

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2021LS006SA
Name of School Age Service:	The Village Creche
Name of Registered Provider:	Edith O'Sullivan
Address of School Age Service:	Bog Road Ballyroan Portlaoise Laois
Eircode:	R32YP94

Date of Inspection:	25 September 2025			
Number of school age children present during inspection:	AM	Not applicable	PM	31
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
Title:	Early Years Inspector

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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:

The Village Creche is a combined school age and early years service located in the village of Ballyroan, Co. Laois. The school age service is operational between the hours of 8.00 and 8.40am and between 1.30 and 5.50pm during school terms. The service operates between 8.00am and 5.50pm during school holidays and cares for children in the age range from 4 to 15 years. The school age service is located in a separate building at the back of the early years service. The service also has use of a room in the main building. Children have access to the sanitary accommodation in the main building and to two separate outdoor areas at the rear of the service.

Staffing:

The school-age service is staffed by eight adults. The person in charge of the service is also available to provide relief cover if required. The registered provider does not work directly in the service.

Additional Information:

The inspection was triggered by 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 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, 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 10: policies etc of school age service;
- Regulation 12: Insurance;
- Regulation 13(a)(b)(c): Complaints;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Act, 2013.

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

- 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 non-compliance identified during the inspection has been adequately addressed by the service, and no follow-up actions are required.

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)

Two references from past employers were held on file in respect of four staff working directly in the service. Two references from reputable sources were held on file in respect of one staff member working directly in the service. A reference from a past employer and a reference from a reputable source were held on file in respect of the remaining three staff members working directly in the service.

(c)

A Garda vetting disclosure was held on file in respect of the eight 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 eight of the nine staff files reviewed. Please also refer to Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013 of this report.

(d)

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

(2)

Records demonstrated that the necessary vetting procedures were conducted prior to 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)

At 1.45pm and on collection of children from a nearby school, 4 children were cared for by 1 staff member.

At 2.42pm and after arrival of children from school collections, 17 children were cared for by 2 staff members. At 4.15 and after all children were collected from school runs, 4 staff members cared for 27 children in the service. Four children were signed out of the service at this time as they had been collected by their parents/guardians.

The inspector also reviewed the staff roster and the children's attendance records for the week of the 23 June 2025. Records confirmed that a maximum of 31 children attended the service on the 23 June with 4 staff members rostered in attendance. A review was also conducted of the children's attendance records and the staff roster for the week of the inspection. It was noted that a maximum of 38 children were signed in and out of the service on 22 September 2025 with four staff rostered in attendance. The 31 children in attendance in the service on 25 September 2025 were observed to be signed into the service and the four staff members present were rostered in attendance.

(2)

The service ensured that a minimum ratio of 1 adult to 12 children was maintained at all times during the course of the inspection.

(4)

Children were observed to be supervised by staff by both sight and sound while both playing and doing homework in the school age building, sitting outside the building at picnic tables on the all weather surface and while playing in the outdoor play area assigned to children cared for in the school age service. A staff member was observed to sit with children during dinner time in the service. A staff member was also observed to work with the children to pull sunflowers, gather seeds to replant in next year's growing season and use the flower stems to make walking sticks.

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 drop off and collection policy for the service referred to as the transport policy. It was noted that two six seater cars were used on the day of inspection to collect children. The inspector observed that a maximum of 6 children were returned in each car to the service following school collections on the day of inspection. This was noted to be in keeping with the transport policy, which states that a maximum of 6 children are transported with one staff member at a time.

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 80 children in attendance in the service at any one time. 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 documented 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 in which the complaint is being dealt with. The policy also included a review process should the complainant be dissatisfied with the outcome of investigation.

(2)

The inspector was informed that no complaints were received regarding the school aged service 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 Met

The service maintained a weekly collection list for staff to take on school collections daily to ensure that the service was aware of the number of children in the service daily and to ensure that all children were collected on any given day. The inspector was informed that any change to the collection of a child was notified to the service in advance by a parent or guardian of a school age child. Children were observed to be signed into the service by a staff member on site on arrival from school collection.

The following number of children were observed to be returned to the service by car from schools during the course of the inspection.

- At 1.49pm , 4 children arrived by car.
- At 2.30, 12 children arrived from the two six seater cars in use in the service.
- At 2.45pm, 12 children arrived from the two six seater cars in use in the service. Both cars left to collect the remaining 7 children listed to be collected.
- At 2.50pm, both cars left to collect 7 children listed for collection from a second separate school.
- At 4.15pm, four children who had left the service during the course of the inspection were observed to be signed out by a staff member.
- The service furnished the details of 11 staff members working in the service, including copies of current driving licences, who were insured to transport children from schools to the service.
- Children were observed to be cared for on the day of inspection in the school age room, engaging in homework, at the picnic tables and chairs outside of the service, sitting to have snacks and while playing outside in the green area directly off the school age service. This area was secured by timber fencing and the gable end wall of the school age building.

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Regulatory Requirement not met
In relation to Garda vetting for one staff member, re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years, was not adhered to.
Corrective & Preventive Action Response submitted by the Registered Provider
The registered provider submitted the outstanding renewed Garda vetting for one staff member on the 21 November 2025. As a preventive measure, the registered provider advised that re-vetting applications will be submitted in a timely manner going forward.
Summary of Findings
The registered provider provided actions to correct and prevent the recurrence of the non-compliance identified on inspection. The Regulatory requirement has been met.