



TÚSLA

An Ghnóthaireacht um
Léanaí agus an Teaghlach

CHILDRENS SERVICES REGULATION

SCHOOL AGE CHILDCARE REGISTRATION FAQ

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Structure of the School Age Childcare Registration Handbook

This document is broken down into four sections. The information boxes here describe what each section contains.

Section 1

Acronyms – List of the abbreviated terms throughout the document.

Introduction – Who we are, further details on the Regulations, and aim of the document.

Section 2

Overview of the registration process – a representation in pictures and words of how services and the School Age Office will interact.

Summary – Details on how the questions have been broken down by Regulation.

Questions and Answers for School Age Services - developed from queries and questions received by the School Age Office

Questions and Answers for Childminders - developed from queries and questions received by the School Age Office

Section 3

Appendices – schedule of fees, documents required for registration of both school age services and childminding, number of children that may be cared for in childminding, policy checklists and change in circumstance application form.

Section 4

Explanatory Notes – This section includes explanatory notes to explain some words, terms and phrases used within the document, which are coloured **in blue text**.

Abbreviations and Acronyms

BOD	Board of Directors	BOM	Board of Management
CCC	City/County Childcare Committee	CE	Community Employment
CIC	Change in Circumstance	CMI	Childminding Ireland
CSS	Child Safeguarding Statement	CSSCU	Child Safeguarding Statement Compliance Unit
DCYA	Department of Children and Youth Affairs	ELC	Early Learning Care
FAQ	Frequently Asked Questions	NVB	National Vetting Bureau
PAC	Personal Access Code	PIC	Person in Charge
QRF	Quality and Regulatory Framework	RP	Registered Provider
SAC	School Age Care	SAS	School Age Service
SDF	Statutory Declaration Form	UI	Unsolicited Information

Introduction

On the 18th February 2019, the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 came into effect. Services who cater for school age children must now register with Tusla, the Child and Family Agency. School-age childcare services have not, to date, been subject to registration, so this is a significant step forward in ensuring quality school-age childcare.

This FAQ was developed to aid new applicants and existing providers to meet these new requirements.

The newly established School Age Childcare Team in Tusla is responsible for promoting the quality, safety and appropriate care of the children by assisting in the registration of services within the sector.

This document has been developed from the most frequently asked questions and queries received to date to the School Age Office from new applicants, existing registered providers, City & County Childcare Committees and from the extensive sector. The School Age Office can be contacted by sending an email to sac.registration@tusla.ie.

This document should be read in conjunction with Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

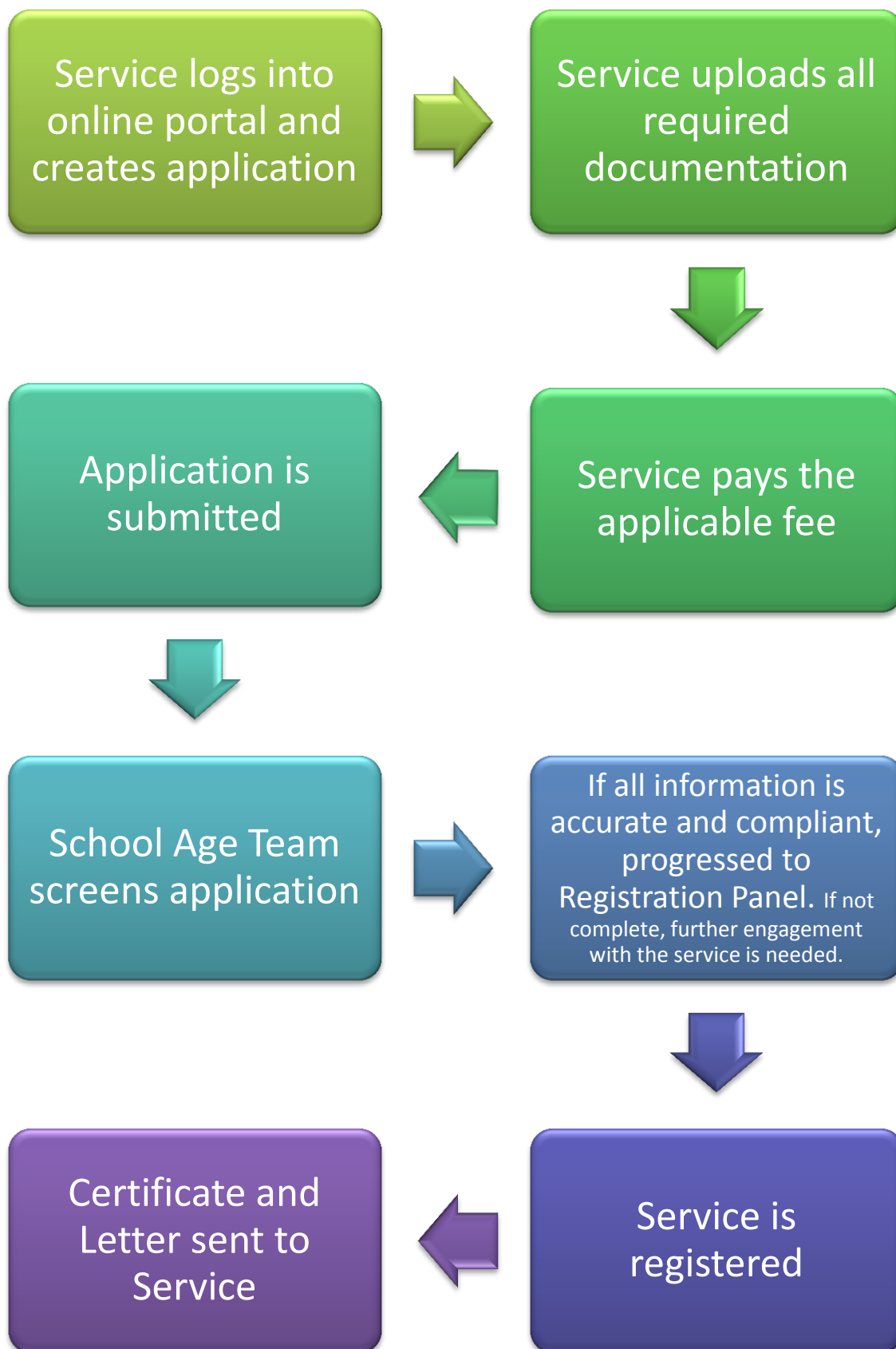
The Registration of **School Age Services Regulations** are available at:
<https://www.dcy.gov.ie/documents/earlyyears/20190108ChildCareActEarlyYearsReg2018.pdf>

