



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

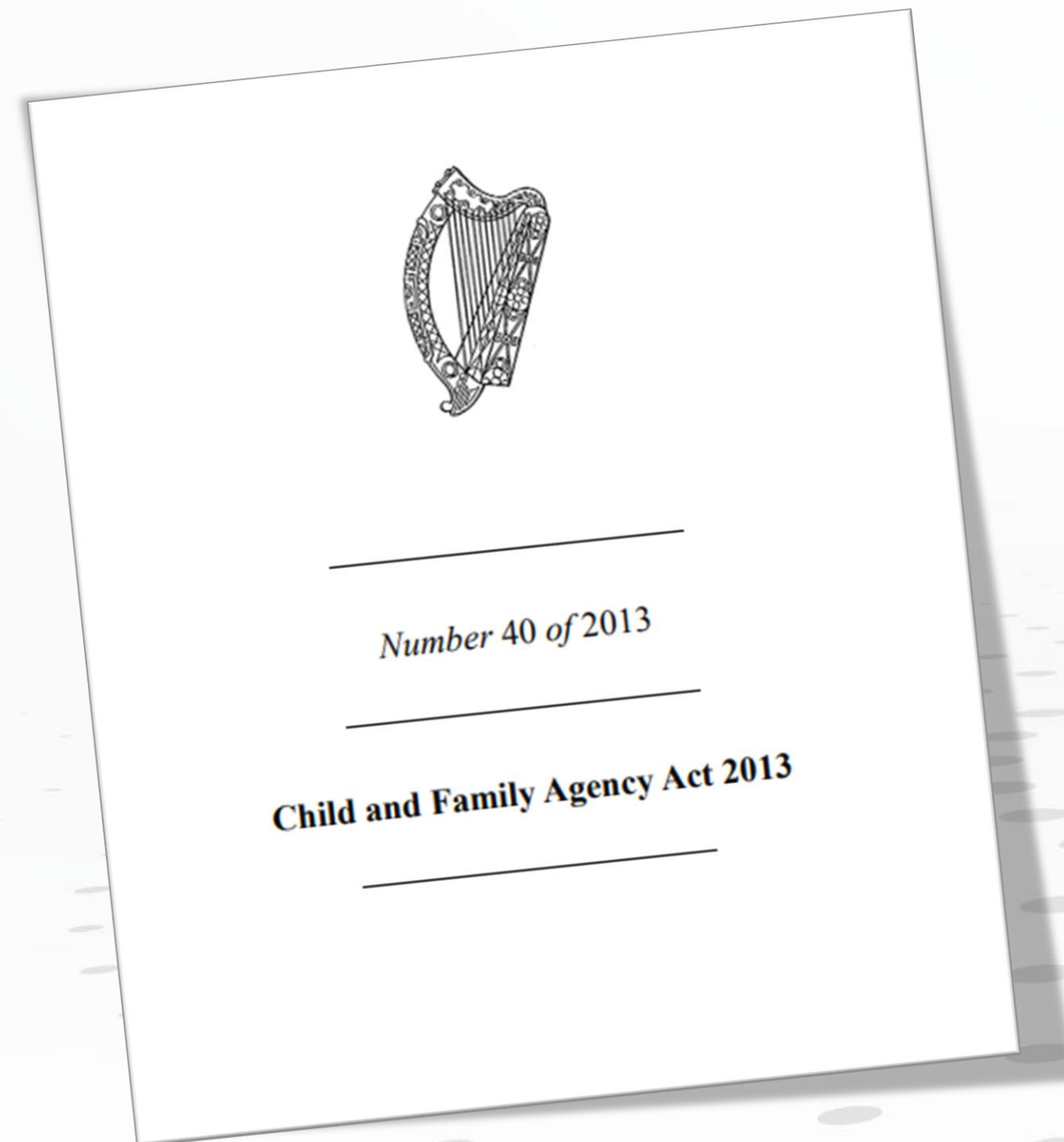


# Early Years (Pre-schools) 2019 Re-Registration Submissions

**17 August 2021**



# Re-registration of Early Years Services



*Child and Family Agency  
Act 2013*

*Article 58D(4) states*

*“The period of a  
registration shall be 3  
years from the date of  
registration”.*

