

3.4	INTERNAL REPORTING
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Applies to: HECIS Staff, Management Committee	Version: 1
Specific responsibility: HECIS Co-Ordinator, Management Committee, Staff	Date approved: 5.8.14
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS maintains internal accountability and monitoring of progress and achievements by regular reporting:

- From staff to HECIS Co-Ordinator
- From the HECIS Co-Ordinator to the Management Committee.

PROCEDURES

Staff reporting to HECIS Co-Ordinator

Staff to maintain regular reports for each child within their caseload including programing, evaluations, details of meetings with childcare staff, families and other professionals, and report the status to the HECIS Co-Ordinator.

Staff are able to brief the HECIS Co-Ordinator on the status of the caseload both formally (including at staff meetings) and in informal discussions undertaken during lunch breaks etc.

HECIS Co-Ordinator reporting to the Management Committee

The HECIS Co-Ordinator will provide a written report for each Management Committee Meeting (including the AGM) summarising the work undertaken and other issues relating to the service.

The HECIS Co-Ordinator will brief the Management Committee Executive (by phone/or in person) on any other issues outside the delegated authority that may arise between meetings.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	12.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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