This FAQ will be updated on an on-going basis, on receipt of questions and queries received from the sector, which are always welcome. Queries can be sent via email to sac.registration@tusla.ie at any time. The newest version of this document will be available on the Tusla website www.tusla.ie ¹

To Note: There are many words, phrases and terms that have a particular meaning within the context of the statutory regulatory requirements in the Early Learning Care (ELC) sector. In this document these words appear as **blue text**. We define these terms in alphabetical order, and, in some instances, we give additional information about the term as well as its definition, in **Section 4 – Explanatory Notes**. The blue text is a hyperlink. If you are reading on screen, click on a hyperlink to bring you to further information on the topic in question – for example, it might link to the term in the Explanatory Notes. Or, it might bring you to a website if your device has access to the internet.

¹ **DISCLAIMER: This document should not be considered as a definitive interpretation to all aspects of the Regulations. This document has been designed to assist the reader in understanding the requirements of the Regulation(s).**

Overview of the Registration Process for School Age Childcare



Summary

Regulation	Summary Note	Page of 2018 Regulations	Page of FAQ Document
1,2,3 & 4	Title and Commencement, Interpretations, Fees.	4 - 6	9
5,6 & 7	Sets out requirements for registration for Childminding services and School Age services.	6 - 9	9 - 11
8 - 16	Definition and information regarding Garda Vetting, Adult to Child Ratios, Policies, Procedures, Statements required, Insurance and Inspections	9 - 11	11 - 16
Childminding	Frequently asked questions for Childminders who offer School Age Services		16
Appendix 1	Schedule of Fees Payable. <i>(Schedule 1 of the 2018 Regulations)</i>	13	18
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Appendix 3	Documents Required of Childminders Providing a School Age service. <i>(Schedule 3 of the 2018 Regulations)</i>	22	20
Appendix 4	Number of children that may be cared for in a childminding service. <i>(Schedule 7 of the 2018 Regulations)</i>	31	21
Appendix 5	Policies Required for Registration Checklist.		22 - 28
Appendix 6	Child Safeguarding Statement Template.		29 - 31

Frequently Asked Questions for School Age Services

Part 1: Preliminary and General (Regulation 1,2,3,4)

Q1. When did the 2018 regulations come into effect?

A The 2018 Regulations came into effect on the 18th of February 2019.

Q2. What is the role of the [City/County Childcare Committees \(CCCs\)](#)?

A The CCC's role will coordinate and disseminate information nationally in partnership with Tusla. They will support services through the registration process where needed and help address concerns and queries from services.

Q3. What is the fee to register a [School Age Service](#)?

A The cost to register your service is dependent on the type of School Age service you provide. Please see [Appendix 1](#) at the back of this document for more details.

Q4. What is the fee to register if I have a [Pre-School service](#) and a [School Age service](#)?

A Where a registered provider provides both a School Age service and a Pre-School service that is registered under the 2016 Regulations, the highest fee applies to the class in which they fall under. Please see [Appendix 1](#) for more details at the back of this document. Payment is only required once per location.

Q5. Will a [School Age service](#) that plans on opening need to register in advance?

A Yes, anyone who intends to open a school age service in the future must register before the service opens. You must apply for registration at least three months in advance of opening.

Part 2: Registration and Register (Regulation 5, 6, 7)

Q6. What types of services do not have to register?

The following do not have to register, services **solely** providing activities relating to:

- a. The arts
- b. Youth work
- c. Competitive or recreational sport
- d. Tuition (including groups exclusively for the purpose of homework assistance, i.e. homework clubs)
- e. Religious teaching
- f. [Temporary services](#) i.e. summer camps

Q7. How does a [School Age service](#) register?

A Applications for registration can only be made via the [Tusla portal](#). This is how applications are processed. The first step is to open the online portal via <https://portal.tusla.ie> and create an application account, by clicking 'Register'. Providers can create an account directly: a valid email address and mobile phone number is required to do so.

Q8. Do multiple [School Age services](#) need to be registered separately?

- A Yes, the registered provider is required to register each School Age service individually. The registration will be based on the geographical location of each individual service. One provider can submit multiple applications through their profile on the Tusla portal. Applications must be completed in full and submitted before beginning the next application.

Q9. Are [‘Persons in Charge’](#) site specific?

- A Yes, there must be a person in charge or deputy in each premise if you are a service within a multiple.

Q10. What is the timeframe between logging in on the Tusla Portal, completing registration and obtaining the Tusla Registration Certificate?

- A At present we are not able to provide a timeframe on the above. The process is dependent on a fully compliant application form being uploaded, with all relevant required supporting documentation. A service is not registered until confirmation has been received by the School Age Childcare Team.

Q11. If a [School Age service](#) does not register with Tusla what will happen?

- A. The service will be deemed an unauthorised service, and there may be legal implications.

Q12. Who is responsible for registering the [School Age service](#) if the service is being run from a classroom in a Primary school?

- A The provider of the service is responsible for registering the service, unless the provider is an employee of the school in which case the school is required to register.

Q13. Do primary schools with afterschool clubs for junior and senior infants have to register? (For example: 2pm-3pm Clubs)

- A Yes, this service will be required to register under the 2018 Regulations as it is providing care and supervision when parents are unavailable or are facilitating one collection by parents from schools.

Q14. Does a [School Age service](#) that is open every day or on alternative days of the week have to register?

- A Yes, if the School Age service is open [consecutively](#) (each day of the week) or on set days, regardless of whether the children attend every day, the service will need to register.

Q15. Does a [School Age service](#) that is open for 1 hour a day need to register with Tusla?

- A Yes, a service that provides care for School Age children must register with Tusla under the 2018 Regulations regardless of duration of the time each day. (e.g. Breakfast Clubs)

Q16. Does a School Age service within a women's refuge need to register?

