

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2019WH012SA
Name of School Age Service:	Killucan Care Ltd
Name of Registered Provider:	Ita Copley
Address of School Age Service:	St. Joseph's Gardens Rathwire Killucan Westmeath
Eircode:	N91KN34

Date of Inspection:	5 March 2026			
Number of school age children present during inspection:	AM	Not applicable	PM	23
Registration status:	Registered			
Conditions (if applicable):	Not applicable			

Address of the Early Years Inspectorate	Tusla Early Years service Primary Care Centre Church Avenue Tullamore Co. Offaly R35K1W4
Inspection undertaken by:	A Spain
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:

Killucan Care Ltd is a combined school age and early years service located in a standalone single storey community building in Killucan, east Westmeath. The service cares for school age children in the age range 4 to 12 years between the hours of 1.30 and 6.00pm. A breakfast club is offered between 8.00 and 9.15am. The service operates from 8.00 am to 6.00pm outside of school terms. The school age service has the use of two adjoining rooms. A separate room is also available to the school age service as required. Sanitary accommodation for children and staff is provided in the hallway off the playrooms. Additional rooms available to the school age service include a kitchen to prepare meals and a storeroom for play equipment. An outdoor play area is available directly outside and at the front of the service.

Staffing:

The service is staffed by six staff members. There were three staff members working with the children on the day of the inspection. The registered provider does not work directly in the service.

Additional Information:

The inspection was triggered following information received to the inspectorate.

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, person in charge, deputy person in charge 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)(2): Vetting disclosures.
- Regulation 9(1)(2)(4): Staffing levels.
- Regulation 10: Policies of a school age service.
- Regulation 12: Insurance.
- Regulation 13: Complaints.
- Section 58(G) of the Child Care Act 1991 as amended.

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

The inspector reviewed the files for six staff members working directly in the school age service.

(1)(a)(b)

Two validated written references from past employers were held on file in respect of two staff. Two validated written references from reputable sources were held on file in respect of two staff members. A validated written reference from a past employer and a validated written reference from a reputable source were held on file in respect of the remaining two staff members.

(c)

Garda vetting was held on file in respect of the six staff members and the registered provider. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years for all staff members.

(d)

Police vetting was held on file in respect of one staff member who had lived outside of the state for over six consecutive months as an adult.

(2)

Records held on file confirmed that the necessary vetting procedures were conducted prior to the appointment of staff to work in the service.

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)

An adequate number of adults cared for the number of children present on the day of inspection.

- Two adults cared for 12 children from junior and senior infant classes at 2.40pm in the service.
- Three adults cared for 23 children after 3.00pm in the service and on the arrival of 6 children from senior school classes.
- Three adults cared for 10 children remaining in the service after 4.45pm.

(2)

The minimum ratio of 1 adult to 12 children was maintained at all times on the day of inspection.

(4)

Children were observed to be supervised by both sight and sound in the interconnecting Ladybird room and Caterpillar room. The double doors between the rooms remained open for the duration of the inspection to facilitate adult supervision as children moved to quiet areas to engage in homework while the remaining children engaged in board games and sat on a couch in the book corner in the room.

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 inspector reviewed the following policies in place for the service.

The staff supervision policy.

The staff training policy

The complaints policy.

The supervision of children policy statement.

The child safeguarding statement.

Records were held on site to confirm that staff had received the policies and had induction on the policies upon taking up appointment in the service.

Regulation 12: Insurance

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

Regulatory Requirement Met

The service had insurance cover for a maximum of 130 children in a full day care service.

Insurance cover was valid from the 28 March 2025 to the 27 March 2026.

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*

Regulatory Requirement Met

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

The service had a complaints policy which outlined the procedure for making a complaint, the manner in which complaints were dealt with, and the procedure for keeping the complainant informed of the complaint investigation and the outcome of the investigation. The policy also included how unsolicited information referred to an outside agency is investigated by the service and an appeals provision should the complainant wish to appeal the outcome of a complaint investigation.

(2)(a)

The person in charge confirmed that no complaints were received by the service.

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

Records were held on site to confirm that staff had received and read all policies and the safeguarding statements for the service as part of the induction process to work in the service. Staff working in the school age service confirmed receipt of the service policies as part of their employee handbook furnished at induction.

Certification was available to confirm that all staff working in the school age service had participated in Children First Child Protection training. When queried, staff members were familiar with the relevant designated liaison person and deputy designated liaison person as outlined in the child safeguarding statement for the service. The person in charge was able to discuss how referrals are made to the social work department if child protection concerns arise. The child safeguarding statement for the service advised that “staff have access to regular supervision and support”. This was reflected in records of meetings as furnished by the person in charge and held with staff on 26 August 2025, 27 November 2025 and a management meeting on 26 November 2025. It was noted that “team feedback/concerns” was a standing agenda item at staff meetings for both management and staff to discuss any issues arising.

Records of staff meetings also confirmed that staff professional development and training were agenda items at staff meetings, which was reflective of the staff training policy for the service. Staff training records were maintained in the service to record courses attended, dates completed and certification awarded.

The inspector reviewed accident and incident records as recorded between January and March 2026. The records were noted to be completed by staff members and signed by both a manager and a parent. A record of any action taken to reduce the risk was included in the records and it was observed that a copy of the record was given to parents at sign-off upon collection of their child.

Early Years Inspectorate Regulatory Report School Age Services

On the day of inspection, interactions between the children and staff were observed to be relaxed and friendly. Children sat to have a chicken wrap, prepared in the service and a drink of water or milk on arrival from school. Children moved freely between the Caterpillar and Ladybird rooms, playing card games and board games seated at tables, engaging in homework and moving to the couch to relax as necessary in the Caterpillar room.

The person in charge of the service advised the inspector that a new procedure was in place whereby only one child at a time was permitted to use the sanitary facilities in the service.