

Sublicence and Funding Agreement Compliance Checklist

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| Site: | Type here | Coordinator: | Type here |
| Date completed: | Select date | **Line Manager:** | Type here |
| Reason: | Choose a reason | **Site Advisor/Assessor:** | Type here |

# Child Safeguarding and Risk Management

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| Requirement 1: Provider follows National Principles for Child Safe Organisations |
| Indicators of success | **Tick if Met** |
| * 1. The Provider has signed and returned the Annual Statement of Safeguarding Compliance, including all required documentation
 | [ ]  Met |
| * 1. The Provider’s HIPPY risk assessment has been reviewed within the past 12 months and considers a range of programmatic risks
 | [ ]  Met |
| * 1. The Provider ensures all HIPPY staff have completed the LMS Safeguarding module(s) and have recorded course completion on ETO
 | [ ]  Met |
| * 1. All HIPPY staff (Line Managers, Coordinators, Tutors and admin staff) have a current WWCC and NCCHC on file with HIPPY Australia
 | [ ]  Met |
| Overall rating of Requirement 1 *(all indicators must be met to be rated as Met)* |
| [ ]  Met | [ ]  Not met |
| Supporting Evidence* The Annual Statement of Safeguarding Compliance and any required documentation has been returned, and the Provider has indicated that they are compliant
* Run Staff recruitment and caseload report to confirm all staff have current WWCCs and NCCHCs
* Run Staff recruitment and caseload report to ensure all staff have completed the required LMS Safeguarding training as per the [LMS Course Overview](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_GD_123_LMS_CourseResources_Overview.docx)
* Risk assessment that identifies and manages the risks to child safety
* Risk assessment that has been reviewed in the past 12 months
 |
| Notes |
| Type here |
| Addressing non-compliance of Requirement 1 |
| What needs to be done: | **Responsible** | **By When** | **SA Follow-up Date** |
| Type here | Choose a staff member | Select date | Select date |
| Type here | Choose a staff member | Select date | Select date |

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| Requirement 2: Provider prepares, monitors and implements all actions of a Risk Management strategy |
| Indicators of success | **Tick if Met** |
| * 1. Provider has a Safe Home Visiting Policy which is used to assess risk and ensure all staff and program participants are safe during home visits
 | [ ]  Met |
| * 1. Provider has a Critical Incident policy and reports any Critical Incidents to HIPPY Australia
 | [ ]  Met |
| * 1. Provider has a Complaints and Feedback system and promptly notifies HIPPY Australia of complaints
 | [ ]  Met |
| * 1. Provider has a policy and or guidelines in place to protect the cyber safety and privacy of the users of any information technology and the data of program participants
 | [ ]  Met |
| * 1. Provider has insurance that meets their Sublicence and Funding Agreement obligations
 | [ ]  Met |
| Overall rating of Requirement 2 *(all indicators must be met to be rated as Met)* |
| [ ]  Met | [ ]  Not met |
| Supporting evidence * Provider’s Safe Home Visiting policy
* Provider’s Critical Incident policy
* Provider’s Complaints and Feedback policy
* Provider’s cyber safety policy/guidelines
* Provider’s privacy policy
* Provider’s Certificate of Insurance for the following:
	+ workers' compensation insurance as required by law;
	+ public liability insurance of not less than $20 million per claim; and
	+ professional indemnity insurance to a value of up to $10 million for any one claim
 |
| [ ] otes |  |
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| Addressing non-compliance of Requirement 2 |
| What needs to be done: | **Responsible** | **By When** | **SA Follow-up** |
| Type here | Choose a staff member | Select date | Select date |
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| Requirement 3: Line Manager, Coordinator and Tutors complete mandatory HIPPY training and induction training |
| Indicators of successLine Manager, Coordinator and Tutors have completed mandatory HIPPY training: | **Tick if Met** |
| * LMS modules as per [LMS Course Overview](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_GD_123_LMS_CourseResources_Overview.docx)
 | [ ]  Met |
| Coordinator * Preservice Coordinator training with HIPPY Australia within 6 months of employment
* LMS modules as per [LMS Course Overview](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_GD_123_LMS_CourseResources_Overview.docx)
 | [ ]  Met |
| Tutors * Preservice Tutor training with Coordinator and/or Site Advisor before delivering to families
* LMS modules as per [LMS Course Overview](https://assets.hippyaustralia.bsl.org.au/assets/LMS-files/HIPPY_GD_123_LMS_CourseResources_Overview.docx)
 | [ ]  Met |
| Overall rating of Requirement 3 *(all indicators must be met to be rated as Met)* |
| [ ]  Met | [ ]  Not met |
| Supporting evidence* Preservice Tutor Training planning
* Run Staff recruitment and caseload report for evidence of Preservice Tutor training
* Confirmation from L&D that the Coordinator has attended PSCT
 |
| Notes |
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| Addressing Non-Compliance of Requirement 3 |
| What needs to be done | **Responsible** | **By When** | **SA Follow-up** |
| Type here | Choose a staff member | Select date | Select date |
| Type here | Choose a staff member | Select date | Select date |