- A Yes, the service will need to register, however the details of registration (address etc.) will not be published on the register and will not be made available to the public.

Q17. Can a School Age service occur in the same place as a pre-school? Is there anything prohibiting them from using the same room?

- A This can only occur under the following circumstances:
- There is adequate space to so.
 - The two groups of children cannot be integrated for staff ratio purposes.
 - The carrying on of both services in the same room does not compromise the care and welfare of any child.
 - There is dedicated staff assigned for each group of children.

Q18. What is a Change in Circumstance?

- A Following registration (once a School Age Tusla Number and Certificate has been issued), a registered provider of a School Age service is required to notify Tusla in advance in writing of any proposed change in the details in relation to the School Age service contained in the register.

Q19. How do I apply for a Change in Circumstance?

- A The process for a proposed change in circumstance is as follows:
- Fill in the "Application of Proposed Change in Circumstance" form (Appendix 7)
 - The register provider must sign it.
 - Email a copy of the Change in Circumstance form to sac.registration@tusla.ie along with all required supporting documentation (as outlined in the Change in Circumstance Form)
 - Please include the School Age Tusla Registration Number within the email.
- A Please note:
- Incomplete forms missing the required supporting documentation will be returned and the CIC request will be cancelled.
 - A service cannot proceed with the proposed change until it has been approved by the School Age Team. You will be advised in writing of the decision once the application and supporting documentation has been assessed.

Part 3: Management of Service (Regulation 8,9,10,11,12,13,16)

Q20. Who are references required for?

- A The registered provider, Person in Charge and all staff working directly with children will be required to have two references, one of which must be from the last employer of the staff member.

- A Where the organisation is a corporate body, two references are required for each director of the board of management, regardless of whether or not the person has direct access to the children or not.

Q21. The regulations state that references must be from reputable sources in the case of a person who has no past employers. Who is a ‘reputable source?’

- A Referees should be persons who are well regarded and respected; they should not be family members. Referees should have firsthand knowledge and experience of the person. An acceptable reference will clearly state that the person is known to the referee and in what capacity and is considered suitable by them to work with children. All references should be received in writing by the person carrying on a pre-school service. Reputable means “highly regarded, well thought of, (well) respected” [Oxford Dictionary].

Q22. Who needs to be Garda vetted?

- A The registered provider, person in charge, and all staff who are working directly with children will be required to be Garda Vetted.
- A Where the organisation is a corporate body, Garda Vetting is required for each director of the board of management who has direct access to the children in the service.
- A Where a provider is operating a service single-handedly, the [second person](#) must be Garda Vetted.
- A In the case of a Board of Management or corporate body for the purposes of entry to the register it is the chairperson of the board who is listed. As this person is responsible for the carrying on of the service and its overall quality assurance they should, as a regular part of their functions, be present in the service during hours of operation in order to satisfy themselves that the service is operating in accordance with the regulations. Such persons should provide a Garda Vetting Disclosure which is permitted under Schedule 1(1)(a) of the National Vetting Bureau Act 2012.

Q23. When is Police vetting required?

- A Police vetting/clearance is required where a staff member, board of [director’s](#) member or registered provider has lived in another country for 6 or more months [consecutively](#) after their 18th Birthday.

Q24. What is the adult to child ratio for a [School Age service](#)?

- A The Adult to child ratio is strictly 1 adult to 12 children under the 2018 Regulations.

Q25. With regard to the 1:12 ratio is the room number capped at 12 also?

- A The ratio is 1:12. The room number is not determined by the regulations presently. However, rooms should not be over crowded for safety reasons.

Q26. Is the 1:12 ratio applicable where different school age groups are cared for in the one setting?

- A Yes, it is the same ratio for all children of different school age groups and different ages.

Q27. Are there any toilet facility ratios available for a [School Age service](#)?

- A The toilet facility ratios are not determined by the regulations presently, however a sufficient number of suitable toilet facilities should be provided with consideration of the number, age, and gender of the children in attendance.

Q28. Can there be the same policies and procedures for a [School Age service](#) as an [Early Year's service](#)?

- A As School Age regulations cover children aged 4-15 years, the policies will need to be appropriate for the care of the older children. Separate policies for School Age Childcare are recommended. However, policies for the Early Years' Pre-School Service can be appropriately amended so they include information pertaining to the School Age Children once they meet the required guidelines. Please see [Appendix 5](#) for the checklist on policies.

Q29. Will a single document for every policy be required for registration?

- A Policies and procedure documents do not have to be individual documents and can be presented in handbook format. However, each of the policies required must be clearly distinguishable and identifiable and not integrated within others, where they could prove difficult to assess for compliance. Please see [Appendix 5](#) for the checklist on policies.

Q30. Have space requirements been decided for [School Age services](#)?

- A Space requirements have not been prescribed under the 2018 Regulations presently. Rooms should be appropriate in size for use and not overcrowded.

Q31. Are evidence of planning permission & fire certification required for [School Age services](#) for the purposes of registration?

- A Evidence of planning permission and fire certification is not currently required for the purposes of registration, however any premises providing childcare must be compliant under building regulations and Fire Services Act 1981. All services who do not have planning and fire certification, or who have any issues with acquiring same should contact their local authority. A new updated Guide for Fire Safety in Early Years and Child Care Settings will be shortly published by the Department of Housing, Planning & Local Government. This will provide a guide to fire safety requirements in School Age Services.

Q32. What policies are required for registration of a [School Age Service](#)?

- A
- a) Complaints policy
 - b) Policy on administration of medication
 - c) Policy on infection control
 - d) Policy on managing behaviour
 - e) Policy on the dropping off and collection of children
 - f) Statement of purpose and function

- g) Fire safety policy
- h) Safety Statement
- i) Child Safeguarding Statement

Q33. Where can I get support in developing policies?

- A The sample resources and information in the Early Years Quality & Regulatory Framework (QRF) available on the Tusla website: www.tusla.ie can be adapted for use for School Age care provision providing they meet the required guidelines. The local [CCC's](#) and relevant stakeholder agencies can provide assistance and support in developing policies. Please see [Appendix 5](#) for the checklist on policies.