# 2019 Re-registration

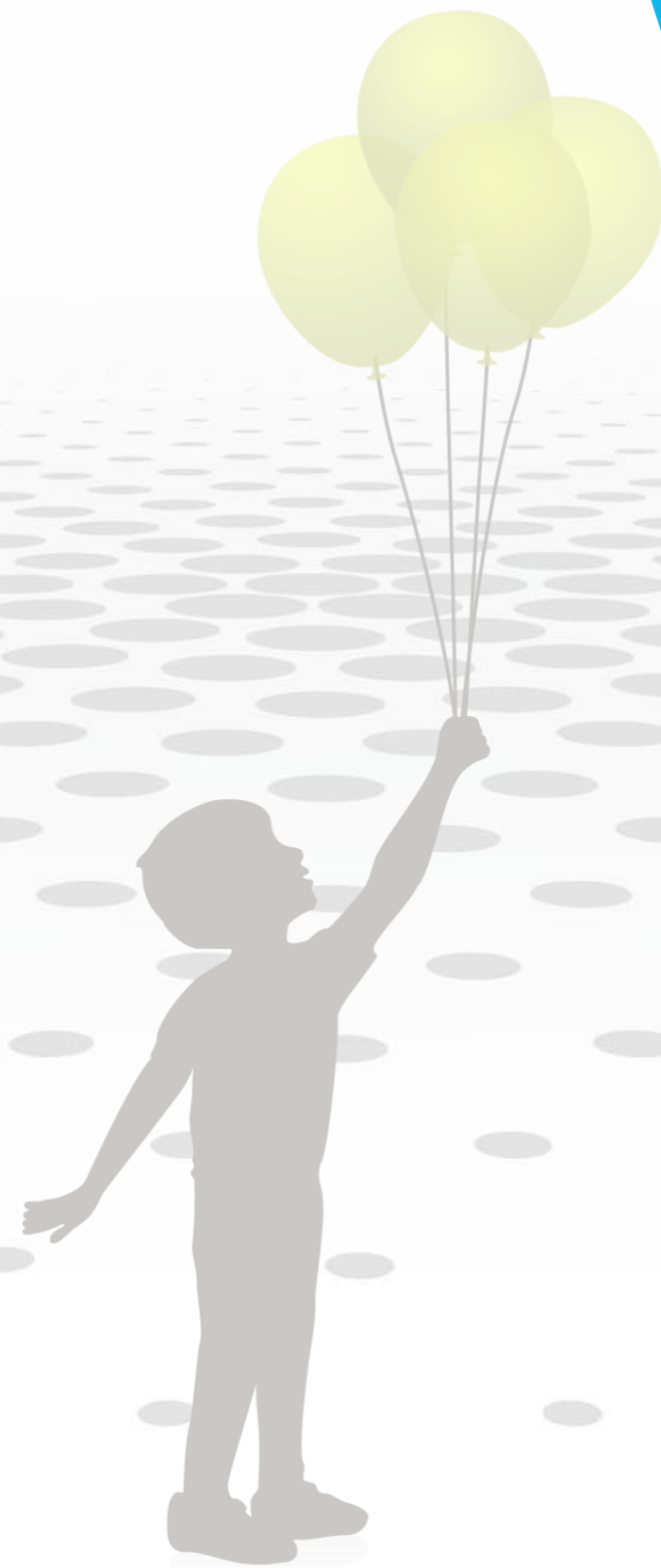
## Completion of 2019 Re-registration

*Services initially registered in 2016 were re-registered in 2019*

*The process was divided into two parts to provide assistance.*

*Part 1 was completed at end of December 2019*

*Part 2 to be completed Monday 1st November 2021*



*Portal reopened May 8th, 2020, 94 % applications were incomplete as documents simply not submitted*

*Applied to 2441 services, 4% of which have ceased operation*

*March 2021 - 35% completion rate*

*52 % Fire Safety documentation submitted to date (total applications)*

*55 % Planning & Building Suitability*



Provider Update

2019  
Re-registration

# 2019 Re-registration to date

23 % of applications outstanding  
vetting documentation

26 % have not submitted their  
policies even though they are in  
existence

1100 of services have made no  
contact with the registration  
team since first submission in  
2019.