# Recruitment and Retention of Families

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| Requirement 4: Target number of families are enrolled by the cut-off date (31st May unless otherwise specified by HIPPY Australia) |
| Indicators of successSite has met recruitment target (includes the recruitment target specified in any Adaptation or Practice Agreement) |
| Supporting evidence* Run Family recruitment and retention report to see if the site has met its recruitment target
* Development Plan has a recruitment goal with strategies for community engagement, promotion and enrolment
 |
| [ ]  Met | [ ]  Not met |
| *Note on targets: 25-30 (focused sites); 30-35 (non-focused sites)* |
| Notes |
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| Requirement 5: 65% or more of enrolled Age 3 families for each calendar year meet the Priority of Access criteria and live in the catchment |
| Indicators of successCalculated according to total enrolled families and not recruitment target  |
| Supporting evidence* Run Family Recruitment and Retention report. This will include: first time the family is doing HIPPY, all the priority of access criteria, suburb, the age of child and a table showing eligibility age per state
 |
| [ ]  Met | [ ]  Not met |
| [ ] Notes |
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| Requirement 6: Provider ensures program delivery commences before 31 March every year |
| Indicators of success* Program delivery of Age 4 can commence from February
* Program delivery of Age 3 can commence once Tutors have received Pre-Service Tutor Training
* All Tutors must be trained prior to their first home visit and deliver the structured HIPPY curriculum using role-play
* Where delivery cannot commence before 31 March (due to late recruitment of tutors or PSTT), a delivery plan is drafted showing how delivery will be completed within the year
 |
| Supporting evidence* Run Family delivery report, to look for date of first home visit
* Run Tutor training and development report to look for date of first Tutor training
 |
| [ ]  Met | [ ]  Not met |
| [ ] Notes |
| Type here |

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| Requirement 7: At least 75% of enrolled families are retained in each active cohort  |
| Indicators of successBased on retention target as outlined in Sublicence and Funding Agreement or Deed of Variation (75%) |
| Supporting evidence* Run Family recruitment and retention report to identify the number of retained families (based on number of families active at enrolment cut-off date)
 |
| [ ]  Met | [ ]  Not met |
| *Note: Families transferred to another HIPPY site or that have exited prior to the cut-off date do not affect retention* |
| Notes |
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| Requirement 8: 90% of the families who graduate participated in at least 80% of the curriculum over the two-year program |
| Indicators of success* This is based on packs delivered to families and entered onto ETO
* Review is based on the most recent graduated cohort
 |
| Supporting evidence* Run Family pack delivery compliance report
* If a site has not yet had a full cohort, the rating will be ‘Not met’
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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# Tutor and Coordinator Employment

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| Requirement 9: Coordinator recruits Tutors in accordance with the requirements of the Sublicence and Funding Agreement  |
| Indicators of success* A minimum of two (2) Tutors per cohort employed for at least 30 hours per fortnight during school terms each year
* Tutors will be employed for at least 34 weeks each calendar year
* Each Tutor works with up to 15 program participants at any given time in the program year
* Tutors are either parents or carers currently in the program or have taken part in past 12 months
* If an Adaptation or Practice Agreement is in place, include comments and review date for the Adaptation/Practice Agreement in the Comments section
 |
| Supporting evidence* Run Staff recruitment and caseload to find the number of hours each Tutor is employed for, and each Tutor’s caseload
* Run Staff recruitment and caseload report, and on the Staff Info tab and refer to the Year Started as HIPPY Parent column. If no date is entered, you will need to contact ETO Support to confirm the year they started as a HIPPY parent/carer.
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 10: The Coordinator position meets the minimum requirement of 0.8 FTE |
| Indicators of success* Coordinator is employed for a minimum of 0.8 FTE
* If other work arrangements have been approved by HIPPY Australia through an adaptation request, include comments and review dates for adaptation in the notes section
 |
| Supporting evidence* Run Staff recruitment and caseload report to check for Coordinator FTE
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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# Delivery of the Program

