

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2019DY002SA
Name of School Age Service:	Sherpa Kids Scoil Chaitriona
Name of Registered Provider(s):	Sarah-Jane Grange
Address of School Age Service:	Mask Avenue, Artane, Dublin 5
Eircode:	D05 HR61

Date of Inspection:	31 July 2024		
Number of school age children present during inspection:	AM	46	
Registration status:	Registered		
Conditions (if applicable):	Not applicable		

Address of the Early Years Inspectorate	Brunel Building, St. John's Road West, Heuston South Quarter, Dublin 8. D08 X01F
Inspection undertaken by:	A. Bradshaw
Title:	Early years inspector

Authority to Inspect
Tusla's Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

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Description of Service:

Sherpa Kids Scoil Chaitriona is a school age service owned and operated by the two persons. It is based on the grounds of Scoil Chaitriona girls' primary school in Dublin 5. The service has the use of a modular building at the side of the main school building. The general-purpose hall in the school building is available to the children once the school day is over.

The service is registered to accommodate 72 children from the ages of 4 up to 12 years old.

The service is registered to operate from 7.30 to 9am and 1.30 to 6pm during the school term and 8am to 6pm outside of the school term.

The children have access to a large, grassed area at the side of the building.

Staffing:

There are 14 staff members employed in the service. This includes the two owners who do not work directly with the children but are available for support if required. On the day of the inspection, there were 5 staff caring for 46 children. The registered provider was available in the service during the inspection.

Additional Information:

The inspector conducted a planned, focused inspection of the service.

Legislation

Tusla's Early Years Inspectorate is the independent statutory regulator of School Age Services in Ireland, and its role is to promote and monitor the safety and quality of school age care provision in accordance with the following legislation:

- The Child and Family Agency Act 2013, Part 12.
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022.
- The Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018).

A school age service means any early years service, play group, day nursery, crèche, day-care 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, and
- c) the basis for access to which is made publicly known to the parents and guardians of the children referred to in point (a) above.

It is the responsibility of a registered provider to ensure the safety and well-being of school age children and the above legislation authorises Tusla to assess compliance with the Regulations.

Inspection Methodology:

The inspection is unannounced to assess compliance with the Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018), Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022, and the Child Care Act 1991, Section 58 as amended by Part 12 of the Child and Family Agency Act, 2013.

The findings on inspection are gathered through a triangulation method, including:

- Information obtained through examination of documentation.
- Direct observation.
- Discussion with relevant staff.

This inspection aims to determine the extent to which service is appropriate for the care, safety, and wellbeing of children in accordance with the regulations cited above.

Inspection findings are documented in the School Age Services inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have corrected the non-compliance and how they will prevent them from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements, an escalation process may be commenced.

The Inspectorate reserves the right to edit CAPA responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the Inspectorate body.

Acknowledgements:

The inspector wishes to acknowledge the co-operation of the children, the registered provider, and staff who were present on the day of inspection.

Summary of Findings:

On inspection, the registered provider was found to be compliant in relation to the following:

- Regulation 8(1)(c)(d): Vetting disclosures;
- Regulation 9(1)(2)(4): Staffing levels;
- Regulation 12: Insurance.

On inspection, the registered provider was found to be non-compliant in:

- Regulation 7: Notification of change in circumstances;
- Regulation 8(1)(a)(b) (2): Vetting disclosures.

Conclusion and follow-up actions: The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, have addressed the non-compliance identified on inspection.

Regulation 7: Notification of change in circumstances

(1) A registered provider of a school age service shall, subject to paragraph (2), notify the Agency in writing of any proposed change in the details in relation to the school age service contained in the register pursuant to section 58C (2) of the Act or Regulation 6(2) or 6(3) at least 60 days before it is proposed that the change would take effect.

Regulatory Requirement not met

(1)

The registered provider had not submitted a change in circumstances notification to Tusla regarding a change of the named person in charge. The registered provider had therefore operated outside of their approved registration status.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider stated that a change in circumstance for the person in charge was submitted to the agency on 13 August 2024. This was approved on 28 August 2024. A copy of the approval email was submitted as evidence.

The registered provider has named two staff members as people in charge to ensure a named person in charge is always available.

Summary of Findings

The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, have addressed the non-compliance identified on inspection

Regulation 8: Vetting disclosures

(1) A registered provider of a school age service other than a childminding service shall ensure that each employee, unpaid worker and contractor is suitable and competent, taking into consideration the nature of the needs of children, including by-

(a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,

(b) consideration of references from reputable sources in the case of a person who has no past employers,

(c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and

(d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(2) The procedures specified in paragraph 1 shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the school age service.

Regulatory Requirement Met

(1)(c)(d)

The inspector reviewed 14 staff files. Fourteen Garda vetting disclosures were on file and the service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years. The records reviewed demonstrated that five police vetting documents were required and were available to the inspector.

Regulatory Requirements not met

(a)(b) The registered provider had not adequately considered references for staff members.

The following was observed during a review of the documentation made available during the inspection:

- Of the 24 references required, 6 were not validated and 5 references were unavailable.

(2) The registered provider had not considered all the requirements for vetting disclosures before staff members worked directly with the children. Documents reviewed demonstrated that eight staff members were employed in the service prior to their Garda vetting disclosure being in place.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)(a)(b)

The registered provider has stated that the outstanding validated references have now been followed up and confirmed. They stated that permission to carry out Garda vetting and the necessity to have police vetting is included in the interview process. The registered provider stated that an HR manager has been recruited to ensure the correct procedures are in place when hiring new staff members and completing their induction process. Evidence of the completed validated references was submitted as evidence.

(2)

The recruitment policy has been updated to reflect that no staff member will be allowed on-site until the Garda vetting process is complete.

Summary of Findings

The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, have addressed the non-compliance identified on inspection and will be reviewed on the next inspection.

Regulation 9: Staffing levels

- (1) Subject to this Regulation, a registered provider of a school age service other than a childminding service shall ensure that there is at all times an adequate number of competent and suitable adults on the premises while the service is operating.*
- (2) Without prejudice to paragraph (1), a registered provider of a school age service other than a childminding service shall ensure that there is a minimum ratio of 1 adult to 12 children at all times while the service is operating.*
- (4) A registered provider of a school age service shall ensure that the school age children attending the service are appropriately supervised at all times.*

Regulatory Requirement Met

(1)(2)(4)

During the inspection, the registered provider ensured that appropriate staffing levels were maintained. The 46 children attending the service were supervised directly by 5 adults.

During the inspection, staff were observed to support and supervise the children. On the inspector's arrival, children were eating their snack in the garden, and the staff were observed to join them, sitting on low chairs and blankets on the ground. A staff member was observed to introduce new building bricks to the children and set up this activity for them. The staff member was seen returning to the group to check their progress.

Regulation 12: Insurance

A registered provider shall ensure that the school age service is adequately insured.

Regulatory Requirement Met

The service was insured from 28 March 2024 to 27 March 2025 for a maximum of 72 school age children.