable they are "chasing the money". Our plan to work with Barnardos in 2019 to develop and provide play based arts training has not materialised, yet we know the need for this training to enhance experiences for children is great.

All of these reasons combined with poor pay and conditions are impacting negatively on the sectors engagement with NCN and our engagement with the sector. There is a decreasing focus on children, a decreasing focus in the quality standards that truly matter and on promoting children's health, well-being, learning and development. Given all the investment and money spent in relation to childcare in recent years, this is an unfortunate situation to say the least. Having to highlight this situation and that Government developments and the expectations of many are taking the focus away from children in the 30<sup>th</sup> year since the ratification of the UN Convention on the Rights of the Child these difficulties is also unfortunate.

There is a risk also in 2020 that as a result of the pressure within settings we may find maintenance of provider engagement in both our Cross Border projects may decline.

As an organisation that has always supported and promoted the quality agenda, with children at the heart of service provision, we are concerned that our continued focus on quality matters is threatened.

**3.2 Highlight any operational changes or improvements that your Board intends to make in 2020 to ensure the delivery of the DCYA priorities for 2020 or to improve the quality of supports and services provided?**

In preparing to try and address some of the challenges named above, NCN has already put a request to DCYA to make CPD funding available for the Healthy Ireland Smart Start (HISS) Programme. We are also:

- working with the HSE to find different ways to raise the profile of services that have participated in the HISS programme and achieved the HI award so that increased parental and public recognition for this valuable work will encourage providers to participate in future programme delivery
- Re-establishing the HISS Help Desk and support system to assist providers and staff in fully implementing the current and revised HISS programme. Also the Help Desk will inform and support HISS trainers to better support practitioners during the delivery of the HISS training. The Help Desk helps build the capacity of providers and staff to carry out the new Self Evaluation process and submit for validation to achieve the Healthy Ireland Award. It further assists providers with their Tusla Inspection Reports where non-conformances are highlighted
- Documenting in a systematic way the issues/challenges arising as a result of policy development and national initiatives and feed these back to the relevant Department/agency or group
- exploring different ways to raise the profile of the sector committed to the delivery of quality services and who continue to work in spite of all the challenges to support parents put children's holistic development at the heart of provision and practice

**3.3** Is your board planning any other significant changes or developments which may impact on the delivery of the DCYA priorities and your Implementation Plan for 2020?

In collaboration with the HSE and DCYA, NCN is planning to pilot the delivery of new content for an expanded HISS programme targeting staff working with babies and toddlers in center based and registered childminding services.

NCN is also planning to work with the Co Monaghan CYPSC to organise and facilitate a special national event for all CYPSC's and Local Authority staff involved in developing opportunities for play within the community, using the experience and expertise of Play Board Northern Ireland to inform and complement current work in this area. Our plan is to organise a one off event in Q1 that will help inform, stimulate, support and enhance the development and provision of play opportunities for children.

Continuation, dependent on funding, to oversee the continued delivery of the Lifestart Growing Child programme in Monaghan

Possibly working with TU Dublin (Blanchardstown campus staff) and other members of our Apprenticeship Consortium to progress the development of level 7 Apprenticeship Degree programme

From a governance perspective, NCN plans to meet the requirements of the Charity Regulator's code of practice in 2020. Actions and other work priorities have always prevented this from happening in the past

Possible development of a three- four year strategic plan

**3.4** Indicate who within your organisation is responsible for the delivery of each DCYA Priorities for 2020.  
Do not enter board or staff names. Please enter job titles or board titles.

|          | <b>Core Work Priorities for 2020</b>   | <b>Lead Responsibility</b>                                 |
|----------|--|--|
| <b>1</b> | Support DCYA in the delivery of National Childcare Programmes  | <b>CEO</b>   |
| <b>2</b> | Provision of support and training to your members and parents  | <b>NCN Siolta/Aistear Manager<br/>Training Dev Officer</b> |
| <b>3</b> | Contribute to National Policy Development and participation in national collaborations to develop and improve quality standards in childcare | <b>CEO and Siolta /Aistear Manager<br/>/TDO/ID Officer</b> |

**3.5** How will the Board monitor progress and ensure that all actions and targets are achieved as detailed in the Implementation Plan for 2020?

Through:

- Reading and analysing progress reports received on a monthly basis from staff
- Bi monthly Chair /CEO meetings
- Discussing any issues that arise from staff reports at Bi monthly Board meetings

## Collaboration

**3.6** Is your board planning to collaborate with another organisation(s), body or agency to deliver specific actions included in your 2020 Implementation Plan? If yes, provide the name of the organisation, body or agency and detail the nature of the proposed collaboration. **Please include planned or proposed collaboration with City/County Childcare Committees, via Childcare Committees Ireland (CCI).**

NCN plans to:

- Collaborate with CCC's and CYPSC's to seek their support for the delivery of the HISS programme
- Collaborate with Barnardos to provide information on arts based play experiences on line drawn from our joint publication *Explore, Play and Learn through the Arts in Pre-school Services*.
- Collaborate with Arts based organisation (The Ark, Recreate, Kids Own and Barbaro to help us promote and highlight the need for all children to have access to arts based play experiences in ELC and SAC settings.
- Collaborate with Barnardos to publish the third edition of the Legislation Handbook
- Collaborate with Artistic Director Anna Newell, The Ark, CYPSC's to facilitate delivery of a number of special arts based performances for babies funded by the Arts Council as well delivery of some special training for early years staff working in a small number of settings
- Collaborate with other VCO's /other stakeholders in organizing National Childhood Services Week in to highlight the value of quality services
- Collaborate with other support groups for the sector and a percentage of service providers to identify barriers to the delivery of quality services, document these and present as necessary to the DCYA
- Collaborate with ECI and other VCO's in carrying out a collective review of the Siolta quality framework