Q34. Where can I get support in developing my safety statement?

- A Section 20 of the Safety, Health and Welfare at Work Act 2005 requires that an organisation produce a written programme to safeguard:
- The safety and health of employees while they work
 - The safety and health of other people who might be at the workplace, including customers, visitors and members of the public.
- A Further information and guidance can be found on the Health and Safety Authority Website <http://www.hsa.ie>

Q35. What is a [Child Safeguarding Statement](#)?

- A This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure that a child availing of the service is safe from harm. The Child Safeguarding Statement should provide an overview of the measures that your organisation has in place to ensure that children are protected from harm. It is a mandatory statutory requirement under Articles 10 & 11 of the Children First Act 2015. Please see [Appendix 5](#) for the checklist on policies which includes a template for a Child Safeguarding Statement. Further information is available at <https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/>

Q36. What are the qualification requirements for [School Age services](#)?

- A Specific qualifications are not currently required for the purpose of registration, however, it is best practice to employ suitably qualified persons to work with children.

Q37. Are CE workers allowed to be considered as part of the adult/child ratio?

- A In the initial registration regulations there is no minimum qualification requirement for the purpose of registration. Therefore, currently there is no prohibition for CE workers, who may be considered as part of the ratios.

Q38. Is a [School Age service](#) required to provide access to an outdoor space for children attending the service?

- A Yes, an outdoor space to which the School Age children attending the service have access on a daily basis is required on the premises. Where no such space is provided, the School Age children attending the service must have access on a daily basis to an outdoor space.

Q39. Is insurance required for a [School Age service](#)?

- A Yes, a registered provider must ensure that the School Age service is adequately insured.

Q40. Is a [CRO Certificate](#) necessary if the service is not participating in [DCYA](#) funded programmes?

- A A CRO Certificate is required for any service that is operated by a registered company. It has no links to DCYA funding. There is no requirement for a service to be CRO registered (i.e. sole traders, childminders etc.). However, if a service is operated under a business name, the business name must be registered. A business name is a trading name which differs from the names of the persons or the company who own the business. Please see www.cro.ie for more information.

Q41. Is a Tax Reference Number (TRN) or Tax Clearance Access Number (TCAN) not sufficient enough to submit as a [CRO Certificate](#) is confidential?

- A As per the CRO website, www.cro.ie:
“Almost all of the information filed with the CRO is available for public inspection, usually for a small fee. Certain vital information, such as company name and registered office address, may be checked free of charge on the [web search facility](#). A more detailed synopsis of a company is available by ordering a company printout or a copy of any document filed. This again can be obtained using the web search facility and a charge applies. Details of Business Names are also available using the search facility. Some basic statistics are available in the [Annual Report](#). Please see [Access to CRO](#) Data page.”

A CRO certificate is not confidential and is required if the service is operated by a registered company.

Q42. When will inspections take place?

- A Inspections are not currently outlined for the purpose of registration at this time. The Minister for Children and Youth Affairs has advised that a detailed consultation with the sector will be carried out before inspection regulations are drafted. At present there is no timeframe for the commencement of this process. However, once these inspection regulations have been finalised, registered services will be updated accordingly. Please note that the School Age Team does receive unsolicited information concerning school age settings. This information is routinely screened for relevance to the regulations. Where deemed of sufficient concern school age services can be inspected in order to examine if children in these settings are at risk of harm.

Q43. What is unsolicited information?

- A Unsolicited information is defined as information that is not sought, solicited or requested by the school age team but is provided by the public. Most unsolicited information takes the form of dissatisfaction or complaints. Where such information is received it is screened for relevance to the regulations. Where it is relevant the school age provider will be supplied with the details of the information supplied and asked to either investigate the issue where it is not already known to the provider or to provide a copy of the investigation that has taken place to the school age team for analysis. It should be noted that the school age providers are required to operate suitable complaints management processes and provide evidence when requested of its application. In the event that a provider receives a notice from the school age team of unsolicited information it should be taken most seriously. Inadequate management and processing of complaints by providers will impact service registration.

Frequently Asked Questions for Childminders

Q44. Do [childminders](#) need to submit policies when applying for registration?

- A Childminders must submit the policies as listed in [Appendix 3](#). A checklist with further information of what each policy requires is detailed in [Appendix 5](#), to support the service when drafting policies.

Q45. As a [childminder](#) is there a number of school age children that can be cared for without having to register with Tusla?

- A Yes. The Child Care Act 1991 (as amended) exempts certain childminders from having to register with Tusla. In order to be exempt, a childminder must be caring for not more than 6 school age children.

Q46. As a [childminder](#) is there a number of pre-school children that can be cared for without having to register with Tusla?

- A A childminder is exempt from registering with Tusla if they care for 3 or less pre-school children only.

Q47. If minding up to 12 children does a [childminder](#) need to apply for planning permission?

- A Planning permission is not currently required for the purpose of registration; however, any premises providing childcare must be compliant under building regulations and Fire Services Act 1981. Any queries regarding planning permission should be made to the relevant local authority. Please note that current planning exemptions apply to early years' child minders who are caring for up to 6 early years' children. As the school age regulations are new and allow for a child minder to care for up to 12 children it should not be assumed that same exemptions apply. Childminders should contact their local authority for a definitive position on planning.

Appendix 1: Schedule of Fees Payable

School Age, Childminding, Full-time Services, Part-time Day Care Services, Sessional Pre-school Services, Childminding Services (Pre-school).

(1)	(2) Class of Service	(3) Annual fee
1.	School Age Service (other than a Childminding Service)	€80
2.	Childminding Service (School Age)	€40
3.	Full day care service registered under the 2016 Regulations	€80
4.	Part-time day care service registered under the 2016 Regulations	€80
5.	Sessional pre-school service registered under the 2016 Regulations	
6.	Childminding Service (pre-school) registered under the 2016 Regulations	€40

Application Fees (Schedule 1) of the 2018 Regulations

Appendix 2: Documents Required for Registration of a School Age Service

Application Form for Registration of School Age Service.

Part VIIA of the Child Care Act 1991 as inserted by Section 92 of the Child & Family Agency Act 2013.

