

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2022CC013SA
Name of School Age Service:	Sherpa Kids Gaelscoil Charraig Uí Leighin
Name of Registered Provider:	Jennifer Lee
Address of School Age Service:	Ardnacloghy, Carrigaline, Cork
Eircode:	P43 W681

Date of Inspection:	10 December 2025			
Number of school age children present during inspection:	AM	N/A	PM	46
Registration status:	Registered			
Conditions (if applicable):	N/A			

Address of the Early Years Inspectorate	2 nd Floor, Estuary House, Henry Street, Limerick, V93 XT5F
Inspection undertaken by:	S O'Brien
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:

Sherpa Kids Gaelscoil Charraig Ui Leighin in a school age service based in Gaelscoil Charraig Ui Leighin in Carrigaline, Cork. The service caters for children aged 4 to 12 years. The service operates from 8am to 8.50am and 1.30pm to 6pm, Monday to Friday, during term time. The service operates from 9am to 5pm during non-term time. The service operates from a large hall based in the school. On the day of inspection, the service had the use of three care rooms due to the hall being in use by the national school.

Staffing:

There are nine staff members employed in the service, which includes the registered provider and area manager. The registered provider is not based in the service. On the day of inspection, there were seven staff working directly with the children, which included the area manager who arrived at the service shortly after the commencement of the inspection.

Additional Information:

The inspection was triggered by 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, person in charge, and staff who were present on the day of inspection.

Summary of Findings:

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

- Regulation 8: Vetting disclosures (1)(c)
- Regulation 9: Staffing levels
- Regulation 12: Insurance

The registered provider was found non-compliant under the following:

- Regulation 8: Vetting disclosure (1)(a)(d)
- Regulation 10: Policies of a school age service
- Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

Conclusion and follow up actions:

The registered providers written response and documented evidence was submitted to the inspectorate and has met the regulatory requirements. The non-compliance in relation to regulation 8(1)(d) remains outstanding.

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) Eighteen of the reference available were from a past employer. Seventeen of the references had validations available.

(b) No references available were from a reputable source.

(c) Garda vetting disclosures had been obtained for all nine staff. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting disclosures were available in respect of two staff member who had lived outside of Ireland for longer than six consecutive months.

Regulatory Requirement not met

(1)

(a) One reference available from a past employer did not have a validation available.

(d) While it acknowledged a basic police vetting disclosure was available in respect of one staff member, it did not give enough detailed information. More comprehensive police vetting disclosure is required for staff who work directly with children.

(2) It was demonstrated that the required documentation was not in place prior to staff being appointed, assigned or allowed access to or contact with a child attending a school age service in respect of four staff members.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider stated in their response:

Corrective Action

(1)

(a) The reference validation in respect of the staff member was held in digital form and was not accessible to the open and view due to a formatting issue. A copy of the reference validation was submitted to the inspectorate.

(d) The staff member has been removed from duty pending retrieval of correct police clearance. Documented evidence of an application for police clearance was submitted.

(2) All staff files have been submitted in digital form to the inspectorate which contain reference to employment dates, training undertaken (non-contact time) differentiating their start dates from their vetting disclosure dates which can differ.

Preventive Action

(1)

(a) The validation form has been duplicated and reformatted to prevent future access or viewing issues.

(d) A memo to all staff has been sent to ensure a full understanding that basic level 1 police clearance is not sufficient information in respect of the person. Documented evidence of the communication between staff was submitted.

(2) Memo sent to all staff. Master contract template updated to ensure clarity that working directly with children is subject to receipt of all valid vetting and police clearance documentation in respect of each staff.

Summary of Findings

The registered providers response and documented evidence was reviewed by the inspectorate and has meet the regulatory requirements under regulation 8 (1)(a)(2). Evidence of an application for International Police Vetting was reviewed; however, a copy of the completed International Police vetting has not been submitted for the one staff member to the inspector to date. The registered provider is required to furnish the required documentation to the inspectorate upon receipt. The noncompliance in relation to regulation 8(1)(d) remains outstanding.

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) The registered provider ensured there was an adequate number of staff caring for the children during the inspection.
- (2) The minimum adult to child ratio was adhered to throughout the inspection. At 1.50pm, there were 39 children being cared for by 5 staff members. At 2.44pm, there were 46 children being cared for by 7 staff members.
- (4) The children were adequately supervised primarily by sight in the service. The children were supervised at collection times and at drop off to the school bus.

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 not met

- 1. While it is noted the service had a drop off and collection policy, the procedure detailing whether, and under what circumstances, children are permitted to leave the service unaccompanied, was not outlined within the policy. This is a requirement under Schedule 6 of Child Care Act 1991(Early Years Services) (Registration of School Age Services) Regulation 2018.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider stated in their response:

Corrective Action

The drop off and collection policy in all services have been updated to more explicitly set out that children between 3rd and 6th class are only permitted to leave the service unaccompanied to return home under the condition that a signed parental waiver is completed and filed ahead of permission granted to the child. A copy of the updated policy was submitted.

Preventive Action

A memo has been sent to all relevant staff regarding the mandatory waivers outlining that the waiver must be completed prior to a child leaving to service unaccompanied.

Summary of Findings

The registered providers response and documented evidence was reviewed by the inspectorate and has meet the regulatory requirement.

Regulation 12: Insurance

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

Regulatory Requirement Met

The registered provider ensured that the service was adequately insured. The insurance policy commenced on 28 March 2025 and expired on 27 March 2026.

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 children were observed freely moving around the care rooms and outdoor area.
- The staff were observed interacting with the children on a respectful and kind manner.
- The children were observed having an afternoon snack of wraps, meat, veg and yoghurt.

Regulatory Requirement not met

1. On review of a notification of incident report submitted to the inspectorate by the registered provider, the following was noted:

- Within the incident report it was outlined that when the service noticed a child was unaccounted for from the service, the child's parents or guardians were contacted 30 minutes later. This practice was at variance to the services drop off and collection policy. It was outlined in the policy that once the service noticed that a child was unaccounted for from the service, the child's parent or guardians would be contacted within the first 10 to 20 minutes. This posed a safety risk to the children.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider stated in their response:

Corrective Action

An investigation was conducted to identify why the timing breach had occurred. The area manager was sent on site to observe and address the correct protocols and procedures to follow.

Preventive Action

A memo was sent to all staff on the procedures to follow for completing roll calls and head counts in line with the services policy. The service completed a lessons learned form in relation to the incident and this was communicated with all staff.

Summary of Findings

The registered providers response and documented evidence was reviewed by the inspectorate and has meet the regulatory requirement.