

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2022CC024SA
Name of School Age Service:	Sherpa Kids Scoil Mhailiosa
Name of Registered Provider:	Jennifer Lee
Address of School Age Service:	Upton Lodge, Knockavilla, Co. Cork
Eircode:	

Date of Inspection:	16 April 2026			
Number of school age children present during inspection:	AM	N/A	PM	31

Address of the Early Years Inspectorate	2 nd Floor, Estuary House, Henry Street, Limerick, V94 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).

Description of Service:	Sherpa Kids Scoil Mhailiosa is a privately operated school age service based in Scoil Mhailiosa National School, in Knockavilla, Cork. The service caters for children aged 4 to 13 years. The service is registered to operate from 8am to 9am and 1.30pm to 6pm. The service is currently operating from
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1.30pm to 6pm, Monday to Friday. The service consists of one large care room, sanitary facilities and a kitchen area. The service also has use of the school yard and a basketball court.

Staffing:

There are six staff employed in the service, which consists of four school-age staff, one relief staff member and an area manager. The registered provider is not based in the service. On the day of inspection, five staff members were present, including the area manager.

Additional Information:

This 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:

- 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, 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
- Regulation 9: Staffing levels
- Regulation 12: Insurance

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

- Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

Conclusion and follow up actions:

The registered providers response and documented evidence was submitted and reviewed by the inspectorate. The response has addressed the non-compliance found on 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.*

Regulatory Requirement Met

- (1) Six staff files were reviewed which included the school age staff, relief staff and the area manager.
- (a) Ten of the references available were from a past employer and were validated.
- (b) Two of the references available were from another source and were validated.
- (c) Garda vetting disclosures had been obtained for six staff members. 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 three staff members who had lived outside of Ireland for longer than six consecutive months.

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 for the duration of the inspection.
- (2) The minimum adult to child ratio was adhered to throughout the inspection. At 2.50pm, there were 31 children being cared for by 4 staff members. The area manager was also present to support the facilitation of the inspection.
- (4) The children were adequately supervised primarily by sight in the service.

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 policy was reviewed:

- Drop off and collection policy.

The policy was observed to contain the relevant information required to support the staff in their care practices.

Regulation 12: Insurance

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

Regulatory Requirement Met

The registered provider ensured the service was adequately insured. The insurance policy commenced on 28 March 2026 and expired on 27 March 2027.

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 room and also had an opportunity to spend time in the outdoor area.
- The children were observed having snack which consisted of breadsticks, fruit, vegetables, hummus and yoghurt.
- The staff were observed chatting to the children in a respectful manner and tone of voice.

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, the child's parents or guardians were uncontactable for approximately 1 hour 28 minutes and the procedures outlined in the services drop off and collection policy was not adhered to. This practice was at variance to the services drop off and collection policy which outlined:

- Within the first 10 to 20 minutes, the child's parents would be contacted and if uncontactable, the emergency contacts would be contacted.
- If a child is unaccountable for more than 30 minutes, An Garda Síochána would be contacted.

This posed a risk to the children in the service.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider stated in their response:

Corrective action

The person in charge received a letter on concern which documented the failure to follow the company policy and procedure in the event of a child going missing from the service.

Preventive action

Retaining of the person in charge on the dropping off and collection policy, with specific focus on what to do in the event of a child going missing from the service. the person in charge has repeated training in relation to the safeguarding of children. A memo has been sent to all staff documenting the incident and reminding them of the procedure to follow.

Supporting documentation

A letter of concern, training certificates, and evidence of onsite training was submitted.

Summary of Findings

The registered providers response and documented evidence was submitted and reviewed by the inspectorate. The response has addressed the non-compliance found on inspection.