Information to be enclosed with application form

- Garda vetting [Police vetting for proposed registered provider, person in charge (if different), and, where the proposed registered provider is a corporate body, each director of the body Garda vetting/Police vetting for the "second person", where the person in charge operates the service single-handedly
- Two references in respect of the proposed registered provider, and in respect of the person in charge if different
- Evidence of registration from Companies Registration Office, where applicable
- Proof of identity of the proposed registered provider (copy of passport or driving licence or Public Service Card are the only acceptable documents)
- Copy of the Certificate of Insurance or written confirmation of insurance cover
- Copy of Statement of Purpose and Function
- Copy of Safety Statement (if applicable)
- Copy of Child Safeguarding Statement
- Copy of Policy on Managing Behaviour
- Copy of Complaints Policy
- Copy of Policy on Administration of Medication
- Copy of Policy on Infection Control
- Copy of Policy on Dropping Off and Collection of Children
- Copy of Fire Safety Policy
- Application Fee Due

Application Form for Registration of School Age Service (other than a Childminding Service) (Schedule 2) of the 2018 Regulations

**Please note that only fully completed application forms will be accepted.
All information must be accurate and comprehensive**

Appendix 3: Documents Required for Registration of Childminders Providing School Age Services

Part VIIA of the Child Care Act 1991 as inserted by Section 92 of the Child & Family Agency Act 2013

Information to be enclose with application form

- Garda vetting/Police vetting for proposed registered provider
- Garda vetting/Police vetting for the "second person" referred to in Regulation 9(3)
- Garda vetting/Police vetting for persons over the age of 18 normally present in the house during times when the service is operating
- Two references in respect of the proposed registered provider
- Proof of identity of the proposed registered provider (copy of passport or driving licence or Public Service Card are the only acceptable documents)
- Copy of the Certificate of Insurance or written confirmation of insurance cover
- Statement of Purpose and Function
- Copy of Child Safeguarding Statement
- Copy of Policy on Managing Behaviour
- Copy of Policy on Administration of Medication
- Copy of Policy on Infection Control
- Copy of policy on the Dropping Off and Collection of Children
- Application Fee Due

Application Form for Registration of Childminding Service (Schedule 3) of the 2018 Regulations.

**Please note that only fully completed application forms will be accepted,
All information must be accurate and comprehensive**

[Appendix 4: Number of children that may be cared for in a childminding Service](#)

(1)	(2)
No. of Pre-school children being cared for	Maximum no. of School Age children
1	10
2	7
3	5
4	2
5	1

Number of children that may be cared for in a childminding service (Schedule 7) of the 2018 Regulations.

Appendix 5: Policies Required for Registration Checklist

Complaints Policy <i>The policy must cover these core points below but is not solely limited to this list</i>	
No.	Policy's list of details required:
1.	The service must have a complaints policy.
2.	The policy must state that it is available and will be communicated to all parents, guardians and School Age children.
3.	There must be a child friendly version of the complaints policy and procedures.
4.	The policy must set out the procedures as to how a concerned person can make a complaint, that is, how to make a complaint and who to make it to.
5.	The policy must give the name of the person who receives complaints.
6.	The policy must describe complaints that will not be managed by the service, e.g. those that should be dealt with by An Garda Siochana, or Tusla.
7.	<p>The policy must state how a complaint is (<i>consideration given to School Age children understanding</i>):</p> <ul style="list-style-type: none"> • Managed, • Reported, • Investigated, • How staff are involved, • Describes the progress of complaint, • States how the person making the complaint is to be kept informed of progress, • Provides a timeline for dealing with complaints.
8.	The policy must describe the process for closing complaint by service including information about the appeals process.
9.	The policy must identify how long the service will keep record of complaints.
10.	The service must have a policy that allows children to make complaints themselves and outlines a process of how they will be facilitated and supported to do so.

Dropping-Off and Collection of School Aged Children

The policy must cover these core points below but is not solely limited to this list

No.	Policy's list of details required:
1.	The service must have a policy in relation to the dropping off and collection of the School Age children.
2.	The policy should state that it is available and will be communicated to all parents, guardians and School Age children.
3.	The policy must clearly specify the procedures involved for the pick-up and drop off of the School Age children.
4.	The policy should state how the children are supervised during collection times, and when entering and leaving the service.
5.	The policy should state who is authorised to collect the child from school and also, the service.
6.	The policy must set out the procedure for when a non-authorised person arrives to collect a child.
7.	<p>The policy must set out the procedures for unusual circumstances, including:</p> <ul style="list-style-type: none"> • Late collections, • If a child is not collected, • If a parent or guardian or nominated person arrives in an unfit state to collect a child.
8.	<p>The policy should describe how the service proposes to transfer the children from the school to the School Age childcare service. What means of transportation or other means of transport will be used:</p> <ul style="list-style-type: none"> • Car, • Bus, • Taxi, • Walk, • Other.
9.	The policy must indicate that the children will be adequately insured during transportation to the service and from where the service provider is the agent of collection.

Fire Safety Policy

The policy must cover these core points below but is not solely limited to this list

No.	Policy's list of details required:
1.	The service must have a policy on fire safety.
2.	This policy must be available to parents, staff & relevant stakeholders.
3.	This policy must state the procedures to be followed in the event of an outbreak of fire.
4.	This policy must state that the procedures are displayed in a prominent place and also, if this location is specified.
5.	This policy must specify the location of the fire assembly point.
6.	This policy must state how frequently fire drills are to be carried out. (i.e. on a monthly basis)
7.	This policy must state that fire drills will be practiced by setting off the fire alarm.
8.	The procedures must be in a child friendly format for the safe evacuation of the children availing of the service.
9.	This policy must state that staff will be trained and/or made aware of the procedures to be followed in the event of a fire in the service.
10.	This policy must state that staff are familiar with the location of firefighting equipment and are trained in the use of this equipment.
11.	This policy must state the maintenance and testing arrangements and frequencies for firefighting equipment and smoke alarms. (i.e. at least annually)
12.	This policy must specify the record keeping requirements, including: <ul style="list-style-type: none"> • Recording in writing the fire drills that take place; • Recording in writing the number, type and maintenance records of firefighting equipment and smoke alarms.
13.	This policy must be compliant with articles 18 and 19 of the Fire Services Act 1984.