## 2020 Implementation plan

| Information Required    | Explanation  |
|-------------------------|--|
| <b>Reference</b>        | You must choose <b>one of the following “references” from the dropdown list</b> in the tables below for each action included in the plan. The reference indicates the National Programme or specific work area the action relates to.[Options: ECCE, TEC, CCS, CCSP, CCSU, CCSRT, NCS, Capital Grants, Learner Funds, Síolta, Aistear or strategic actions e.g. <b>quality standards, services, training, information and guidance, policy development, national collaboration</b> ] |
| <b>Action</b>           | Key individual tasks which will be completed by the Voluntary Childcare Organisation to deliver the core work priorities for 2020. This is a free text box in the tables below.  |
| <b>Rationale</b>        | Explain the reason/identified need for the specific action.  |
| <b>Output Indicator</b> | Output indicators are the measures used to demonstrate what is produced by an action. <b>NOTE:</b> For the purposes of this plan you are required to input for each action at least one output indicator from our predetermined list, refer to our IP Guidelines for this list and <u>how to add more than one indicator from our list</u> . You will be required to report progress to Pobal and DCYA on these indicators.  |
| <b>Time</b>             | Indicate the quarter in which your action will be undertaken in 2020 from the dropdown list i.e. Q1 (Jan-Mar); Q2 (Apr-Jun); Q3 (Jul-Sept) Q4 (Oct-Dec); if an action is ongoing throughout the year, choose the ongoing option.   |
| <b>Partner</b>          | If applicable, list any organisations that are involved with the Voluntary Childcare Organisations in co-ordinating the action, or will contribute (financially or otherwise) to this action or will participate in this action. This is a free text box.  |

Note: To add extra lines to the tables below refer to our guidelines page 14.



### 3.7 Outline the key actions for Core Work in 2020

| <b>To support DCYA in the delivery of national childcare programmes including any extension of, or amendments to these programmes in 2020.</b><br>Early Childhood Care and Education Programme (ECCE), Community Childcare Subvention Programme (CCS), Training and Employment Childcare Programme (TEC), Community Childcare Subvention Plus (CCSP), CCS Universal (CCSU), CCS Resettlement and Transition (CCSRT), National Childcare Scheme (NCS), Early Years Capital, Learner Funds , Access Inclusion Model (AIM) |                           |  |  |                        |                         |
|---|---------------------------|--|--|------------------------|-------------------------|
| <b>REF</b>  | <b>Key Planned Action</b> | <b>Brief rationale or identified need for the action</b> | <b>Output</b>                                  | <b>Time</b>            | <b>Name of partners</b> |
| <b>Choice as per Ref list</b>   | Free text                 | Free text  | Select one or more from Output Indicators List | Q1,Q2, Q3, Q4, ongoing | Free text or N/A        |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |
| <b>Choose an item.</b>  |                           |  | Choose an item.                                | Choose an item.        |                         |

**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Siolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                           | Key Planned Action  | Brief rationale or identified need for the action   | Output  | Time                   | Name of partners                                   |
|-------------------------------|---|---|---|------------------------|--|
| <b>Choice as per Ref list</b> | Free text   | Free text   | Select one or more from Output Indicators List  | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                                   |
| <b>Training</b>               | <b>TDO &amp; ATDO</b> in line with QQI QA oversee 4 x certification processes Level 5&6   | To provide minimum qualification and progression pathway  | Number of skills/training workshops hosted by the Voluntary Childcare Organisation          | <b>Ongoing</b>         | DESP Monaghan and Meath plus self-funding students |
| <b>Training</b>               | <b>TDO &amp; ATDO</b> provide support to DSP in registering students and associated queries   | To ensure correct registration in line with GDPR of all student details for the purpose of certification                          | Number of attendees at information workshops hosted by the Voluntary Childcare Organisation | <b>Ongoing</b>         | DESP Monaghan and Meath                            |
| <b>Training</b>               | <b>TDO</b> – provide support & guidance in the development and delivery of the HISS 0-3/3-5 combined programme  | To ensure early years context is embedded in the HISS Programme and to provide guidance & support to HSE, tutors and ELC services | Number of contributions to consultative/collaborative groups                                | <b>Ongoing</b>         | DCYA HSE Tutors and ELC services                   |
| <b>Training</b>               | <b>ATDO</b> - Document and provide screening /quality control service for all training and information resources, items for posting on NCN Facebook and website | To ensure that high quality resources are made available to the sector, trainers, students and ELC & SAC services                 | Number of information requests from non members of the Voluntary Childcare Organisation     | <b>Ongoing</b>         | All stakeholders in sector                         |

