

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2021LD010SA
Name of School Age Service:	Granard Community Childcare
Name of Registered Provider:	Caroline O'Reilly
Address of School Age Service:	Barrack Street Main Street Granard Longford
Eircode:	N39X267

Dates of Inspection:	19 May 2026 Day 1 26 May 2026 Day 2			
Number of school age children present during inspection:	AM	Not applicable	PM	42 on Day 1 40 on Day 2

Address of the Early Years Inspectorate	Tusla Early Years Inspectorate 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).

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Description of Service:

Granard Community Childcare is a standalone school age service caring for children in the age range 4 to 12 years. The service is operational between the hours of 1.40 and 6.00pm during school term and between 8.00am and 6.00pm during school holidays. Rooms in use include a hall, room off the hall, a storage area for toys, sanitary accommodation for children and staff, a cloakroom and a kitchen. An outdoor area is located at the side of the community centre. The service is one of a branch of three school age services in operation in Granard, under Longford Community Childcare.

Staffing:

The service is staffed by seven staff members including a person in charge of the service. A staff member is also available to the service in a management capacity. The registered provider does not work directly in the service.

Additional Information:

The inspection on day 1 was a planned focused inspection of the service. The inspection on day 2 was conducted in response to 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:

- 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 inspections were 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, manager, deputy person in charge and staff who were present on day 1 of inspection.

The inspector also wishes to acknowledge the co-operation of the children, deputy manager, person in charge, and staff who were present on day 2 of inspection.

Summary of Findings:

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

Regulation 8(1)(a)(b)(c)(d): Vetting disclosures,

Regulation 9(2): Staffing levels,

Regulation 10: Policies of a school age service,

Regulation 11: Premises,

Regulation 12: Insurance,

Regulation 13(1)(a)(b)(c)(2)(a)(b)(3)(a)(b): Complaints.

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

Regulation 8(2): Vetting disclosures and

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 inspector reviewed the actions and the evidence that the registered provider submitted. The non-compliances found on inspection have 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

On day one of inspection, the inspector reviewed the files for the seven staff members working in the service, the manager and the registered provider.

(1)(a)

Two written and validated references from past employers were available in respect of five of staff members.

(b)

Two written and validated references from reputable sources were held on file in respect of two staff members. Two written references from reputable sources were also held on file in respect of the registered provider.

(a)(b)

A written and validated reference from a past employer and a written and validated reference from a reputable source were held on file in respect of the remaining staff member.

(c)

A Garda vetting disclosure from the National Vetting Bureau of the Garda Síochána was held on file in respect of all 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 in respect of all staff members.

(d)

International police clearance was not required as documented evidence was available to confirm that none of the staff had lived outside of the state for over six consecutive months as adults.

Regulatory Requirement not met

(2)

Records held on files confirmed that the two references held on file in respect of three staff members and one of the references held on file in respect of two staff members were not

validated prior to their appointment to work directly with the children.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider advised on the CAPA response submitted on 12 June 2026 that all staff files have been reviewed, all references are now validated and note has been taken of validations. As a preventive measure, the registered provider advised that all staff files will be reviewed annually and references for new staff will be validated before they start in the service.

Summary of Findings

The measures submitted and proposed by the registered provider have been accepted by the inspectorate to comply with the outstanding non-compliance under Regulation 8(2).

Regulation 9: Staffing levels

(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.

Regulatory Requirement Met

(2)

The minimum ratio of 1 adult to 12 children was maintained on both days of inspection. On arrival of the inspector at 3.20pm on day 1 of inspection, four staff cared for 42 children in the community hall in use by the service. At 4.17 pm, the four staff cared for the 34 children remaining in the service. At 5.00pm, the four staff members cared for 26 children remaining in the service.

The inspector reviewed the electronic communications application used to sign children in and out of the service and the staff roster for the week of 4 May 2026. The record confirmed that the

maximum number of children in daily attendance was 44 children with four staff members present daily.

On the inspector's arrival at 2.50pm on day 2, five staff members cared for 40 children in attendance in the hall used by the service. At 5.02pm, four staff members cared for the 17 children remaining in the hall. The inspector reviewed the childrens attendance records and staff roster for the week beginning 11 May 2026. Records in the electronic communications application maintained by the service confirmed that the maximum number of children in attendance on any one day over this period was 44. Five staff members were rostered in attendance on each day reviewed.

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 observed to be in place in the service.

A staff training policy

A staff supervision policy

A policy on behavioural management

A child safeguarding statement

A complaints policy

It was observed on inspection that the policies were subject to a recent review by the service manager.

