

Early Years Inspectorate Regulatory Report

School Age Services

TUSLA Identifier:	TU2024LK010SA
Name of School Age Service:	Lisnagry Morning and Afterschool
Name of Registered Provider:	Jane Daly
Address of School Age Service:	Lisnagry National School, Lisnagry, Co. Limerick.
Eircode:	V94 K599

Date of Inspection:	21 October 2024
Number of school age children present during inspection:	PM 27
Registration status:	Registered
Conditions (if applicable):	N/A

Address of the Early Years Inspectorate	Brunel Building, Heuston South Quarter, Siant John's Road West, Dublin 8. D08 X01F
Inspection undertaken by:	A. Bradshaw S. O'Brien
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).

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Description of Service:

Lisnagry Morning and Afterschool is one of four services operated by the registered provider. It is based in the townland of Lisnagry outside Limerick city. The service has the use of three classrooms and a large general-purpose hall once the school day is over. There is a large outdoor area including a playing field with an artificial surface, a running track, a basketball court and a football pitch.

The service is registered to accommodate up to 48 children from the ages of 4 up to 15 years old. On the day of the inspection, there were 27 children present. The service is registered to operate from 8am to 9am and from 1.40pm to 6pm. The service is open from 9am to 3pm outside of the school term.

Staffing:

The service employs seven staff to care for the school age children, this includes relief staff. The regional manager is not rostered to work directly with the children but is available for support if required. The registered provider works in the service.

Additional Information:

The inspection was completed as a result of 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 inspectors wish to acknowledge the co-operation of the children, registered provider, regional manager, person in charge, and staff who were present on the day of inspection.

Summary of Findings:

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

- Regulation 8: Vetting disclosures(1)(a)(b)(c);
- Regulation 9(1)(2)(4): Staffing levels;
- Regulation 10: Policies of a school age service;
- Regulation 12: Insurance;
- Regulation 13: Complaints(1)(a)(b)(c);
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013.

On inspection, the registered provider was found non-compliant in:

- Regulation 8: Garda Vetting(1)(d)(2);

Conclusion and follow up actions: The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, have adequately addressed the non-compliance identified 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.*
- (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

On the day of inspection, seven staff files were reviewed including the file of the registered provider.

- (1)(a) Eleven references were available from past employers and were validated.
- (b) Three references were available from a reputable source and were validated.
- (c) All seven staff including the registered provider had Garda vetting disclosures available for review. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring Garda vetting to be completed every three years.

Regulatory Requirement not met

- (1)(d) There was no evidence of a police vetting disclosure for one member of staff working directly with the school age children.
- (2) Evidence was available to demonstrate that the relevant vetting disclosures were not carried out prior to any person working directly with the school age children. Police vetting for one staff member was not available to the inspectors.

Corrective & Preventive Action Response submitted by the Registered Provider

The registered provider submitted a copy of the police vetting required for one staff member. They stated they have amended their recruitment and selection policy to include the requirement for police vetting for new staff members who may have resided outside of the state for six months or more. A sample job offer letter, an updated staff file checklist and a copy of the policy were submitted as evidence.

Summary of Findings

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

On the inspection day, the registered provider ensured that the appropriate staffing levels were in place. Twenty-seven children attending were supervised directly by three staff members. The registered provider and the regional manager were available for support if required.

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

On the day of inspection, the following policies and procedures were available for review:

- Statement of purpose and function;
- Complaints policy;
- Policy on managing behaviour;
- Policy on infection control;
- Anti-bullying policy;
- Child Safeguarding statement.

The service also had child-friendly copies of the policies, including Managing behaviour and Infection control. These policies have less text and include illustrations to support the children's understanding of the policies.

During a discussion with the staff, they explained that at the commencement of their employment, they received a copy of the policy documents to read. There was evidence available to demonstrate that all staff members had signed that they had read and understood the policies.

Regulation 12: Insurance

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

Regulatory Requirement Met

The service had insurance cover in place for a maximum of 48 children at any one time. The insurance was valid from 26 August 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.*

Regulatory Requirement Met

(1)(2)

The service had a complaints policy in place which detailed the steps to follow to make a complaint. The policy also included how the complaint would be dealt with and the timeframe in which the complainant could expect a reply.

The registered provider stated that no formal complaints had been received or had been processed by the service.

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 inspector observed the health, safety and welfare of children being supported by the following:

There was a clear line management structure in place. The registered provider was available in the service on the day of the inspection and was named on the roster for the previous 6 weeks. The key personnel in the service were listed in the Statement of Purpose and function document available to staff and parents. The named roles included the Person in charge, the deputy in the absence of the manager, the Health and Safety Officer, the Fire Officer, the First Aid coordinator, the Designated Liaison Officer, the Deputy Designated Liaison Officer and the Data Controller.

Staff were observed to be respectful toward the children. They spoke in gentle tones and waited for a child to reply to a question before continuing the conversation. Staff were noted to engage with the children during planned activities. A staff member and a group of children were busy making bath bombs on the inspector's arrival and both staff and the children were observed laughing and participating fully. Meanwhile, a second staff member was observed to sit with a child who was completing their homework. During discussions with the children, they expressed how much they enjoyed coming to the afterschool service and stated the staff are very nice and friendly.

Children demonstrated that they were aware of the routines. For example, when staff reminded the children to wash their hands after playing outdoors, they were familiar with routine and practice.

During the discussion with a staff member, they stated they were confident in how to manage a child's negative behaviour and described their role. The procedure they described reflected the service Managing Behaviour policy.

The children's weekly activity plan was displayed in each room. A staff member described how they sit with the children every month and brainstorm activities which could be included in the weekly plans. A record of these sessions was displayed in each room and included some of the following activities:

- Crazy hair day;
- Soccer tournament;
- Nail painting;
- Blind man's bluff challenge.

In addition to the planned activities, there was a list of indoor and outdoor activities which staff described as prompts or examples of activities for the children if the original plans did not work out.

Evidence was available on the day to demonstrate all staff had completed the following courses:

- Food Hygiene Level 1 and Level 2;
- Allergen Awareness;
- Health and Safety.

The staff's practice on the day reflected their training. For example, the hand washing practice (both staff and children), cleaning and sanitising tables after activities and before food is served, and staff wearing hair nets, gloves and aprons when serving food.