**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Siolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                           | Key Planned Action  | Brief rationale or identified need for the action  | Output  | Time                   | Name of partners                  |
|-------------------------------|---|--|---|------------------------|-----------------------------------|
| <b>Choice as per Ref list</b> | Free text   | Free text  | Select one or more from Output Indicators List  | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                  |
| <b>Training</b>               | <b>TDO &amp; ATDO</b> will continue to provide a Helpdesk support facility to students, tutors, practitioners and other organisations | Respond to requests for help and guidance on policy and practice, assignments and legislation  | Number of information requests from non members of the Voluntary Childcare Organisation | <b>Ongoing</b>         | All stakeholders in sector        |
| <b>Training</b>               | <b>TDO</b> – Provide one to one in-depth support to students as identified by tutor or DESP   | Provide reasonable accommodation in line with QQI QA Policies  | Number of information requests from non members of the Voluntary Childcare Organisation | <b>Ongoing</b>         | Tutor, DSP or Individual students |
| <b>Training</b>               | <b>TDO – /CEO</b> will contribute to the work of the Monaghan CYPSC Steering Committee and sub groups                                 | To inform and support the work of the local CYPSC group in the provision of supports to parents, ELC /SAC services<br>To support signposting and networking between various agencies in the best interest of children<br>And to highlight the work /issues of the ELC/SAC services for action by CYPSC | Number of contributions to consultative/collaborative groups                            | <b>Ongoing</b>         | Monaghan CYPSC                    |

|                 |  |   |  |                |  |
|-----------------|--|---|--|----------------|--|
| <b>Training</b> | <b>TDO &amp; ATDO</b> work to plan for Re-engagement with QQI including review of all policies and processes   | To maintain the QA of the NCN Training Centre. QQI delayed re-engagement to Q3 2020 so planning work will commence in Q1 2020 | Number of skills/training workshops hosted by the Voluntary Childcare Organisation | <b>Q3</b>      | QQI  |
| <b>Training</b> | <b>TDO &amp; ATDO</b> provide a document screening service   | To ensure that all resources, presentations and documents are quality assured   | Choose an item.  | <b>Ongoing</b> | NCN Board Staff and all stakeholders within the sector       |
| <b>Training</b> | <b>IDO</b> to provide a range of supports for SAC sector which include: maintenance of a dedicated NCN Facebook page to facilitate the exchange of information on SAC matters  | To inform and support the development of SAC services in line with new national quality standards                             | Number of skills/training workshops hosted by the Voluntary Childcare Organisation | <b>Ongoing</b> | Play Board NI, ECI other relevant/interested agencies/groups |
| <b>Training</b> | <b>IDO</b> - To explore ways whereby we can support the development of quality childminding services   | To share the benefit of past experiences and actions that could impact on childminding services into the future               | Number of information workshops hosted by the Voluntary Childcare Organisation     | <b>Ongoing</b> | Childminding Ireland   |
| <b>Training</b> | <b>IDO</b> -To support the development and delivery of SAC services through the provision of ongoing information, delivery of workshops nationwide, and engagement with other relevant agencies to help secure the development and delivery of nationally certified training | To support the development of relevant information, training and a recognised qualification for the SAC workforce             | Number of skills/training workshops hosted by the Voluntary Childcare Organisation | <b>Ongoing</b> | Playboard NI and ECI DKIT                                    |

|                 |  |  |  |           |  |
|-----------------|--|--|--|-----------|--|
| <b>Training</b> | <b>TDO A/S Manager Siolta Mentors</b><br>Develop online/blended training for a range of CPD and certified training courses | In an effort to “future proof” our training and to meet the needs of the ELC & SAC workforce | Number of skills/training workshops hosted by the Voluntary Childcare Organisation | <b>Q1</b> | Other training agencies national and international Service providers and staff |
|-----------------|--|--|--|-----------|--|

**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Siolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                             | Key Planned Action   | Brief rationale or identified need for the action   | Output   | Time                   | Name of partners                              |
|---------------------------------|--|---|--|------------------------|---|
| <b>Choice as per Ref list</b>   | Free text  | Free text   | Select one or more from Output Indicators List               | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                              |
| <b>Policy Development</b>       | <b>TDO</b> – work with <b>CEO</b> , Finance Office and NCN Board to develop/update Policies & Procedures for the organisation  | To ensure good practice and compliance with legislation and good governance requirements etc.       | Choose an item.  | <b>Ongoing</b>         | Board and Staff Team                          |
| <b>Information and Guidance</b> | <b>TDO/CEO/IDO</b> – collate research and prepare information to assist NCN subscribers. Posts to Facebook and website to inform and progress quality agenda with a range of ELC and SAC stakeholders.<br><br><b>TDO</b> to collate research, policy developments, publications, documents onto USB keys and provide on an ongoing monthly basis to existing and new subscribers | To assist stakeholders in the sector to keep informed about up to date initiatives and publications | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Practitioners, Lecturers, Students and tutors |

