

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2021KE009SA
Name of School Age Service:	Smiley Faces Killashee
Name of Registered Provider:	Jackie Honniball
Address of School Age Service:	Killashee MDS Kilcullen Road Naas Kildare
Eircode:	W91YV60

Date of Inspection:	26 November 2025			
Number of school age children present during inspection:	AM	N/A	PM	46
Registration status:	Registered			
Conditions (if applicable):	Not applicable			

Address of the Early Years Inspectorate	Tusla Early Years Inspectorate Primary Care Centre Church Avenue Tullamore Co Offaly R 35K1W4
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).

Early Years Inspectorate Regulatory Report

School Age Services

Description of Service:

Smiley Faces Killashee is a standalone school age service located in a primary school building on the outskirts of Naas, Co Kildare. The service cares for children in attendance in the school and in the age range 4 to 12 years between the hours of 1.40 and 6.30pm. A breakfast club is provided between the hours of 1.40 and 6.30pm. The service has the use of a dedicated room in the school building and the school hall. Sanitary accommodation for children and staff are available in the school hallway and off the hall used by the service. There is direct access to an outdoor play area directly off the room “smiley faces” used to care for younger children in the service. In addition, the service has access to outdoor areas on the school grounds including an astro turf pitch, a separate green area and a concrete area directly outside of the school building. A canopy is provided over a section of the outdoor play area off “smiley faces” to facilitate outdoor play during both inclement and hot weather conditions.

Staffing:

The service is staffed by five adults. The registered provider also works directly in the service.

Additional Information:

The inspection was conducted as a result of 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 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 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: Vetting disclosures;
- Regulation 9(1)(2)(4): Staffing levels;
- Regulation 12: Insurance;
- Regulation 13(a)(b)(c): Complaints;

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

- Regulation 7: Notification of change in circumstances

- Regulation 8: Vetting disclosures;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Act, 2013.

Conclusion and follow up actions:

The registered provider submitted actions to correct and prevent the recurrence of the non-compliances identified during the inspection. The measures have been accepted by the inspectorate and are deemed to meet the regulatory requirements.

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 did not secure change in circumstances approval to increase the number of children cared for in the service from 36 to 48. It was acknowledged that an initial application to increase numbers of children was returned to the registered provider in September 2025 as the application was incomplete. Children's attendance records reviewed by the inspector confirmed that 38 children were in attendance in the service on the 25 November 2025.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)

The registered provider submitted email confirmation as received from Tusla registration office on the 8 December 2025 which confirmed that a change in circumstances was approved to increase the number of children in the school age service from 36 to 48 children office. In the CAPA 2 response as received from the registered provider on 8 January 2026 the registered provider confirmed that as a preventive measure, no further changes will be made to the service prior to securing approval from Tusla registration office.

Summary of Findings

The inspector reviewed the actions and evidence that the registered provider submitted. The non-compliance found on inspection has been adequately addressed. This will be reviewed on the next inspection of the service.

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

(c)

A Garda vetting disclosure was held on file in respect of the five staff working in the service 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.

Regulatory Requirement not met

(1)(a)(b)

References from past employers or reputable sources and were not on the premises on the day of inspection for review by the inspector.

(d)

In the absence of curricula vitae for staff members, the inspector could not determine if policy clearance was required for staff working in the service.

(2)

In the absence of the necessary documentation, the inspector could not determine if all of the necessary vetting procedures were conducted prior to the appointment of staff to work in the service.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)(a)(b)

The registered provider submitted two validated references from a combination of past employers and reputable sources in respect of the five staff working in the service.

(d)

Curricula Vitae confirmed that one staff member had lived outside of the state for over six consecutive months as an adult. A Police vetting as secured by the registered provider was submitted in respect of the staff member.

(1)(a)(b)(d)(2)

As a preventive measure, the registered provider confirmed in the CAPA 2 response as received on 8 January 2026 that all of the necessary vetting procedures will be completed prior to appointment of any new staff to work in the service and will be kept on site at the service.

Summary of Findings

The non-compliances found on inspection have been adequately addressed. This will be reviewed on the next inspection of 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 in the service on the day of inspection. At 2.00pm, the five staff members and the registered provider were in the service with 25 children arriving from junior and senior infant classes in the school. At 2.45pm, two staff cared for 10 children in the school hall while one staff member took 11 children to the school pitch for outdoor play. At 3.15pm, 20 children remained in "smiley faces" playroom with two staff members present. At 4.36pm, the 26 children remaining in the service were all cared for in the school hall with four staff members present. The children's attendance log sheets confirmed that children were signed into the service by a staff member and signed out by a parent or guardian on collection.
- (2)
A minimum ratio of 1 adult to 12 children was maintained during the course of the inspection.
- (4)

Children were observed to be supervised by both sight and sound in “smiley faces” playroom ,in the hall and on the pitch outdoors on the day of inspection.

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 48 children in daily attendance in a school age service. Insurance cover was valid from 11 September 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.*

Regulatory Requirement Met

(1)(a)b)(c)

The service had a complaints policy which specified the procedure for making a complaint, the manner in which complaints were dealt with and the procedure for keeping the complainant informed of the manner of the complaint investigation. The policy also included how complaints received from children were dealt with and had an appeals provision should the complainant be unsatisfied with the outcome of the complaint investigation.

(2)(a)

The registered provider advised that no complaints had been received to date.

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 not met

- (1) The fire drill procedure and records of fire drills conducted were not available in the service. It was, therefore, not possible to confirm the number of children that had practised the procedure to follow to facilitate a fast and effective evacuation from the service in the event of an emergency, or the dates of same. It was acknowledged that the Fire Safety policy for the service advised that fire drills take place regularly and a "written record will be kept on file". Two staff members confirmed that they had availed of fire drills in the service.
- (2) The records of accidents and incidents involving school age children, furnished to the inspector were confined to the record of the incident, a date and a staff member's signature in the case of one record. Further records of accidents and incidents reviewed

were confined to a record of the accident or incident. The records did not include any remedial measures taken to address the accident or incident, nor were not signed by a staff member or a parent or a guardian to indicate they were informed of accidents or incidents involving their children.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)

The registered provider confirmed in the CAPA 1 response that all fire drill procedures and records will be maintained and available on site at the service. As a preventive measure it was advised that fire drills are now scheduled to be conducted every three months and records maintained on site. The registered provider also advised that fire safety training is planned for the service.

(2)

The registered provider furnished the inspector with a copy of the accident and incident form proposed for use in the school age service. The sample form included provision to record all of the necessary details required including detail of the accident or incident, dates, remedial measures taken and had provision for signatures of staff members who both witnessed the incidents and took action, as well as parental signatures.

As a preventive measure, the registered provider advised that the proposed accident and incident recording form will be in use in the service going forward.

Summary of Findings

(1)(2)

The measures proposed by the registered provider have addressed the non-compliances identified on inspection and implementation will be reviewed on the next inspection of the service.