Regulation 11: Premises

A registered provider of a school age service shall ensure that-

- (a) an outdoor space to which the school age children attending the service have access on a daily basis is provided on the premises.*

Regulatory Requirement Met

(a)

An outdoor play area secured by the walls of the building and high level cast iron fencing was provided to secure the area used for daily outdoor play. There was direct access from the hall in use by the service to the outdoor area. A secure cast iron gate guarded against unsupervised exit by children and access to the adjoining roadway.

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 childcare facility. Insurance cover was valid from the 25 January 2026 to the 24 January 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 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 investigation process. The policy included an appeals provision should the complainant wish to appeal the outcome of the complaint investigation. It was noted that the policy was reviewed in April 2026.

(2)(a)(b)

The service held a written record of a recent complaint to the service. Records of ongoing investigation were observed to be in accordance with the service complaints policy.

(3)(a)(b)

The record of the complaint held on file include the nature of the complaint and the manner in which the complaint was dealt with and was open to inspection on the premises by the inspector.

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

Certification was held on file to confirm that all staff working in the school age service had completed Introduction to Children First e-learning programme in line with the service training and induction policies. The staff in the school age service confirmed receipt of the service policies and procedures. Induction records were held on file advising of the mandatory training conducted with staff as part of their induction.

Records were also held on file to indicate that regular joint school age and early years staff meetings were held with management in the service. For example, records held on file confirmed that staff meetings took place in June, August and November 2025 and in April 2026.

Five of the staff working directly in the school age service had first aid response (FAR) training with expiry dates October 2026 in the case of one staff member, February 2027 in the case of one staff member, April 2027 in the case of one staff member and March 2028 in the case of the remaining two staff members. Two staff members working directly in the school age service had basic paediatric first aid training with expiry dates in April 2027.

Regulatory Requirement not met

1. It was confirmed that a recent safeguarding incident was not reported to the designated liaison person or the deputy liaison person when the incident occurred, in line with the service Safeguarding statement. This could pose a risk to the safety of children in attendance in the service.
2. When queried, staff in the service advised that they would report safeguarding issues to the person in charge of the service and therefore displayed poor awareness of the service safeguarding statement. This could pose a risk to the safety of children in attendance in the service.

3. It was acknowledged that a recent accident and incident in the service was not documented in the accident and incident book. This could pose a risk to the safety of the children if risk mitigation measures were required. It was noted that incidents in the service were recorded for 11, 12, 13, 14 and 15 May 2026 in line with the service accident and incident policy.

4. The staff supervision policy for the service advised that supervision meetings were scheduled with staff every three months and that annual staff appraisals were conducted. Records furnished to the inspector were confined to meetings which took place with staff during 2025.

Corrective & Preventive Action Response submitted by the Registered Provider

1. As a corrective and preventive measure, the registered provider advised that all staff in the school age service have been requested to refresh their Children First eLearning training and to complete the mandated person Tusla training online. The registered provider submitted written confirmation that the staff are also booked to attend Children First Foundation training on the 30 June 2026 and 2 July 2026 following completion of the online preliminary training. In the CAPA 2 response, received on 23 June 2026, the registered provider submitted copies of certificates confirming that staff had completed the necessary online training on 10 and 12 June 2026.

2. As a corrective and preventive measure, the registered provider submitted written confirmation as signed and dated by staff in the school age service to confirm they had read, and understand their responsibility to recognise and report child protection concerns and agree to comply with the services Safety Statement. Staff signatures were dated 12 June 2026. As a further preventive measure, it was advised in the CAPA response that separate meetings will be held with early years and school age staff to ensure staff fully understand their obligations regarding reporting to the designated liaison person and deputy designated liaison person in the service.

3. As a corrective measure, the registered provider advised that staff have been reminded to record all accidents in the accident and incident book. As a preventive measure, in the CAPA 2 response received on 23 June 2026, the registered provider submitted a copy of an accident and incident monthly checklist to be signed by management, when accident and incident records are checked.

4. The registered provider advised in the CAPA response received on 12 June 2026, that supervision meeting will be scheduled with staff during June 2026. In the CAPA 2 response received on 23 June 2026, it was confirmed that staff meetings will be conducted every three months and annual appraisals conducted with staff in line with the service staff supervision policy. A copy of the staff appraisal template to be used at staff appraisals was submitted by the registered provider.

Summary of Findings

The responses and evidence submitted by the registered provider have addressed the non-compliances identified under section 58(G) of Child Care Act 1991.