**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Siolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                           | Key Planned Action   | Brief rationale or identified need for the action  | Output  | Time                   | Name of partners  |
|-------------------------------|--|--|---|------------------------|---|
| <b>Choice as per Ref list</b> | Free text  | Free text  | Select one or more from Output Indicators List  | Q1,Q2, Q3, Q4, ongoing | Free text or N/A  |
| <b>National Collaboration</b> | <b>TDO</b> To support the work of CCI though implementation of work at local level by active participation on the Monaghan CCC Board | To inform and support the work on CCI and to enhance collaborative working by delivering on various Government policies at local level | Number of contributions to consultative/collaborative groups  | <b>Ongoing</b>         | Monaghan CCC Board and a range of stakeholders within the sector in County Monaghan |
| <b>Siolta</b>                 | <b>Siolta/Aistear Mgr – Snr. Siolta Mentor</b><br>Provide Mentoring support visits to Siolta QAP services                            | Visits to services over 38 week period = 42<br>Weekly mentoring visits = 6 to 7 settings   | Number of boards/management committees/owners of childcare services that received one to one mentoring and or consultancy | <b>Ongoing</b>         | EYEPU DES DCYA  |
| <b>Siolta</b>                 | <b>Siolta/Aistear staff</b><br>Continue to work with DCYA and DES  | To contribute to the evolution and ongoing development of Siolta   | Number of contributions to consultative/collaborative groups  | <b>Ongoing</b>         | DCYA and DES/EYEPU  |
| <b>Siolta</b>                 | <b>S/A Manager and Snr. Siolta Mentor</b><br>Carry out Siolta validation visits  | To support EYEPU in the validation of services achieving the Siolta standards  | Number of boards/management committees/owners of childcare services that received one to one mentoring and or consultancy | <b>Ongoing</b>         | EYEPU /DES  |

**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Siolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                           | Key Planned Action   | Brief rationale or identified need for the action   | Output  | Time                   | Name of partners   |
|-------------------------------|--|---|---|------------------------|--|
| <b>Choice as per Ref list</b> | Free text  | Free text   | Select one or more from Output Indicators List  | Q1,Q2, Q3, Q4, ongoing | Free text or N/A   |
| <b>Siolta</b>                 | <b>Siolta/Aistear Manager</b><br>Participation in various cross border structures – team meetings – Project steering, Project Management and Advisory meetings | Inform and participate in the oversight and delivery of current cross border projects<br>Sharing from the Start and Rural Respecting Difference to ensure best impact on services within the Southern Border Counties | Number of contributions to consultative/collaborative groups  | <b>Ongoing</b>         | Early Years Organisation N.I.<br>Fermanagh Trust                                 |
| <b>National Collaboration</b> | <b>Siolta/Aistear Manager</b><br>Participate in the All-Ireland Cross Border Meetings  | To explore new projects for cross border collaboration that will impact positively on the sector  | Number of contributions to consultative/collaborative groups  | <b>Ongoing</b>         | Early Years Organisation N.I.<br>Play Board NI and NICMA DE NI                   |
| <b>Siolta</b>                 | <b>Siolta/Aistear Manager</b><br>Provide settings on the Sharing from the Start Project with additional on-site visits   | To support baseline assessment/practice on a range of criteria  | Number of boards/management committees/owners of childcare services that received one to one mentoring and or consultancy | <b>Ongoing</b>         | Fermanagh Trust<br>Early Years' services on the Sharing from the Start programme |
| <b>Training</b>               | <b>CEO - TDO – A/S Mgr.</b> To provide a TOT for the HISS 0-3 Programme  | To build the capacity of trainers to deliver this additional element of the programme   | Number of boards/management committees/owners of childcare services that received one to one mentoring and or consultancy | <b>Q1</b>              | HSE  |



**To provide support to their members and parents in accordance with all statutory regulations, national policy and quality standards specifically: (Refer to the guidelines for specific explanations and examples)**

Provision of tailored training for professionals; Co-ordination and delivery of training and information events; Providing training and supports to childcare service providers; Continue to contribute to the roll out of Síolta & Aistear; Signposting to other supports and services; Delivery of training the trainer programmes; Provision of one to one mentoring and consultancy; Provision of information & guidance for parents, professionals and services, including information like a directory of services, resources, training, publications, publication of newsletters, e-newsletters; hosting of specialist libraries.

| REF                           | Key Planned Action   | Brief rationale or identified need for the action   | Output  | Time                   | Name of partners                                |
|-------------------------------|--|---|---|------------------------|---|
| <b>Choice as per Ref list</b> | Free text  | Free text   | Select one or more from Output Indicators List  | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                                |
| <b>Síolta</b>                 | <b>Síolta/Aistear Manager</b> Provide needs led training on completion of baseline assessments   | To build capacity of staff involved in the projects to complete baseline assessment and actions arising from them in line with Aistear/Síolta | Number of participants at skills/training workshops hosted by the Voluntary Childcare Organisation                        | <b>Ongoing</b>         | Early Years Organisation NI and Fermanagh Trust |
| <b>Síolta</b>                 | <b>Síolta/Aistear Manager</b> Recruitment of 7 new groups to engage in the Sharing from the Start project  | Should programme be extended we will commence recruitment again   | Number of boards/management committees/owners of childcare services that received one to one mentoring and or consultancy | Choose an item.        | Early Years Organisation NI and Fermanagh Trust |
| <b>Síolta</b>                 | <b>Síolta/Aistear Manager</b> Provide support to existing Rural Respecting Difference early years' services to ensure alignment with Síolta/Aistear. | Continuous building of staff capacity to achieve project objectives and standards within the Síolta Aistear Frameworks                        | Number of attendees at information workshops hosted by the Voluntary Childcare Organisation                               | <b>Ongoing</b>         | Early Years' Service staff                      |
| <b>Síolta</b>                 | <b>Síolta/Aistear Manager</b> Recruit 7 additional services onto Rural   | To meet project targets   | Number of information workshops hosted by the   | <b>Q1</b>              | Early Years' Service staff                      |