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| Requirement 11: Coordinator regularly plans and delivers Tutor Training (generally fortnightly for Age 3 and weekly for Age 4) |
| Indicators of success* Coordinator schedules three (3) hours per fortnight of training for Age 3 Tutors and three (3) hours per week for Age 4 Tutors
* Use of approved HIPPY curriculum, materials and books
* Sufficient materials are supplied for each Tutor
 |
| Supporting evidence* Run Tutor training and development report to see core HIPPY skills and enrichment, and length of time in training
* Run Tutor training and development report to see the packs undertaken by the Tutors during training and where any gaps may be
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 12: Coordinator supports Tutors with family engagement through Home Visits and/or Gatherings |
| Indicators of success* Use of approved HIPPY curriculum, materials and books for pack deliveries
* Evidence that one (1) pack is delivered per visit per hour
* Coordinator plans and facilitates Gatherings in the catchment with support from Tutors
* Coordinator allows sufficient time (approximately 3 hours) at Gatherings (including set up/pack up time)
* Coordinator develops individual delivery plans for families as required
 |
| Supporting evidence* Run Family delivery report to review frequency of visits, length of visits, and number of activities role played, and the home visit quality statistics regarding overall averages for the site
* Run Gathering summary report to see duration, attendees/attendee numbers, core HIPPY topics and enrichment topics
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 13: Tutors are supported with regular supervision and are participating in Pathways to Possibilities including professional development opportunities and Supervised Home Visits |
| Indicators of success* Tutors and Coordinators have regular scheduled supervision (30min weekly or 1hr fortnightly)
* Tutors have had at least one supervised home visit, with additional supervised home visits scheduled throughout the year (minimum of 3 per year)
* Supervised home visit learnings are discussed and reflected upon in supervision
* Home Tutors are participating in Pathways to Possibilities (P2P) in a meaningful way
* Coordinator organises professional development for Tutors as part of their training and development
 |
| Supporting evidence* Run Tutor training and development report to see when SDA and last P2P Review touchpoint has been completed
* Run Tutor training and development report to see a list of the professional development opportunities undertaken by each of the tutors at the site
* Run Tutor Training and Development report to check on days since a supervised home visit, how many each Tutor has had, and whether they were at regular intervals
* Calendar invites, agendas, templates or any other relevant documentation
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 14: Provider ensures program data is entered into ETO within 10 business days of the activity occurring (as per the Sublicence and Funding Agreement) |
| Indicators of success* Data entered aligns with the HIPPY data collection requirements
* All data is up to date at time of Compliance Checklist completed
 |
| Supporting evidence* Run Data quality summary report and any relevant sub-reports required
* Run the Are my reports in report (Line Manager or Site Advisor will have access to this report) to check that all Sublicence Report Touchpoints have been submitted
* Sites that are on a data support plan with ETO Support at the time of assessment will be marked as not met on this compliance requirement
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 15: Line Manager advises and supports Coordinator regarding all aspects of HIPPY operations. |
| Indicators of success* Line Manager ensures there is space for the Coordinator, Tutors and group meetings in the catchment area
* Line Manager and Coordinator meet regularly for supervision meetings (at least monthly)
* Line Manager advises and supports Coordinator regarding all aspects of establishment and operation of HIPPY
* Line Manager is knowledgeable and supportive of the program, by having a strong understanding of, and compliance with, the Sublicence and Funding Agreement and the Deeds of Variation
* Line Manager and Coordinator review goals identified in the Development Plan at least quarterly, and action, as required
 |
| Supporting evidence* Calendar dates/agendas as evidence of regular supervision
* Calendar dates/agendas as evidence of Development Plan reviews
* Run Line Manager report (print-friendly version) for evidence of Coordinator supervision and supporting the program
* Development Plan reviews with Line Manager and Coordinator
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 16: Provider complies with the HIPPY communication guidelines and maintains ongoing communication with HIPPY Australia (at least monthly for Coordinators and quarterly for Line Managers) |
| Indicators of success* Coordinator maintains ongoing verbal communication with HIPPY Australia at least monthly
* Line Manager maintains ongoing verbal communication with HIPPY Australia at least quarterly
* Other written communication (email etc) as required
 |
| Supporting evidence* Monthly catch-up in calendar as evidence
* Agenda of topics to discuss as evidence
* Development Plan reviews with Site Advisor and evidence to prove actions taken against or working towards Development Goals sent to the Site Advisor
* Reviews of relevant publications, brochures and merchandise to ensure they meet HIPPY communication guidelines
* Approval emails from HIPPY Australia regarding documents or merchandise created
 |
| [ ]  Met | [ ]  Not met |
| Notes |
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| Requirement 17: Line Manager develops and monitors program budget and submits financial reports to ensure adequate finance for all HIPPY operations |
| Indicators of success* Line Manager develops budget in consultation with the Coordinator that reflects program needs
* Line Manager communicates and involves Coordinator in relation to budget
* All financial reports for most recent financial year have been submitted
 |
| Supporting evidence* Run Annual budget and actuals report to review details of most recent budget and actuals.
* Run Annual financials report to review details of most recent Annual Financial report
 |
| [ ]  Met | [ ]  Not met |
| Notes |
| Type here |