

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2021MN024SA	
Name of School Age Service:	Castleblayney Community Childcare GLC (Iontas Childcare)	
Name of Registered Provider(s):	Ciara Trappe	
Address of School Age Service:	104 Ard na Lorgan Community Centre Castleblayney Monaghan	
Date(s) of Inspection:	13 January 2025	
Number of school age children present during inspection:	PM	18
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).

Description of Service:

Castleblayney Community Childcare GLC (Iontas Childcare) is based in a ground-floor community building in a residential area of Co Monaghan.

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	The service provides care to children aged 4 to 14 years old and operates from 1.50 to 6.00 p.m. The children have direct access to an outdoor area on the premises alongside a kitchen and sanitary facilities.
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Staffing:	The registered provider works in the service when required. The registered provider employs five staff members to work directly with the children.
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Additional Information:	This inspection was triggered following information received by the Inspectorate.
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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 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, 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)(c): Vetting disclosures;
- Regulation 9(1)(2)(4): Staffing levels;

- Regulation 10: Policies etc. of school age service;
- Regulation 12: Insurance;
- Regulation 13(1)(a)(b)(c)(2)(3)(a)(b): Complaints;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013.

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

- Regulation 8(1)(a)(b)(d)(2): Vetting disclosures;
- 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 preventive and corrective action plan, have addressed the non-compliances identified at 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)

The registered provider had their references available and two validated references for each of the four staff members.

(1)(c)

The staff files of the registered provider and the five staff members were reviewed. A Garda Vetting disclosure was available for each of the six adults. These were dated within last three years in accordance with the Early Years Regulatory Notice.

Regulatory Requirement not met

(1)(a)(b)

The registered provider did not have two validated references available for one staff member.

(1)(d)

The police vetting required for one staff member was not available.

(2)

Due to the absence of references for one staff member and a police vetting for another, the registered provider had not ensured that vetting procedures had been completed prior to staff being employed and working directly with the children.

Corrective & Preventive Action Response submitted by the Registered Provider

(1)(a)(b)

The registered provider submitted the two required validated references. As a preventive action, they stated that two references must be received, validated by telephone and in writing and stored in the employee file before the employee commences work.

(1)(d)

The registered provider submitted a translated police certificate. As a preventive action, the

registered provider stated all vetting must be received and in the employee file before staff commence work.

(2)

The registered provider stated regular audit measures to ensure that the correct documentation is in place prior to staff commencing work.

Summary of Findings

The actions and evidence submitted by the registered provider, in their preventive and corrective action plan, have addressed the non-compliances in relation to Regulation 8 identified at the 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)(4)

There were 3 staff members working directly with 18 children. The staff supervised the children whilst they worked on homework in a quiet room, played outdoors or completed indoor activities such as colouring.

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 service's managing behaviour and complaints policy were reviewed. These documents contained required information as per Schedule 6 of the regulations to support staff in their practice.

Regulation 12: Insurance

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

Regulatory Requirement Met

The service was insured to provide care for 36 children. The insurance was valid from 11 June 2024 to 27 March 2025.

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.

(4) A registered provider of a childminding service shall ensure that the parents or guardians of children attending the service are aware of the service's complaints policy.

Regulatory Requirement Met

(1)(a)(b)(c)(2)(3)(a)(b)

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 the appeals process.

There were records of a recent complaint which demonstrated that the complaints policy had been followed.

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 were observed to interact kindly with the children. They engaged with the children when completing activities and supported them in making choices and following directions.
- The staff responded to children's requests for help in a calm manner and facilitated children's requests to engage in various activities. For example, the staff members sat with small groups of children discussing their days and playing with action figures and construction blocks.
- The staff spoken with were aware of the service's managing behaviour policy and had

signed that they had read and understood this policy. The staff members discussed positive ways in which they dealt with disagreements between the children and how there was an area in the main room that children could use to help them become calm. Staff discussed how they would chat through any incidents with children to come to solutions.

Regulatory Requirement not met

1. The registered provider did not ensure that the staff team received ongoing training to support them in the care of the children. The registered provider did not have a documented system in place to ensure that the staff team were sufficiently supervised and provided with updated information and this was not reflective of the service's training policy.

Corrective & Preventive Action Response submitted by the Registered Provider

1. The registered provider submitted training records for an individual staff member who had recently been employed to work with the school-age children. They submitted a plan of future supervision and training to be implemented for all staff.

Summary of Findings

The actions and evidence submitted by the registered provider, in their preventive and corrective action plan, have addressed the non-compliance identified at the inspection.