Medication Management

The policy must cover these core points below but is not solely limited to this list.

No.	Policy's list of details required:
1.	The service must have a policy on medication management.
2.	The service must state that the policy is available, and will be communicated to all parents, guardians and School Age children.
3.	The policy must state that written consent be obtained on a specific consent form from parents/guardians for the service to administer medication.
4.	The policy must state that parents provide written details of medication that is being self- administered and kept by a child.
5.	The policy must state the procedures to be followed before, during and after administration of medication.
6.	The policy must state how staff will be trained in the safe administration of medication.
7.	<p>The policy must state the procedure to be followed in an emergency situation. (i.e. allergic re-action)</p> <p>Including:</p> <ul style="list-style-type: none"> • Notification of parents, • Guardians, • Emergency services.
8.	The policy must state that a record of medication administered to a child is maintained.
9.	The policy must identify where medication is to be stored.
10.	The policy must indicate that where an arrangement is in place for a child to administer their own medication, that the service will maintain a clear instruction risk assessment and recording, to support this arrangement.
11.	The policy must verify the disposal of medication which is out of date.

Policy on Behaviour Management – Including Managing Challenging Behaviour

The policy must cover these core points but is not solely limited to this list below

No.	Policy's list of details required:
1.	The service must have a policy on Behaviour Management that is age appropriate.
2.	The policy must identify expectations and rules within the service.
3.	The policy must state how it will manage age appropriate conflict and challenging behaviour relative to the stage of development of the child.
4.	The policy must state provisions to incorporate positive behaviour into practice.
5.	<p>The policy must state practices that are not allowed in the service.</p> <ul style="list-style-type: none"> • Use of corporal punishment; • Use of or threat-of, any practices that are disrespectful, degrading, exploitative, intimidating, isolating, emotionally and/or physically harmful to the child or neglectful of the child; • Bullying of any form; • Restraint of children by unapproved methods.
6.	The service must have specific policy for identifying, responding and managing bullying.
7.	The policy must state that all staff will be trained in behaviour management.
8.	The policy must refer to the management of cyber bullying.
9.	The policy must state how said policy will be available and communicated to staff, parents and children.
10.	The policy must state the procedure to be followed if a child leaves the service unaccompanied, if and without, authorisation.
11.	<p>The policy must state when staff can physically intervene to prevent injury to the child or others and to prevent significant damage to equipment or property. The policy ensures that this intervention:</p> <ul style="list-style-type: none"> • Used only as a last resort; • Ensures no pain is inflicted upon children; • Incident record is completed; • Parents/guardians to be advised. • Is an approved evidence based method; • All staff have been trained and certified in the method.

Policy on Infection Control

The policy must cover these core points but is not limited solely to this list below

No.	Policy's list of details required:
1.	This service must have a policy on infection control that includes the following procedures; <ul style="list-style-type: none"> • Protection of School Age children attending the service from the transmission of any kind of infection, • Protection of persons working in the service from the transmission of any kind of infection.
2.	The policy must state the procedures for hand hygiene. <ul style="list-style-type: none"> • Hand hygiene procedures and frequencies, • Supervision of children's hand washing (age appropriate), • Requirements for staff and children's hand washing are in place.
3.	The policy must state the procedures for exclusion from service, due to illness.
4.	The policy must state that a cleaning programme is in place, its nature, and frequency
5.	The policy must state that child immunisation records are maintained and the procedures for the management of children who are not immunised (age appropriate).
6.	The policy must set out procedures for dealing with outbreaks of infectious diseases.
7.	The policy must state the procedures for reporting notifiable infectious diseases to Tusla and the HSE.
8.	The policy must state how the policy will be available and communicated to parents, staff and School Age children.

Statement of Purpose and Function Checklist <i><u>The policy must cover these core points but is not limited solely to this list below</u></i>	
1.	The service has a Statement of Purpose and Function.
2.	The statement clearly outlines the overall aim and ethos of the service.
3.	The statement state the age range of the children using the service.
4.	The statement state the number of children using the service.
5.	The statement state the type of service. <ul style="list-style-type: none"> • School Age Service. • School Age service with registered full day care service. • School Age service with registered part time day care service. • School Age service with registered sessional pre-school service.
6.	The statement details the opening hours of the service and the number of weeks opened per calendar year.
7.	The statement outlines a programme of activities offered to the young people.
8.	The statement is available to parents, staff & relevant stakeholders.
9.	The information is available in child friendly format to children availing of the service?
10.	The date for when the statement will be reviewed is specified. (Every 2 years or if there is a change)
11.	The statement lists the policies that inform the work of the service.

[Appendix 6: Child Safeguarding Statement Template](#)

Child Safeguarding Statement Sample Template

Note: This is a sample template provided as a guide only. It is not a standardised format for a Child Safeguarding Statement. Please see the following documents for more information about developing a Child Safeguarding Statement:

- *Children First: National Guidance for the Protection and Welfare of Children*
- *Guidance on Developing a Child Safeguarding Statement* (www.tusla.ie)
- *Child Safeguarding: A Guide for Policy, Procedure and Practice* (www.tusla.ie)

1. Name of service being provided:

2. Nature of service and principles to safeguard children from harm (*brief outline of what our service is, what we do and our commitment to safeguard children*):

3. Risk Assessment

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk identified	Procedure in place to manage identified risk
1		
2		
3		
4		
5		

4. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

All procedures listed are available upon request.

5. Implementation

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed on _____, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: _____ (Provider)

[Provider's name and contact details]

For queries, please contact _____, Relevant Person under the Children First Act 2015.

Child Safeguarding Statement Sample Template

Section 2: Nature of service and principles to safeguard children from harm: Describe the nature of your services and specify the principles that you will observe to keep children safe from harm while they are availing of your service.

Section 3: Risk assessment: *Children First: National Guidance for the Protection and Welfare of Children* (2017) provides additional guidance on carrying out the risk assessment component of your Child Safeguarding Statement.

Section 4: Procedures: As this is only a sample list, you will need to add to this list as appropriate, based on the outcome of your risk assessment. Please see also Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*.

