Early Years Inspectorate Regulatory Report
School Age Services

TUSLA Identifier:	TU2020DR020SA
Name of School Age Service:	Templeogue After school Academy
Name of Registered Provider(s):	Ronnie Carroll
Address of School Age Service:	St Judes GAA Club Wellington Lane Templeogue Dublin
Eircode:	D6WKX68

Date(s) of Inspection:	22 January 2024			
Number of school age children present during inspection:	**AM**	Not applicable	**PM**	81
Registration status:	Registered			
Conditions (if applicable):	Not applicable			

Address of the Early Years Inspectorate	Early Years Inspectorate Primary Care Centre Church Avenue Tullamore Co Offaly
Inspection undertaken by:	A Spain M McDonnell
Title:	Early years inspector Early years inspector

Early Years Inspectorate Regulatory Report
School Age Services

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:	Templeogue After school Academy is located in a Gaelic Athletic Association complex in Templeogue, an urban area of Co Dublin. The service cares for children in the age range of 4 to 10 years and is operational between the hours of 1.00 and 6.30pm. The service has the use of a hall, four rooms, cloakrooms, and sanitary accommodation at ground floor level. A kitchenette is available off the hall to prepare food. An enclosed outdoor play area is available at the back of the service.

Staffing:	The service is staffed by 15 adults. In addition, the registered provider also works in the service and a cook is available to prepare and serve meals.

Additional Information:	The inspection was conducted as a result of information received by the Inspectorate. An immediate action notice was issued on the 23 January 2024 by the inspector in relation to safety and the absence of required Garda vetting disclosures, as identified on the day of inspection. Responses which outlined the remedial measures put in place were received from the registered provider on 23 and 24 January 2024. For further information, please refer to the following sections of the report: Regulation 8(1)(c) and Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013. A regulatory compliance meeting was held with the registered provider on the 16 April 2024 to address outstanding non-compliances following a return of the corrective and preventive action plan. The further actions and evidence submitted by the registered provider through the regulatory compliance meeting process addressed the outstanding non-compliances.

Early Years Inspectorate Regulatory Report
School Age Services

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 inspectors wish to acknowledge the co-operation of the children, registered provider 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 relation to:

- Regulation 9(1)(2)(4): Staffing levels;

- Regulation 11(a): Premises;
- Regulation 12: Insurance;

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

- Regulation 7(1): Notification of change in circumstances;
- Regulation 8: Vetting disclosures;
- Regulation 10: Policies etc. of school age services;
- Regulation 13(1)(a)(b)(c): Complaints;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Act, 2013.

Conclusion and follow-up actions:

The actions and evidence submitted by the registered provider addressed the non-compliances identified on inspection. These actions will be reviewed on the next inspection of the service.

Regulation 7: Notification of change in circumstances
(1) A registered provider of a school age service shall, subject to paragraph (2), notify the Agency in writing of any proposed change in the details in relation to the school age service contained in the register pursuant to section 58C (2) of the Act or Regulation 6(2) or 6(3) at least 60 days before it is proposed that the change would take effect.
Regulatory Requirement not met
(1) The service had increased the number of children cared for in the service without prior approval for a change in circumstances by Tusla. On the day of the inspection, 81 children were in attendance. The service was registered to accommodate a maximum of 70 children.
Corrective & Preventive Action Response submitted by the Registered Provider
(1) The registered provider advised on the 24 January 2024 that they had applied to the

Inspectorate for a change in circumstances in relation to a change of service address on 3 December 2022. However, the registered provider had not submitted a change in circumstances application to the Inspectorate to increase the number of children to be cared for in the service. The registered provider subsequently submitted this application. Approval to increase the number of children cared for in the service from 70 to 120 children was granted on the 18 April 2024 by Tusla.

Summary of Findings

(1)

The action taken by the registered provider and the evidence submitted has addressed the non-compliance identified on inspection under regulation 7(1). This will be reviewed on the next 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 Síochana 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 not met
(1)(a)(b)(c)(d) The required documentation was not available on the day of inspection to confirm that vetting procedures were carried out in respect of all staff and contractors working in the service. Validated references, Garda vetting disclosures, employment history to include start dates in the service, and photographic identification were only available in respect of some staff working in the service. It was acknowledged that a Garda vetting disclosure was provided in respect of seven staff working in the service. Garda vetting disclosures were submitted for four staff members subsequent to the inspection. An immediate action notice was issued on the 23 January 2024 in respect to the absence of three Garda vetting disclosures for staff members. The registered provider advised the inspector that one staff member had left the service. There was no documentation available to confirm whether police vetting was required in relation to staff members who worked in the service. (2) In the absence of verification of staff commencement dates in the service, evidence of vetting disclosure procedures prior to appointment to work with the children was not available. The absence of robust vetting disclosure procedures poses a risk to the safety of children.
Corrective & Preventive Action Response submitted by the Registered Provider
(1)(a)(b) In relation to validation of references, the details of reference checks submitted on the 19 March 2024 consisted of cover letters provided by the registered provider to confirm reference checks were conducted. In the corrective and preventive action plan submitted on the 30 March 2024, references were included for staff working in the service. An outstanding reference for a staff member was subsequently submitted on the 19 April 2024.

