

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2023FL009SA
Name of School Age Service:	Sherpa Kids Scoil Mhuire Howth Primary School
Name of Registered Providers:	Sarah-Jane Grange; Amy Grange
Address of School Age Service:	2 Tuckett's Lane, Howth, Dublin 13
Eircode:	D13H688

Date of Inspection:	07/10/2025
Number of school age children present during inspection:	PM 26
Registration status:	Registered
Conditions (if applicable):	Not applicable

Address of the Early Years Inspectorate	Early Years Inspectorate, 7 th Floor Brunel Building, Heuston South Quarter, St John's Road West, Kilmainham, Dublin 8 D08 X01K
Inspection undertaken by:	L.A Webster and M. McDonnell.
Title:	Early Years Inspectors

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).

Early Years Inspectorate Regulatory Report

School Age Services

Description of Service:

Sherpa kid's schools is located within a primary school in Dublin 13. The service provides care to children ages 4 to 12 years old. The service operates from 1:30-6:00pm during term time and 08:00-6:00pm during non-term time, there are two care rooms within the school building for the children, and they have direct access to a secure outdoor area. There is a kitchen and sanitary facilities available.

Staffing:

The registered providers do not work within the service. There are six staff members employed by the registered providers to work directly with the children. This includes a manager, an assistant manager and four staff that work directly with the children.

Additional Information:

The inspection was triggered following 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 year's 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 inspectors wish to acknowledge the co-operation of the children, assistant manager, 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: 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.

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

The staff files of 6 staff were reviewed. There were two written references available for each of the 6 adults from a previous employer or source other than a previous employer. These references were validated by the registered provider as required. Garda Vetting disclosures were available for the 6 adults working within the service. The documentation reviewed demonstrated police vetting was available as required. These documents were in place before the staff members commenced employment as required by legislation.

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 four staff members working with 26 children. The children were supervised by staff and were engaged in a variety of activities. For example, there were small groups of children within the junior room doing snow activities. Throughout the inspection, the staff were observed consistently checking the numbers of children and were aware of children who were transitioning to the collection point to go home, and for senior children transitioning into the classroom.

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 services drop off and collection policy, and complaints policy were reviewed. These documents contained the 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 48 children. The insurance was valid from 28 March 2025 to 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*
 - (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)(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.

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 service notified the inspectorate of an incident and outlined the measures taken in response to this incident. A copy of their risk management policy was submitted, which included immediate measures to reduce the risk.
- During transition to home time, it was observed that educators ensured to do a headcount of the children lined up before leaving the classroom. Children were brought with two educators towards the indoor collection point, where one educator remained with the children at the door to ensure a safe and smooth transition to the parent.
- Through discussion, the educator reiterated their knowledge of safe collection procedures and what to do in the event should a child go missing from the collection point.
- Staff ensured that children's attendance were recorded, and this reflected the number of children there on the day.
- Through discussion, staff reiterated their knowledge and practices of what to do in the event of an emergency evacuation.