Section 5: Implementation: At a minimum, reviews must be carried out every 24 months. The provider is the individual with overall responsibility for the organisation. This may be the chief executive officer, chairperson of a board of management, owner/operator, etc.

Relevant Person: You should include the name and contact details of the Relevant Persons, who are the first point of contact regarding your Child Safeguarding Statement.

[Appendix 7: Change in Circumstance Application Form](#)



Form for Application of Proposed Change in Circumstances
School Age Services Only

SCHOOL AGE SERVICES ONLY

Form for Application of Proposed Change in Circumstances

Name of Service on National Register	
School Age Tusla Reference Number	TU
Address of Service	
Phone Number of Registered Provider	
Email Address of Registered Provider	

Please tick (✓) column(s) of the proposed change in circumstances you wish to apply for:

	Summary of reason for notification	✓		Summary of reason for notification	✓
1	Change of Service Name		7	Change in Hours of Operation	
2	Change of Service Address		8	Change in Number of Staff Employed	
3	Change of Registered Provider		9	Change in Phone Number of Service	
4	Change in Legal Name of Company		10	Change in Mobile Number of Service	
5	Change of Person in Charge		11	Change in Mobile Number of Registered Provider	
6	Change in Number of children that can be accommodated		12	Change in email address	

Name of Service as per Register:	
Current information on Register which you propose to change	New Information which is proposed to be entered on Register

PLEASE ATTACH REQUESTED SUPPLEMENTARY INFORMATION AS OUTLINED OVERLEAF

Printed Name of Registered Provider.....
 Signature of Registered Provider.....
 Date.....



SUPPLEMENTARY INFORMATION REQUIRED

Section 1 – Change of Service Address

Section 2 – Change of Registered Provider

Section 3 – Change in Legal Name of Company

Section 4 – Change of Person in Charge

Section 5 – Change in Number of Children that can be accommodated

Declaration:

I declare that all the information given on this supplementary notification form is true to the best of my knowledge and belief.

Printed name of Registered Provider: _____

Signature of Registered Provider: _____

Date: ___/___/___

Section 1: Change of Service Address

Date of proposed change: ___/___/___

Proposed New Address: _____

Documents Required & Checklist:

- Insurance Certificate
- Safety Statement for new Premises

If Not Available State Why:



Section 2 – Change of Registered Provider

Date of proposed change: ____/____/____

Documents Required & Checklist:

- Garda Vetting (no more than 36 months old)
- Police Vetting*
- Two References
- If New member(s) to board -vetting and 2 validated references
- Photo ID

If Not Available State Why:

- _____
- _____
- _____
- _____
- _____

Documents Required if Change in Registered Provider is due to a Sale:

- CRO including Business Address
- Confirmation of Insurance Transfer
- Conditions of sale/contract of undertakings

- _____
- _____
- _____

Additional details required

What is the name of the Person in Charge in the Service? _____

Why is the Registered Provider being changed? _____

*If have worked outside of Ireland for 6 months or more consecutively after their 18th Birthday

Section 3 – Change in Legal Name of Company

Date of proposed change: ____/____/____

Current legal name of Company _____

Proposed Legal name of Company: _____

Can you outline the details as to why the legal name is being changed: _____

Can you confirm if there is a change to registered business address: (if yes, state new address)

Names of proposed board of directors: (If different from Registered Board of Directors)

1) _____

2) _____

3) _____

4) _____

5) _____

Documents Required & Checklist, if applicable:

- Copy of CRO Form
- Board of Directors Garda Vetting
- Board of Directors Two References per member
- Board of Directors Police Vetting

-
-
-
-

If Not Available State Why:

- _____
- _____
- _____
- _____



Section 4 – Change of Person in Charge

Date of proposed change: ____/____/____

Is the proposed new person in charge:

- A) Currently working in the service
- B) New to Service

Name of proposed new person in charge: _____

Documents Required & Checklist:

If Not Available State Why:

New Employee Not Previously in Service:

- Garda Vetting (no more than 36 months old) _____
- Police Vetting (If have worked outside of Ireland for 6 months or more consecutively after their 18th Birthday) _____
- Photo ID _____
- 2 Validated References (One from last employer) _____
- Details of Qualifications _____
- Details of Previous Employment (CV) _____

Current Employee in Service:

- Garda Vetting (no more than 36 months old) _____

Section 5 – Change in Number of Children that can be accommodated

Will there be any material alterations made to the current premises: Yes No

Extension Additional Room Additional Building on site Other

Details: _____

Will you require additional staff: Yes No

New number of children that can be accommodated: _____

Documents Required:

If Not Available State Why:

- Insurance Certificate _____
 - Confirmation of sufficient staff to maintain required adult:child ratio _____
- _____

Explanatory

City/County Childcare Committee (CCC):

The City/County Childcare Committees are a Department of Children and Youth Affairs-funded support, which was established in 2001, which supports and assists families and childcare providers with childcare matters at local county level.

- a) They coordinate the implementation of the national childcare policy and programmes at a local level on behalf of the Department of Children and Youth Affairs.
- b) The key role of the CCCs is to facilitate and support the development of quality, accessible childcare services for the overall benefit of children and their parents by taking a child-centred and partnership approach. More information is available at <https://myccc.ie/>

Change in Circumstances:

Any change – for example, a change of name or address – that a registered provider intends to make to their original registration.

Child Safeguarding:

The Children First Act 2015 and the updated requirements of Children First: National Guidelines (2017) for the Protection and Welfare of Children place new responsibilities on registered providers to ensure children in their services are safeguarded. A statement setting out the School Age services commitment to safeguarding the children in their care and the processes in place to ensure a safe environment for each child attending the service where they can play, learn and develop. A guide for School Age services in Ireland provides support and guidance for services in developing their Child Safeguarding Statement and accompanying Child Safeguarding Policies and Procedures.

More information is available at: www.tusla.ie/children-first/

Childminder:

A childminder is a person who provides a childminding service. A childminder aims to provide a home from home childcare service in the childminder's own home.

