

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2021KE004SA
Name of School Age Service:	Little Harvard Childcare Ltd
Name of Registered Provider:	James Hargrave
Address of School Age Service:	Carton Wood Maynooth Kildare
Eircode:	W23X8KK

Date of Inspection:	14 January 2025			
Number of school age children present during inspection:	AM	Not applicable	PM	46
Registration status:	Registered			
Conditions (if applicable):	Not applicable			

Address of the Early Years Inspectorate	Early Years Inspectorate Primary Care Centre Church Avenue Tullamore Co Offaly R35K1W4
Inspection undertaken by:	A Spain R Duff
Title:	Early years inspectors

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:

Little Harvard Childcare Ltd is a combined school age and early years' service located in a residential housing estate in Maynooth town. The service cares for school age children in the age range 4 to 12 years. The service is operational between the hours of 1.00 and 6.30pm. A breakfast club is provided between the hours of 7.30 and 9.30am daily. Rooms in the service include a toddler, wobbler and preschool room at ground floor level. Two school age rooms and preschool room two are located at first floor level. There are two separate toilet cubicles directly off each school age room. An enclosed outdoor area is available at the back of the service. Additional rooms in use include an office, a kitchen, a cleaning store room and sanitary accommodation for staff at ground floor and first floor level.

Staffing:

The school age service is staffed by 13 adults which includes relief staff members. The registered provider does not work directly in the service.

Additional Information:

The inspection was conducted in response to information received by 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:

- caters for children under the age of 15 years enrolled in a school providing primary or post-primary education,
- 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
- 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 reoccurring. 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 inspectors wish to acknowledge the co-operation of the children, managers, 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 relation to:

- Regulation 8(1)(a)(b)(c)(d): Vetting disclosures;
- Regulation 9(1)(2)(4): Staffing levels;
- Regulation 10: Policies etc. of school age services;
- Regulation 12: Insurance;
- Regulation 13: Complaints;

Conclusion and follow up actions:

The service was found to comply with the regulations inspected under the Registration of School Age Services Regulations 2018 on the day of 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)(a)(b)(c)(d)

Eighteen validated references from past employers were held on file in respect of the 13 staff working in the school age service. Eight validated references from sources other than past employers were held on file in respect of the staff working in the service. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years. Police vetting was held on file in respect of seven staff who had lived outside of the state for over six consecutive months as adults.

(2)

Records confirmed that the procedures specified in paragraph 1, that is review of references and 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)(2)

At 2.10pm, there were nine children in afterschool room one with two adults present. At 4.00pm, there were 22 children in the room with three staff members caring directly for the children.

At 2.20pm, there were 2 children in afterschool room two with two staff members present. At 3.40pm, there were 24 children in room 2 with 2 staff members present. The children's attendance books were held in both rooms in the service. Children's arrival and departure times were recorded in both books.

The inspectors reviewed the children's attendance records and the staff roster for the week of the 18th of November 2024 and the week of the 16th of December 2024. Records confirmed that the required 1 adult to 12 children were maintained during both weeks.

(4)

Children in afterschool room two were observed to be supervised by both staff members as they engaged in a variety of activities which included doing homework, sitting on soft seating playing card games, playing chess and seated at tables engaging in colouring and painting activities.

Children in afterschool room one were observed to be supervised by the staff as they played board and card games and painted dried pasta.

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 inspectors reviewed the Behavioural Management policy, the Child Protection Policy and the Supervision of Children policy for the service. Staff in the rooms confirmed electronic receipt of the policies. Records furnished by the service confirmed both staff receipt of the policies and confirmation that all policies were read on receipt. Hard copies of the service policies were held in both rooms for reference purposes. Hard copies of the service policies were also held in the hallway in the service. The manager of the service advised that policies and procedures were available in the service for parents and were supplied electronically to parents on request.

The service furnished minutes of a meeting conducted 7 January 2025 with staff in the school age service. The minutes were inclusive of the refresher training conducted in the service in relation to the service policies and procedures.

The service furnished records to confirm that staff in the school age service engaged in online refresher Children First Child Protection training in January 2025.

Regulation 12: Insurance

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

Regulatory Requirement Met

The service had insurance cover which was valid from 10 July 2024 to 27 March 2025. Insurance covered the presence of a maximum of 130 school age children at any one time in the service.

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 service complaint policy was furnished to the inspectors. The policy outlined the procedure for making a complaint, the manner in which complaints are dealt with and the procedure for keeping the complainants versed on the complaint investigation. The complaints policy also outlined the appeals provision open to complainants.

(2)(a)(b)

The service furnished a written record of a complaint. It was outlined in the record that the complaint investigation was ongoing.

(3)(a)(b)

Early Years Inspectorate Regulatory Report School Age Services



The complaint record included the nature of the complaint and the manner in which the ongoing investigation was been conducted. The record of the complaint was available on the premises for the inspectors.