

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2019LM001SA
Name of School Age Service:	Kidz Time
Name of Registered Provider(s):	Jacyntha Smith
Address of School Age Service:	Aras Padraig, Ballinamore Road, Drumshanbo, Co. Leitrim
Eircode:	N41 H938

Date of Inspection:	16/04/2026			
Number of school age children present during inspection:	AM	NA	PM	45

Address of the Early Years Inspectorate	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
Inspection undertaken by:	K Folan
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).

Description of Service:	Kidz Time is a school age service located in Drumshanbo, Co. Leitrim. The service is registered to provide school aged care for children aged 4 to 12
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	years of age from 08:00-09:00 and 14:00-18:00 from Monday to Friday. The service operates from a two-storey building which has been repurposed for the provision of school age care. The premises consists of three separate care rooms, one of which is on the first floor. A kitchenette and sanitary accommodation for children and adults is available onsite. A sheltered and fully enclosed outdoor area is available at the back of the building.
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Staffing:	On the day of the inspection, seven adults were present, including the registered provider who works in the service on a daily basis. Eight adults are employed in the service. Two of these adults are available to provide relief cover.
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Additional Information:	This inspection was carried out as a result of information received by the inspectorate.
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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, registered provider, person in charge, and staff who were present on the day of inspection.

Summary of Findings:

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

- Regulation 8: Vetting Disclosures
- Regulation 9: Staffing Levels
- Regulation 10: Policies of a school age service: Complaints Policy
Dropping off and collection policy
- Regulation 12: Insurance
- Regulation 13: Complaints
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

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.*

Regulatory Requirement Met

- (1) Eight staff files were reviewed, and the following information was available:
- (a) Twelve written and validated references were available from past employers in respect of

eight adults.

(b) Four written and validated references were available from reputable sources in respect of four adults.

(c) Garda vetting disclosures had been obtained for all adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was available for one adult who had lived outside of the state for a period of longer than six consecutive months.

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) The registered provider ensured that adequate staffing levels were maintained during the inspection.

(2) On the afternoon of the inspection:

At 14:17, 17 children aged between 5 and 6 years old were supervised by 3 adults.

At 15:35, 45 children aged between 5 and 12 years old were supervised by 6 adults.

(4) Children were adequately supervised by adults in the service during the afternoon activities, homework time and at snack time. In the outdoor area staff positioned themselves to ensure children were supervised by sight at all times. The children were adequately supervised by staff as they arrived at the service and as they were collected from school and walked to the service.

Regulation 10: Policies of a school age service

A registered provider of a school age service shall ensure that the policies and statements specified in Schedule 6 are in place for the service.

Regulatory Requirement Met

The following policies were assessed and contained information to meet the regulatory requirements:

- Complaints policy
- Dropping off and collection policy

Regulation 12: Insurance

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

Regulatory Requirement Met

The service had adequate insurance in place for 84 children to attend a school age service and was valid from 28 March 2026 to 27 March 2027.

Regulation 13: Complaints

- (1) A registered provider of a school age service other than a childminding service shall ensure that the complaints policy of the service specifies—*
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
 - (b) the manner in which such a complaint shall be dealt with, and*
 - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*
- (2) A registered provider of a school age service other than a childminding service shall ensure that—*

- (a) a record in writing is kept of a complaint made to the provider in respect of the school age service, and
- (b) the complaint is duly dealt with in accordance with the provider's complaints policy.
- (3) A record in writing referred to in paragraph (2)(a) shall—
- (a) include the nature of the complaint and the manner in which the complaint was dealt with, and
- (b) be open to inspection on the premises by an authorised person.

Regulatory Requirement Met

(1)(a)(b)(c)

The complaints policy was available for review. The policy detailed the procedure of how to make a complaint and how the service would respond to the complaint. It outlined that the complainant would be kept informed of the complaint's procedure.

(2)(a)(b)

The registered provider kept a record of the complaints received by the service and details of how the complaint was dealt with by the service which was in accordance with their complaints policy.

(3)(b)

The registered provider made the record of complaints received by the service available for inspection.

Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

It shall be the duty of every person providing an early years service to take all reasonable measures to safeguard the health, safety and welfare of children attending the service and to comply with regulations made by the Minister under this Part.

Regulatory Requirement Met

- The external doors were secured on the inspector's arrival to the service and remained secure throughout the inspection.

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- The adults in the service were observed speaking kindly to the children and engaging respectfully with them.
- A snack was available to the children in the service, which was provided from the child's own home. In the event of a child forgetting their meal, toast was provided by the service.
- The children had access to the outdoor environment which was covered with perspex to allow for access in all weather.
- There were three adults trained in first aid available to the children.
- Fire doors were unobstructed and fire escape plans were on display in the service.
- Handrails and non-slip floor covering was provided on stairs.