|                                 |  |  |   |                |   |
|---------------------------------|--|--|---|----------------|---|
|                                 | Respecting Difference Programme  |  | Voluntary Childcare Organisation  |                |   |
| <b>Information and Guidance</b> | <b>Siolta/Aistear Manager</b> Support Transitions to school by engaging NCN subscribed services to participate in the NCN Transitions Postcard Campaign  | Support children’s transition into Primary School  | Choose an item.   | <b>Q1</b>      | Early Years services subscribed to NCN and others |
| <b>Information and Guidance</b> | <b>Siolta/Aistear Manager</b> Engage with services subscribed to NCN to promote children’s mental health during the week 4-10-February using the theme from the UK’s Mental Health Week “Feel the Brave” | To further support ELC practitioners to enhance children’s mental and emotional health               | Choose an item.   | <b>Q1</b>      | Early Years services subscribed to NCN            |
| <b>Information and Guidance</b> | <b>Siolta/Aistear Manager</b> Analyse feedback from the piloting of the HISS Emotional Well-being 0-3 training   | Engage in the refining of information, training and resources  | Choose an item.   | <b>Q1</b>      | HSE and Early Years’ services                     |
| <b>Information and Guidance</b> | <b>Siolta/Aistear Manager</b> Support the delivery of the new HISS Emotional Well-being 0-3 training   | To provide ongoing support to services who are implementing the new programme with the 0-3 age group | Number of information requests from the members of the Voluntary Childcare Organisation | <b>Ongoing</b> | HSE and Early Years’ services                     |
| <b>Aistear</b>                  | <b>Siolta/Aistear Manager</b> contributes to the work of the NCCA Board on behalf of NVCC  | Contribute to the review of Aistear  | Number of contributions to consultative/collaborative groups                            | <b>Ongoing</b> | NVCC, NCCA  |

**To contribute to national policy development and participate in national collaborations to develop and improve quality standards in childcare:**

- Participation in the DCYA Early Years Forum and/or working groups, as required
- Continuation of NVCC, which will provide a collective delivery, implementation and consultative body to the DCYA
- Contribute to national policy development e.g. data collection and analysis; research; submissions and recommendations to inform policy

| REF                           | Key Planned Action  | Brief rationale or identified need for the action  | Output   | Time                   | Name of partners                            |
|-------------------------------|---|--|--|------------------------|---|
| <b>Choice as per Ref list</b> | Free text   | Free text  | Select one or more from Output Indicators List               | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                            |
| <b>Policy Development</b>     | <b>CEO</b> To participate in the work of the EYF  | To use NCN's experience of working with services and advancing the quality agenda to inform policy developments  | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Members of the EYS                          |
| <b>Policy Development</b>     | <b>CEO</b> To participate in the work of the PG   | To use NCN's experiences, principles and objectives to inform the work of the PSG groups   | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Members of the PSG group                    |
| <b>Policy Development</b>     | <b>CEO</b> To engage and work with other VCO's through the NVCC                               | To revitalise the NVCC with other interested members, agree a new Terms of Reference and make our meetings/discussions and outcomes more relevant to the sector  | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Members of other VCO's                      |
| <b>Policy Development</b>     | <b>CEO</b> To engage with the CRA Early Years Advisory group                                  | To inform the focus and work of this group so as to ensure that we are all agreed on barriers and supports required for the delivery of quality services into the future with a major focus on the Rights of the Child | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Other members of Children's Rights Alliance |
| <b>Policy Development</b>     | <b>CEO</b> To support the work of the National Forum for Community Childcare Services (NFCCS) | To work with members of this group and try to help raise awareness of their issues and how these might/should be addressed   | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Other members of the NFCCS                  |

**To contribute to national policy development and participate in national collaborations to develop and improve quality standards in childcare:**

- Participation in the DCYA Early Years Forum and/or working groups, as required
- Continuation of NVCC, which will provide a collective delivery, implementation and consultative body to the DCYA
- Contribute to national policy development e.g. data collection and analysis; research; submissions and recommendations to inform policy

| REF                           | Key Planned Action  | Brief rationale or identified need for the action   | Output   | Time                   | Name of partners                         |
|-------------------------------|---|---|--|------------------------|--|
| <b>Choice as per Ref list</b> | Free text   | Free text   | Select one or more from Output Indicators List               | Q1,Q2, Q3, Q4, ongoing | Free text or N/A                         |
| <b>Policy Development</b>     | <b>CEO</b> To regularly collate /prepare information reports for the DCYA/Dep Health/HSE/DES on the barriers /issues impacting on service delivery and put forward solutions for their address<br>To highlight what is working well and how progress might be built on what's working within the sector and systems/structures/policies impacting on it | To ensure policy makers are informed about what is working well and what is not as a result of policy decisions                                 | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Service providers/other support agencies |
| <b>Policy Development</b>     | <b>CEO</b> To engage with all other support agencies/groups/networks for the sector to help secure sustainability of services and quality provision and practice  | To help harness the energy, experience and expertise of different stakeholders to secure the delivery of a range of affordable/quality services | Number of contributions to consultative/collaborative groups | <b>Ongoing</b>         | Other support agencies                   |