In the corrective and preventive action plan submitted by the registered provider on the 17 April 2024, it was advised as a preventive measure that all written references and staff details will be obtained and filed at the recruitment stage. In the final corrective and preventive action plan submitted by the registered provider on the 25 April 2024, validated references were included for all staff members who were present on the day of the inspection and working in the service.

(1)(c)

The response to the immediate action notice was received from the registered provider on the 23 January 2024. The registered provider advised the inspector that three staff would not work in the service until Garda vetting disclosures were processed by the Garda National Vetting Bureau. A Garda vetting disclosure was submitted for an existing staff member on the 27 February 2024 which was secured after the inspection. The registered provider advised that two staff members whom Garda vetting was outstanding for no longer worked in the service. In the corrective and preventive action plan submitted on the 17 April 2024, it was stated that all vetting procedures will be conducted in advance of the employment of new staff.

(1)(d)

A review of Curricula Vitae submitted with the corrective and preventive action response on the 17 March 2024 showed that five staff members who were present on the day of inspection had lived outside of the State for more than six consecutive months as adults. Police vetting was therefore required in respect of the five staff members but was not submitted to the Inspectorate. A curriculum vitae was not submitted in respect of two other staff members who were present on the day of inspection. They were subsequently submitted, and they showed that police vetting was required in respect of both staff members. Copies of police vetting as secured for seven staff members subsequent to the inspection were submitted on the 17 April 2024 with the corrective and preventive action plan. In the corrective and preventive action plan submitted on the 17 April 2024, it was stated that all vetting procedures will be conducted in advance of the employment of new staff.

(2)

On the 19 March 2024, the registered provider submitted start dates for staff members who were present on the day of inspection. The start dates submitted confirmed that some vetting procedures were not conducted for staff prior to them taking up appointment to work in the service. For example, some staff references were secured subsequent to staff taking up employment in the service. In the corrective and preventive action plan submitted on the 17 April 2024, it was stated that all vetting procedures will be conducted in advance of the employment of new staff.

Summary of Findings

(1)(a)(b)(c)(d) (2)

The action taken by the registered provider and the evidence submitted has addressed the non-compliances identified on inspection under regulation 8. This will be reviewed on the next inspection of the service.

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)

There were 81 children and 10 staff across the hall and four rooms in the service at 3.15pm.

The maximum number of children observed with 1 staff member in three rooms used to facilitate homework, arts and crafts, games and speech and drama was 10. There were 14 children with 2 staff members in one room.

(4)

The children were observed to be appropriately supervised during play and homework activities on the day of inspection.

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

The policies and procedures for the service were not available to the inspectors.

Corrective & Preventive Action Response submitted by the Registered Provider

The service policies and procedures were made available to the inspectors by email on the 24 January 2024. The service policies and procedures that were provided were accepted as meeting the requirements of Regulation 10 and schedule 6 of the regulations. On the 19 March 2024 in response to the draft inspection report, the registered provider advised that the service policies and procedures had been shared with staff via email.

As a preventive measure, it was advised in the corrective and preventive action plan submitted on 17 April 2024 that going forward all service policies will be available.

Summary of Findings

The action taken by the registered provider and the evidence submitted has addressed the non-compliance identified under regulation 10. This will be reviewed on the next inspection of the service.

Regulation 11: Premises
A registered provider of a school age service shall ensure that- *(a) an outdoor space to which the school age children attending the service have access on a daily basis is provided on the premises*
Regulatory Requirement Met
(a) Children had access to an enclosed all weather surfaced play area at the back of the service. Two staff members were observed playing ball and supervising 17 children in this area at 3.00pm.

Regulation 12: Insurance
A registered provider shall ensure that the school age service is adequately insured.
Regulatory Requirement Met
The service had insurance cover for a maximum of 120 children at any one time in a school age service. Insurance included cover for organised outings and was valid from 28 March 2023 to 27 March 2024.

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.*

Regulatory Requirement not met
(1)(a)(b)(c) The complaints procedure for the service was not available to the inspectors. Staff members confirmed to the inspector that any complaints were referred to the registered provider. The registered provider advised the inspector that complaints were dealt with verbally. Records of complaints were not available.
Corrective & Preventive Action Response submitted by the Registered Provider
(1)(a)(b)(c) The registered provider submitted a copy of the service's revised complaints policy to the inspectors on the 19 March 2024 with the corrective and preventive action plan. The complaints policy outlined the procedure for making a complaint, the manner for dealing with complaints, and the procedure for keeping a complainant informed of the investigation outcome. It was outlined in the policy that all complaints, including verbal complaints, will be documented. As a preventive measure, the registered provider confirmed that the complaints policy will be available. It was also confirmed that all complaints will be documented.
Summary of Findings
The inspector has reviewed the action and evidence submitted. The action taken and the evidence submitted by the registered provider have met the requirement of regulation 13(1)(a)(b)(c). This will be reviewed on the next inspection of 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 not met

