

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2021DY080SA
Name of School Age Service:	Afterschool at the Manor Picture House
Name of Registered Provider(s):	Lisa Wilkinson
Address of School Age Service:	60-61 Manor Street Dublin 7
Eircode:	D07 CY53

Date(s) of Inspection:	2 September 2025
Number of school age children present during inspection:	PM 27
Registration status:	Registered
Conditions (if applicable):	Not applicable.

Address of the Early Years Inspectorate	Early Years Inspectorate 180-189 Lakeshore Drive Airside Business Park Swords Co Dublin
Inspection undertaken by:	M. McDonnell
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).

Early Years Inspectorate Regulatory Report

School Age Services

Description of Service:

Afterschool at the Manor Picture House is based on the first floor of converted premises in Dublin City. The service provides care for children aged 4 to 12 years old. An afterschool club operates from 1.10 to 6.00pm during term time. The children have access to three separate rooms, sanitary facilities and an outdoor area onsite. There is also a kitchen onsite. There is a registered preschool service in operation in the building, based on the ground floor, which is affiliated with the afterschool service.

Staffing:

The registered provider does not work in the service. The registered provider employs 12 staff members to work directly with the children.

Additional Information:

An Immediate Action Notice (IAN) was issued on 3 September 2025 in relation to the absence of a Garda Vetting disclosure for two staff members. A response which mitigated the risk was received and accepted by the inspector on the 5 September 2025.

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 commence.

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 the day of inspection, the registered provider was found to be compliant in:

- Regulation 8(1)(a)(b): Vetting disclosures.
- Regulation 9(1)(2): Staffing levels.
- Regulation 12: Insurance.
- Regulation 13(1)(a)(b)(c)(2)(a)(b)(3)(a)(b): Complaints.

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

- Regulation 8(1)(a)(c)(d)(2): Vetting disclosures.
- Regulation 9(4): Staffing levels.
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013.

Conclusion and follow up actions:

The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, has addressed the non-compliances 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

The inspector reviewed the staff files of the registered provider and 12 staff members. There were two written references for the registered provider and two written and validated references available for each of the ten adults from either a previous employer or source other than a previous employer. Garda Vetting disclosures were available for 12 adults. These Garda Vetting disclosures were dated within the last three years demonstrating compliance with the Renewal of Garda Vetting regulatory notice. Documentation available demonstrated that police vetting was not required for four adults. The inspector was able to review the police vetting required for four adults who had lived outside of the jurisdiction for six months or more.

Regulatory Requirement not met

- (1) (a) Two of the adults did not have the two required written references available.
- (c) A Garda Vetting disclosure was not available for two staff members. An Immediate Action (IAN) notice was issued on the 3 September 2025.

(d) Police vetting was available for six adults however these were not translated into English or Irish.

- (2) The registered provider had not ensured that vetting procedures had been completed prior to staff being employed and working directly with the children as the required.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)(a)(b) The registered provider submitted the required written and validated references for the two staff members.

(c) The registered provider took immediate action following the inspection and ceased the employment of the two staff members.

(d) The registered provider submitted the appropriately translated police vetting

(2) The registered provider stated that they would not employ any staff member until the appropriate Garda vetting disclosures, references and translated police before commencing work.

Summary of Findings

The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, has addressed the non-compliances identified on 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) There were 7 staff members working with 27 children on the day of inspection.
Regulatory Requirement not met
(4) The children were not appropriately supervised during the inspection. Whilst staff left the premises to complete collections the two remaining staff members asked the children not to go into the two adjacent rooms and shut these doors. When staff were supporting other children, it was observed that children took opportunities to enter these rooms. Whilst in these rooms the children were jumping onto furniture and play fighting, and this was not observed by staff. A child was also observed to engage in play which could cause injury and was only stopped by a staff member after the intervention of the inspector.
Corrective & Preventive Action Response submitted by the Registered Provider
(4) The registered provider stated that a meeting was held immediately after the inspection feedback to analyse and define necessary actions. At the meeting, the children's supervision policy was reviewed, and the team discussed the importance of active supervision, strategic positioning of staff, continuous observation and attentive listening. As a preventive action the registered provider stated they will monitor and address any issues in the constant supervision of children appropriately and in accordance with their policies and procedures.
Summary of Findings
The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, has addressed the non-compliances identified on inspection and will be reviewed on th next inspection.

Regulation 12: Insurance
<i>A registered provider shall ensure that the school age service is adequately insured.</i>
Regulatory Requirement Met
The service had insurance cover for a maximum attendance of 85 children in the 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*
 - (b) the complaint is duly dealt with in accordance with the provider's complaints policy.*

Regulatory Requirement Met

The complaints policy detailed the procedure for making a complaint and how verbal and written complaints would be dealt with. The policy referenced how a complainant would be kept informed of the complaints procedure and specified timelines for responses.

The service had a record of a recent complaint and response to the complainant. This followed the service's complaints policy.

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

During the inspection, the inspectors observed the health, safety and welfare of children being supported by the following:

- The staff members spoke to the inspector about outings which included a local park. Staff

members spoke of several measures in place, such as head counts, the use of a roll book and taking a first aid kit. These actions were reflective of the outings policy submitted by the registered provider. The policy also was also updated following a recent incident and staff members consistently informed the inspector of the sanitary facilities available at the playground and the procedures required dependant on the number of staff and children.

- The service had also notified the Inspectorate of an incident in the service. The service submitted incident records and a risk assessment. The inspector observed that the measures in the risk assessment, which included the removal of equipment, was in place on site. Staff members were aware of how and when to record incidents and there had been training in First Aid for all staff members working in the school age care service.
- Children were provided with an opportunity to play inside and outdoors during the inspection. On children's arrival they were given the opportunity and privacy to change from their school clothes. At this time there was a calm atmosphere, and children played with staff members, and this included children playing with dress up clothes and having conversations with staff relevant to the dress up. Children were also observed playing games in small groups. Children were given clear instructions in a polite manner to encourage them to participate in tidying up before snack. Children were provided with a snack of crackers and fruit. After more free play and the collections the children were provided with a dinner of pasta, sauce and cheese. Children were given the choice of what they ate at this time as all the elements were prepared individually. Following dinner children went to play in the outdoor play area in the service.

Regulatory Requirement not met

- (1) The attendance records of the children were not kept contemporaneously to provide information to ensure the safety of the children. Following the inspector's arrival, it was observed that there were 5 children at 1.35pm and 16 children at 1.47pm. At 3.05pm the inspector observed 27 children in attendance. A review of a checklist at 3.05pm demonstrated that 5 children were marked in. One staff member stated the main attendance book had not yet been picked up that day from downstairs. When discussing the attendance of children with a staff member they were unaware that a child had left the

service. Staff members informed the inspector that this record was used in an emergency evacuation. A contemporaneous record of the children arriving and leaving the service is required to ensure the children's safety in the event of an emergency.

Corrective & Preventive Action Response submitted by the Registered Provider

- (1) The registered provider stated that staff were reminded to complete attendance records on collection of children and that the children's attendance book are to be kept in the afterschool service. Staff were reminded of the importance of contemporaneous records for emergency procedures. As a preventive action the registered provider stated that attendance records will be reviewed by management.

Summary of Findings

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