## Staffing Arrangements

3.8 Please complete the table below

| Definitions                      |  |
|----------------------------------|--|
| <b>Job Title</b>                 | <b>Select from this list of job titles:</b> Administrator, Clerical officer, Coordinator, Manager, Development Officer, Information Officer, Quality Officer |
| <b>Main Activities</b>           | Provide a brief outline of the main tasks of the post holder   |
| <b>F/T</b>                       | Full time = 35 hours per week  |
| <b>P/T</b>                       | Part time = 17.5 hours per week  |
| <b>Special Work Arrangements</b> | Outline any special work arrangements with each post holder e.g. term time leave   |

**STAFFING  
2020**

| Responsibilities |   | Salary scale                              | Working hours |                |                           |
|------------------|---|---|---------------|----------------|---------------------------|
| Job Title        | Main Activities   | Enter salary scale and point on the scale | F/T or P/T    | Hours per week | Special work arrangements |
| 1                | <p><b>Manager</b></p> <p><b>CEO</b></p> <ul style="list-style-type: none"> <li>• oversee and support implementation of staff work plans</li> <li>• engage in a range of national and cross border developments and collaborations to progress the quality agenda in early years and SAC services</li> <li>• support the NCN Board in ensuring compliance with Governance and funders requirements</li> <li>• network and engage with a broad range of stakeholders to identify and highlight at national policy level the barriers and supports required for the delivery of quality services</li> <li>• be continuously informed and contribute to policy developments</li> <li>• work with the Lifestart Foundation and members of the Lifestart Steering Group to provide support to parents through the delivery of the Lifestart Growing Child programme</li> <li>•</li> </ul> | LA7 4                                     | FT            | 33             | Free text                 |
| 2                | <p><b>Manager</b></p> <p><b>Siolta /Aistear Manager</b></p> <ul style="list-style-type: none"> <li>• support and oversee progression of the Siolta QAP agenda within services at regional and national level through direct</li> </ul>  | LA4 7.5                                   | FT            | 33.5           |                           |

|   |                            |  |       |           |    |   |
|---|----------------------------|--|-------|-----------|----|---|
|   |                            | <p>provision of onsite Siolta mentoring visits; support to NCN Siolta Mentors supporting services on the Siolta QAP</p> <ul style="list-style-type: none"> <li>engage in collaborative work with the National Siolta Co-ordinator and Aistear National Co-ordinator</li> <li>carry out validation of Siolta QAP services as required</li> <li>inform the training and mentoring support programme for the Shared Education Cross Border and Respecting Difference projects to ensure the progression of the Siolta and Aistear agenda in the 32 pre-school services that will be involved in the project across the southern border counties.</li> <li>support HISS trainers in delivering the well-being element of the HISS programme for 0 3's and 3 -5 year olds</li> <li>continue to work with the HSE and the Nurture team to inform the ongoing development and delivery of the emotional well-being training sessions for baby and toddler practitioners/registered childminders as part of the Healthy Ireland Smart Start programme</li> </ul> |       |           |    |   |
| 3 | <b>Development Officer</b> | <p><b>Senior Siolta Mentor</b></p> <ul style="list-style-type: none"> <li>provide on-site mentoring support to services on the formal QAP to support the achievement of Siolta standards</li> <li>maintains detailed record of support provided and progress of services</li> </ul> <p>For 2020</p> <ul style="list-style-type: none"> <li>Support the development of on line training/ CPD for the sector</li> </ul>  | LA4 4 | <b>PT</b> | 21 | Currently on 21 hours per week for 39 weeks per annum |

|   |                            |   |         |    |     |  |
|---|----------------------------|---|---------|----|-----|--|
| 4 | <b>Development Officer</b> | <b>Siolta Mentor</b> <ul style="list-style-type: none"> <li>• provide on-site mentoring support to services on the formal QAP to support the achievement of Siolta standards</li> <li>• maintains detailed record of support provided and progress of service</li> </ul> <p>For 2020</p> <ul style="list-style-type: none"> <li>• Support the development of on line training/ CPD for the sector</li> </ul>  | LA4 4   | PT | 7.5 | Currently on 7.5 hours per week for 39 weeks per annum |
| 5 | <b>Information Officer</b> | <ul style="list-style-type: none"> <li>• support the DCYA in introducing legislation for SAC services and in the completion of the SAC quality standards</li> <li>• inform the development of nationally certified training so as to ensure future training for staff working in this area is in line with the new quality standards agreed at national level.</li> <li>• respond to demand from CCC's/ Providers of School Age Childcare Centre based services/ Childminders for information/in service training on the new standards.</li> <li>• establish a national on line networking and communications framework with service providers delivering or planning to deliver SAC Services</li> <li>• help raise awareness of the need for quality standards and identify the supports needed to secure these standards in the future for SAC services</li> <li>• provide information through various communication mechanisms on the components and benefits of quality SAC services</li> <li>• collaborate with DCYA and other agencies in building a National QAP school age childcare system.</li> </ul> | LA4 7.5 | PT | 15  |  |