1. There was open access to the hall and rooms in use by the service. Access to the rooms in use was from unsecured doors leading to the hall and a second access door used by staff in the building, and the general public who were using a coffee shop with outdoor seating. This posed a risk of unsupervised exit by children and unauthorised access to the children. An immediate action notice was issued on the 23 January 2024 in respect of unsecured access to the service which was a safety risk to the children.
2. Children were not routinely signed in and out of the service once present after school collections. On two occasions the inspector asked a staff member about the number of children present on arrival of children on a staggered basis at school collection times. The inspector was informed by a staff member that it was necessary to count children to confirm the number present. The inspector counted the number of children across all rooms in the service at 3.15pm. This was necessary to establish the number of children present when all school collections were completed. It was also noted at this time that a small number of children were also collected from the service and not signed out. It was acknowledged that lists of children to reflect daily collections were taken to schools at collection times to ensure all children were collected. The absence of procedures to ensure that the number of children present in the service at all times was accounted for effectively posed a risk to the safety of the children. For example, in the event of a fire and the necessity to ensure that all children across the hall, additional rooms in use, and the outdoor play area were safely evacuated from the premises.
3. A staff roster was not in place outlining what staff were on duty each day including what staff were responsible for accompanying drivers for collections from various schools. Therefore, it was not possible to verify that an adequate number of staff were available daily in the service to provide appropriate care and supervision of children.
4. There were no records available on the day of inspection to verify that staff were appropriately inducted, trained and provided with the service policies. This could pose a risk to the safety of children.
5. The records of accidents and incidents furnished to the inspector for accidents and

incidents recorded on the 5 and 10 January 2024 had no evidence of parental signature to verify that parents were informed of accidents and incidents. This could pose a risk to the health and safety of children.

Corrective & Preventive Action Response submitted by the Registered Provider

1. The registered provider submitted a response to the immediate action notice on the 23 January 2024. It was advised that both doors are now securely closed. As a preventive measure, it was advised that doors will be secured at all times and opened under supervision by staff only.
2. On the 19 March 2024 the registered provider submitted a sample sign in and sign out sheet adapted for use in the service with the first corrective and preventive action plan. The sample outlined the manner in which each child was recorded by name with a corresponding space for a staff member to sign children in and out. In the second corrective and preventive action plan submitted on the 30 March 2024, the registered provider submitted a list of children in attendance and a table to record the number of days each child was present in the service running from Monday to Friday weekly. Subsequent to the regulatory compliance meeting held with the provider on the 16 April 2024, a completed sign in and out sheet for children in attendance was submitted for the week of the 22 April 2024. The record of the children's attendance included the times children both entered and were collected from the service daily. As a preventive measure, it was advised in the corrective and preventive action plan of 25 April 2024 that weekly sign in and out records for children in attendance in the service will be maintained.
3. On the 19 March 2024 the registered provider submitted a CAPA response with a list of staff names and their weekly hours rostered to work in the service. Subsequent to the regulatory compliance meeting on the 16 April 2024, a completed staff roster for the week of the 22 April 2024 was submitted to the inspectors. The roster included the daily hours staff worked in the service and included a staff signature. As a preventive measure, it was advised in the corrective and preventive action plan submitted on the 25 April 2024 that weekly staff rosters will be maintained in the service.
4. The registered provider submitted copies of certification and staff names to confirm staff members present in the service who availed of online “Introduction to Children First” training in 2023. In the CAPA response received from the registered provider on the 19

March 2024, it was advised that staff received code of conduct training and two days of practical onsite training. On the 17 April 2024, the registered provider also submitted a record of all staff who were provided with the service policies and procedures. The record advised of the date the policies and procedures were furnished to staff. The record also advised of the dates the policies and procedures were read by staff and included a staff signature as confirmation of same. The inspector requested further information on the 18 and 22 April 2024 in relation to the content of training and induction completed by staff. It was indicated in the corrective and preventive action plan submitted on the 25 April 2024 that staff are trained in the policies for the service. The registered provider also indicated that induction training was completed in the service. On the 1 May 2024, the registered provider submitted a list of the areas and topics covered by the staff as part of their induction and training in the service, as requested by the inspector. As a preventive measure, it was indicated in the correspondence that staff files will be maintained for all new staff to record the training and induction the staff availed of. It was also indicated that a record will be maintained for staff to confirm receipt of training and induction.

5. The registered provider advised that "completed" records of incidents and accidents are now recorded. Two records of accidents and incidents were submitted by the registered provider on the 17 April 2024. The records of both accidents and incidents submitted included parental signatures to confirm they were informed of the accident or incident involving their child. As a preventive measure it was advised in the corrective and preventive action plan submitted on the 17 April 2024 that all records will be maintained.

Summary of findings

The inspector has reviewed the actions and evidence submitted. The actions taken and the evidence submitted by the registered provider have met the requirement of Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013. This will be reviewed on the next inspection of the service.