Childminding Service (School Age):

A Childminding service is a School Age service, which may include an overnight service, offered by a person who single-handedly takes care of School Aged children. This may include the person's own children, in the person's own home, for a total of more than two

hours per day, unless exempted from provision of Part 12 of the Child and Family Agency Act 2013 as set down under 58L:

- a) *“The care of one or more children undertaken by a relative of the child or children or the spouse of such relative.”*
- b) *“A person taking care of one or more children of the same family and no other such children (other than the persons own such children) in their own home.”*
- c) *“A person taking care of no more than 3 children of different families (other than that person’s own School Aged children) in that person’s home.”*

Children First:

Children First is a national guidance e-learning programme designed to ensure the protection and welfare of children which sets out clearly how child protection must be placed at the core of any organisation which works with children. For guidance on the Children First programme visit <https://www.dcy.gov.ie/docs/EN/Children-First-Guidance/2759.html>

Consecutively:

Consecutive events, numbers, etc. that follows one after another without an interruption.

Corporate Body:

A legal entity (such as an association, company, person, government, government agency, or institution) identified by a particular name. May also be called a corporation or corporate entity.

CRO:

Company Registrations Office - Where a company is incorporated, a business name is registered, or a charge is registered, a CRO certificate is issued to the presenter. – www.cro.ie

DCYA

The Department of Children and Youth Affairs was established on 2nd June 2011. The Government decided to create this dedicated Department and, in doing so, to consolidate a range of functions previously discharged by various Government Ministers. The Minister for Children and Youth Affairs sits at the Cabinet table.

The Department brings together a number of key areas of policy and provision for children, young people and families. It is tasked with driving forward a range of commitments outlined in the 2011 Programme for Government, as well as leading an ambitious reform agenda for children and family services.

Director:

A director, in relation to a registered provider that is a corporate body, means a director as defined in the Companies Act 2014 (No. 38 of 2014) and, in the case of a board of management established under Section 14 of the Education Act 1998 (No. 51 of 1998), means each member of the board.

Emergency:

A serious, unexpected, or dangerous situation requiring immediate action.

Employee:

In relation to a School Age service, an employee is a person who has entered into, or works under, a contract of employment with the registered provider.

Fire Safety:

A set of practices intended to eliminate or reduce the risk of fire, and to ensure the safety of occupants and limit damage if a fire occurs.

First Aid:

Where help is required for the purpose of:

- a) Preserving life or minimising the consequences of illness or injury until medical assistance is obtained.
- b) Treatment of a minor injury, which does not require medical assistance.

Full Day Care Service:

A School Age service offering a structured day care service for School Age children for more than five hours a day, and which may include a sessional service for School Age children not attending full day care service.

Intention to register:

Intention to register refers to a Standalone School Age service that wants Tusla to acknowledge their intent on registering their service under the 2018 School Age Regulations.

Mixed Age Groups:

If a childminder has a mix of both Early Years and School Age children, they will be required to abide by these ratios, set out by the 2018 Regulations. Table 1 explains the ratios.

TABLE 1.

<u>No. of pre-school children being cared for</u>	<u>Maximum no. of school age children</u>
0	12
1	10
2	7
3	5
4	2
5	1
5	0

A childminder is exempt from registering with Tusla if they care for a mix of Early Years and School Age children (up to a maximum of 6 children) as set out in TABLE 2 below.

TABLE 2.

<u>No. of pre-school children being cared for</u>	<u>Maximum no. of school age children</u>
1	5
2	4
3*	3

* no more than 2 babies under 15 months.

National Vetting Bureau (NVB):

The National Vetting Bureau provides vetting (checking and screening) on behalf of organisations employing people to work in a full-time, part-time, voluntary or student-placement capacity with children or vulnerable adults.

Organisation:

An Organisation is classified as an organized group of people with a particular purpose, such as a business or government department.

Person in charge:

The person who has day-to-day charge of the service. This may include the registered provider, or the manager, or another named person as being the person in charge. If a service is one of multiple services, there must be a person in charge in each premises.

Premises:

A premises is classified as buildings, grounds, gardens and so on. In relation to a School Age Service, premises include a building or part of a building and any out-offices, yards, gardens or land that is adjacent to the buildings and owned by the premises (but not used for gain).

Pre-School Service:

A pre-school service is any pre-school, play group, day nursery, crèche, day-care or other similar service which caters for pre-school children.

Register:

The list of registered School Age services established and maintained in line with Section 58C of the Childcare Act, 1991.

Registered provider:

The person whose name is entered in the register in line with section 58C of Part 12 of the Child and Family Agency Act 2013 as providing a School Age service. The registered provider is the person who has signed the registration application form and is legally responsible for operating the service in compliance with the legislation under the 2016 Regulations and the Act.

School Age Child:

A School Aged child is a child that is under the age of 15 years' old who is enrolled in a school providing primary or post primary education.

School Age Team:

The School Age Team consists of members of staff within Tusla that are dedicated to the processing of registering School Aged services within the Republic of Ireland.

School Age Service:

A School Age service means any Early Years' service, play group, day nursery, crèche, day-care, childminder, or other similar service which;

- a) Caters for children under the age of 15 years enrolled in a school providing primary or post primary education.
- b) Provides a range of activities that are developmental, educational and recreational in manner, which take place outside of school hours, the primary purpose of which is to care for children where their parents are unavailable.
- c) The basis for access to which is made publicly known to the parents and guardians of the children.

Second Person

Where the Person in Charge operates the service single-handedly, a second person is a person that is familiar with the operation of the service and in a position to provide assistance in operating the service to the person in charge. They should be:

- a) Within close distance of the service at all times;
- b) Available to attend the service to assist the person in charge or the registered provider of the service in the event of an emergency;
- c) Garda Vetted.

Sessional School Age Service:

A School Age Service offering a planned programme to children for not more than 3.5 hours per session.

Standalone School Age service:

A Standalone School Age service is classified under the 2018 School Age Regulations as a service that caters for specifically School Age children, therefore the service has not registered with Tusla as an Early Years' service in the past.

Temporary Service:

A school age service offering school age care to children exclusively on a temporary basis.

Tusla – The Child and Family Agency:

The dedicated State agency responsible for improving wellbeing and outcomes for children. Tusla was established under the Child and Family Agency Act 2013.

Tusla Portal

The Tusla Portal is an online application system to enable School Age Services to register.