|   |       |  |       |    |    |  |
|---|-------|--|-------|----|----|--|
|   |       | <ul style="list-style-type: none"> <li>• work with NCN colleagues and other stakeholders to develop promotional materials to promote the quality SAC agenda</li> <li>• support the redevelopment of NCN information and training on play for the under 3's within child minder services</li> </ul>   |       |    |    |  |
| 6 | Other | <b>Training Officer</b> <ul style="list-style-type: none"> <li>• manage the NCN's QQI training centre</li> <li>• quality assure the delivery of nationally certified training programmes at level 5 and level 6</li> <li>• oversee the development and delivery of <b>in service/CPD</b> training programmes for staff working with babies &amp; toddlers, pre-school and school age children</li> <li>• work to secure the development and delivery of short on line CPD programmes for a range of staff within the early years and SAC workforce</li> <li>• Provide a helpdesk to support services, trainers and students with a range of issues including policy &amp; practice, regulations and legislation, assignments, provision of and signposting to resources</li> <li>• Maintenance of the website and facebook page</li> <li>• Assist students on a one to one basis, specifically those who are having problems within the classroom situation</li> <li>• Engage with other stakeholders as directed by CEO</li> <li>• Oversee the update of a range of training programmes previously</li> </ul> | LA4 6 | PT | 21 |  |

|   |       |  |         |    |    |  |
|---|-------|--|---------|----|----|--|
|   |       | <p>developed and piloted within a number of services</p> <ul style="list-style-type: none"> <li>• Write or update any policy and procedure as required by the Board</li> </ul>   |         |    |    |  |
| 7 | Other | <p><b>Assistant Training Officer</b></p> <ul style="list-style-type: none"> <li>• support the delivery and validation of all NCN QQI level 5 and level 6 training programmes<br/>ensure all administration work that arises from training is maintained in line with QQI/NCN policies and procedures</li> <li>• support the delivery of in service training programmes through organisation of trainers, venues, provision of resources and information for trainers and learners</li> <li>• Carry out all administrative work required for delivery and oversight of all in service training programmes and also HISS Programme</li> <li>• Maintain records of participants attending training/CPD within the NCN central admin system</li> <li>• Ensure documentation and sign off of feedback from all NCN training and CPD programmes</li> <li>• Identify any issues as a result of feedback that need to be brought to the attention of the TDO or CEO</li> <li>• Supervise support &amp; training of CE staff</li> </ul> | LA3 6.5 | PT | 24 |  |

|   |               |   |                       |    |      |                      |
|---|---------------|---|-----------------------|----|------|----------------------|
| 8 | Administrator | <b>Finance &amp; Admin Officer</b> <ul style="list-style-type: none"> <li>• Finance accounting of all grant aid and other income</li> <li>• Payments</li> <li>• lodgment's</li> <li>• Preparation of Finance Reports for Board and Funding Agencies.</li> <li>• Company Secretarial/Admin function</li> <li>• Payroll</li> <li>• Support to NCN Chair /CEO</li> </ul>   | LA4 2                 | PT | 19.4 |                      |
| 9 | Administrator | The HISS Administrator <ul style="list-style-type: none"> <li>• Organise all venues and trainers for HISS Training</li> <li>• Ensures the compilation and delivery of all resources to trainers/participating services</li> <li>• Documents participant booking onto training programme</li> <li>• Maintains all records regarding registration onto the programme, attendance at training, application for validation, recording and maintenance of validation results</li> <li>• Responds to general queries about the programme</li> <li>• Prepares and provides weekly reports to the HSE HISS National Co-ordinator</li> </ul> | LA3 Less than Point 1 | PT | 18   | Mainly funded by HSE |

**For each “Other” entry chosen in the Job Title column above, please provide details in the box below.**

Free text

NCN is fortunate to have 3 CE staff funded by the DESP to carry out a range of Clerical, Reception, Telephone duties as well as provide a broad range of supports for the delivery of the HISS programme

## **Budget**

**3.9** Please complete excel budget template which is available on the childcare collaboration portal.

**When completed please remember to upload the budget to the portal along with your implementation plan template**

Section Four

Additional Actions

4.1 List any additional actions relating to early years education and childcare which your organisation has prioritised for 2020. This includes additional work requested by DCYA but not including in the 2020 DCYA Core Work, outlined in section 3 above. This also includes relevant work funded from other sources.

| Action   | VCO Responsibilities  | Funding Source   |
|--|---|--|
| To plan for and engage service providers, staff, children and parents across Ireland in the organisation of National Childhood Services Week 2020 to showcase quality experiences for children within settings | CEO and Board to lead the development of a comprehensive plan to inform and guide the implementation of this action and secure as much positive media attention as possible for the many benefits quality services have for children, parents and communities | CEO time funded through DCYA core funding                                    |
| To secure the delivery nationally of the current and revised HISS Programme  | Administration<br>Facilitation<br>Delivery<br>Validation<br>Review  | Additional funding from the HSE<br>Nominal subsidy also by service providers |
| <b>TDO /CEO</b> – support the work of the Lifestart FHV and offer guidance as required. Contribute to Lifestart Steering committee   | To support the FHV to enhance the experience of parents and babies who are engaged on the programme   | Core DCYA funding  |
| <b>Staff &amp; Board</b> to engage in training to secure the development of a comprehensive strategy and plan  | To improve NCN's communication with a variety of stakeholders within the ELC and SAC sector in relation to quality provision and practice   | Self-Financing   |
|  |   |  |
|  |   |  |
|  |   |  |

4.2 How will your organisation ensure that the implementation of these Additional Action(s) will not have a negative impact on the delivery of DCYA Priorities for 2020?

|  |
|--|
| <p>Free text</p> <p><b>Through engagement of Board involvement and engagement in the delivery of this action</b></p> |
|--|

Section Five

**5.1 Additional information**

Please use this space to provide any additional information which you feel is relevant to delivery of DCYA Priorities and the Implementation Plan for 2020.

Free text

Section six

Disclosures, Data Protection, Disclaimers and Submission

**DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT.**

Under the Freedom of Information Act 2014, the information in this document and its attachments may be released on request to third parties.

If you believe that any of the information in this document is sensitive and should not be disclosed to a third party, you must identify the sensitive information and provide the reason(s) for its sensitivity.

You will be consulted about the sensitive information before any decision is made to release the information to a third party.

If you do not identify any of the information supplied in this document and supporting documentation as being sensitive you are acknowledging that any, or all of the information supplied, may be released in response to a Freedom of Information request.

Please outline the sensitive information and the reason(s) for the sensitivity in the text box below.

Free text

**GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Pobal is responsible for the administration and re-contracting process with National Voluntary Childcare Organisations, on behalf of the Department of Children and Youth Affairs. We are committed to protecting and respecting your privacy. We respect your trust in us. To fulfil our regulatory and statutory obligations, we will collect some personal information from you, such as your contact information and details of your board members and staffing resources. We may share your information with the Department of Children and Youth Affairs as the Data Controller for this process.

We use information about you to:

- Process your Implementation Plan and Budget Breakdown for 2020
- Carry out our obligations arising from our contract for administering the allocations to National Voluntary Childcare Organisations in 2020
- Notify you of any changes relevant to your grant agreement (contract)
- Send you communications relevant to your grant agreement (contract)
- Collect and undertake an analysis of programme data and demographic information to enhance service delivery and support government policy
- Seek your views or comments on the supports we provide.



In compliance with GDPR, all templates/forms and personal information submitted to Pobal will be kept only for purposes relating to the administration of the funding.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or for as long as is set out in any relevant contract you hold with us. This is subject to legislation and regulatory rules we must follow as set out by the DCYA.

Pobal takes our security responsibilities seriously, employing the most appropriate administrative, physical and technical measures to safeguard your personal data, and regularly review these measures.

**Personal data should not be disclosed within this template or budget template** for any reason incompatible with the purpose for which funding is being allocated. Furthermore, any individual whose personal data is submitted within this form/templates must be informed of the use of their personal data.

By submitting this Implementation Plan template and accompanying Budget template you are confirming that individuals whose personal data is disclosed have been clearly informed of this purpose and have been informed of their rights under data protection legislation.

Please note that National Voluntary Childcare Organisations are required to have in place their own internal systems and procedures in place in compliance with General Data Protection Regulations. (GDPR).

For more information on your privacy rights, please see our full [Privacy Statement](#) on our website.

## **LOBBYING ACT 2015**

Under the Lobbying Act 2015, applicants should note that Pobal is required to make information available to the public on the identity of those communicating with Pobal in relation to prospective funding decisions.

**Canvassing by an applicant or a third party may disqualify an application.**

## **DISCLAIMERS**

### **Please read carefully**

By submitting this Implementation Plan Template and Budget Template, the Board of Directors or Management Board of the National Voluntary Childcare Organisation declare that the information provided in relation to the organisation described in this Implementation Plan is true and completed to the best of their knowledge and belief.

The Board of Directors or Management Board acknowledges that the funding allocated must be used for the purpose stated. The Board also understands that information supplied in, or accompanying, this application may be made available on request under the Freedom of Information Acts 2014.

The Board accepts, as a condition of the funding, that it involves no commitment to any other grants or funding allocation from the Department of Children and Youth Affairs or Pobal.

The Board are agreeable to having the actions monitored by Pobal and the Department of Children and Youth Affairs and to allow access to premises and records, as necessary, for that purpose.

### **Please read carefully:**

It will be a condition for funding under the terms and conditions of the grant agreement with your organisation in 2020 that:-

- i. The Department of Children and Youth Affairs and Pobal shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- The implementation plan or the subject matter of the local implementation plan;
  - The rejection for any reason of the local implementation plan.
- ii. The Department of Children and Youth Affairs, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual local implementation plans.

## DECLARATION and SUBMISSION

By submitting this application Board of Directors/Management Board acknowledges that they have read, understood and accepted the points outlined in Section Six of this template.

I confirm on behalf of the Board that this Implementation Plan and Budget for 2020 is a true and accurate reflection of the actual services and supports that will be provided during 2020.

### 6.1 SUBMISSION

|   |                       |
|---|-----------------------|
| <b>Enter the name of the person submitting the Implementation Plan Template and Budget Template</b> | <b>Barbara Bolger</b> |
| <b>Position on the board</b>  | <b>Chairperson</b>    |

### 6.2 CHECKLIST

**Don't forget to upload the following documents to the portal**

| Documents to be submitted  | Tick if you have uploaded any of these documents |
|--|--|
| Up to date organisation chart  | <input checked="" type="checkbox"/>              |
| Completed budget template  | <input checked="" type="checkbox"/>              |
| Signed Annual Financial Statements for 2018<br>(if not already submitted)  | <input type="checkbox"/>                         |
| Reserves Policy-Draft  | <input checked="" type="checkbox"/>              |
| Apportionment Policy   | <input type="checkbox"/>                         |
| Conflict of Interest Policy  | <input checked="" type="checkbox"/>              |
| <b>Please submit to the childcare collaborative portal library "My VCO Only" no later than 4th November 2019, @5pm</b> |  |