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# Required Documents

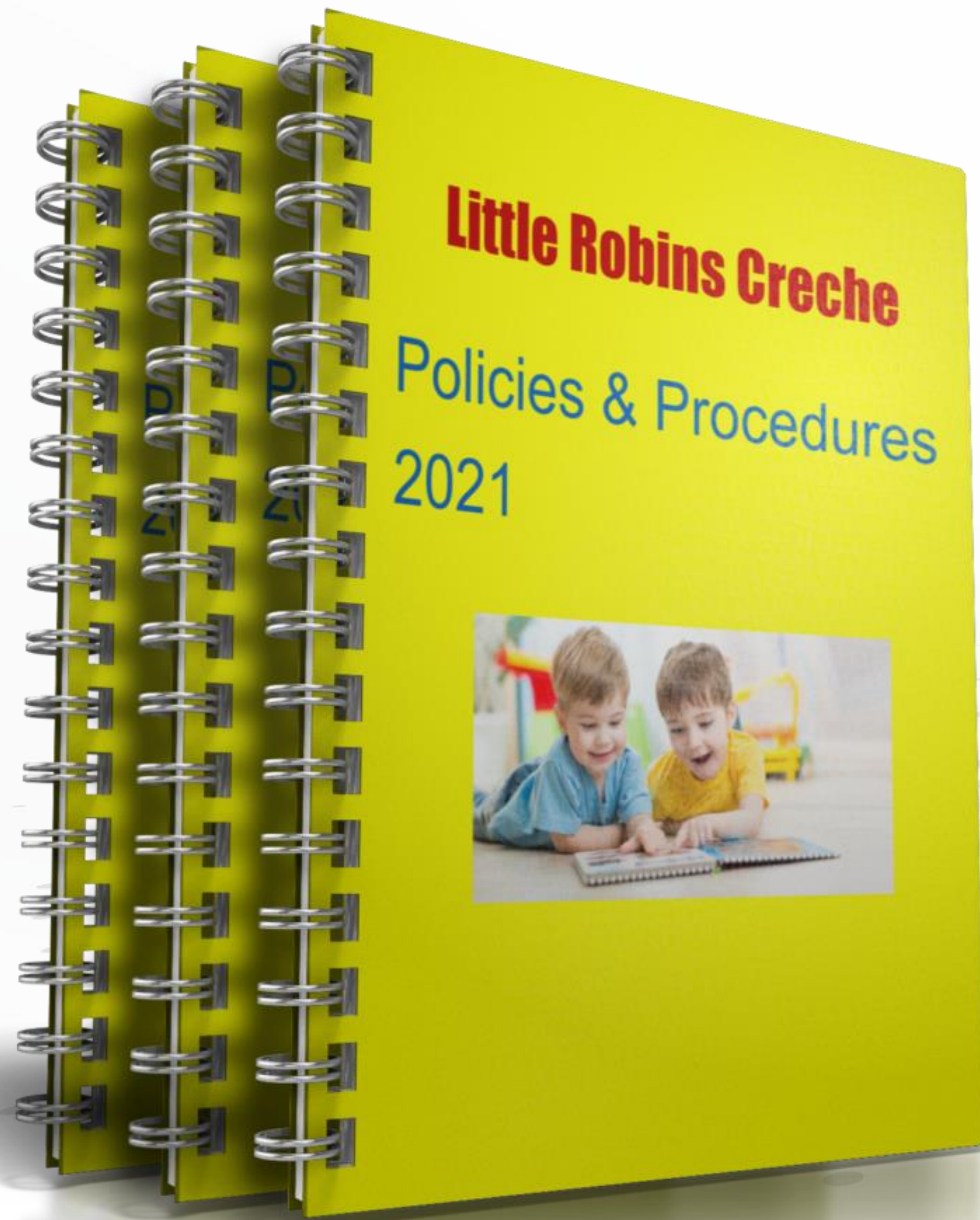


- ✓ Fire Safety documentation inc. compliance statements
- ✓ Planning (Building Suitability) documentation
- ✓ Garda vetting for Directors/Board members who have access to children as part of their duties
- ✓ Policies
- ✓ Indoor floor plans
- ✓ Outdoor Area size and layout





# Policies



# Fire Safety Documentation

## A: Fire Certification

- If supplying fire certificate you must supply either completion certificate or confirmation from your architect that the building has been constructed in accordance with the requirements of the fire certificate
- If conditions have been attached to your fire certificate, you must supply a copy of those conditions and confirmation that those conditions have been complied with

## B: Fire Risk Assessment

- ✓ If a schedule of works is required any item that is deemed essential must be completed
- ✓ Any other item identified on the FRA must be completed within 6 months of date of document





# Fire Safety Documentation Issues

## *Fire Certification Documents*

- These are the documents that are issued by the local authority under the Building Control Legislation and not certificates of maintenance of fire extinguishers or alarm systems.*
- The fire certification documentation must identify the use of the premises as a creche or other pre school setting*
- Fire Risk Assessments must be accompanied by a schedule of works if required, these will be followed up and confirmation of completion will be sought prior to November 1<sup>st</sup> 2021*





# Fire Safety Documentation Issues

## *Fire Certification Documents*

- Only the local authority can determine if a fire certificate is required and not the competent person. Where there is any doubt the registration team will liaise with the local authority and it will result in delays.*
- Where the service is also providing a school age service, it must be clear that the numbers of children that can be accommodated at any one time.*



# Planning and Building Suitability Documentation Issues

- *These are the documents that are issued by the local authority under the Planning and Development Legislation and not lease agreements or proof of purchase documentation*
- *Where conditions have been applied the full list of those must be provided with your application.*
- *The planning documentation must identify the use of the premises as a creche or other pre school setting*
- *Affidavits should only be relied upon where the service has been operational for 7 years or more at the time of application where planning was required and not obtained.*
- *We do not advise use of affidavits where planning was originally secured and not complied with, or where a condition was applied and not complied with*





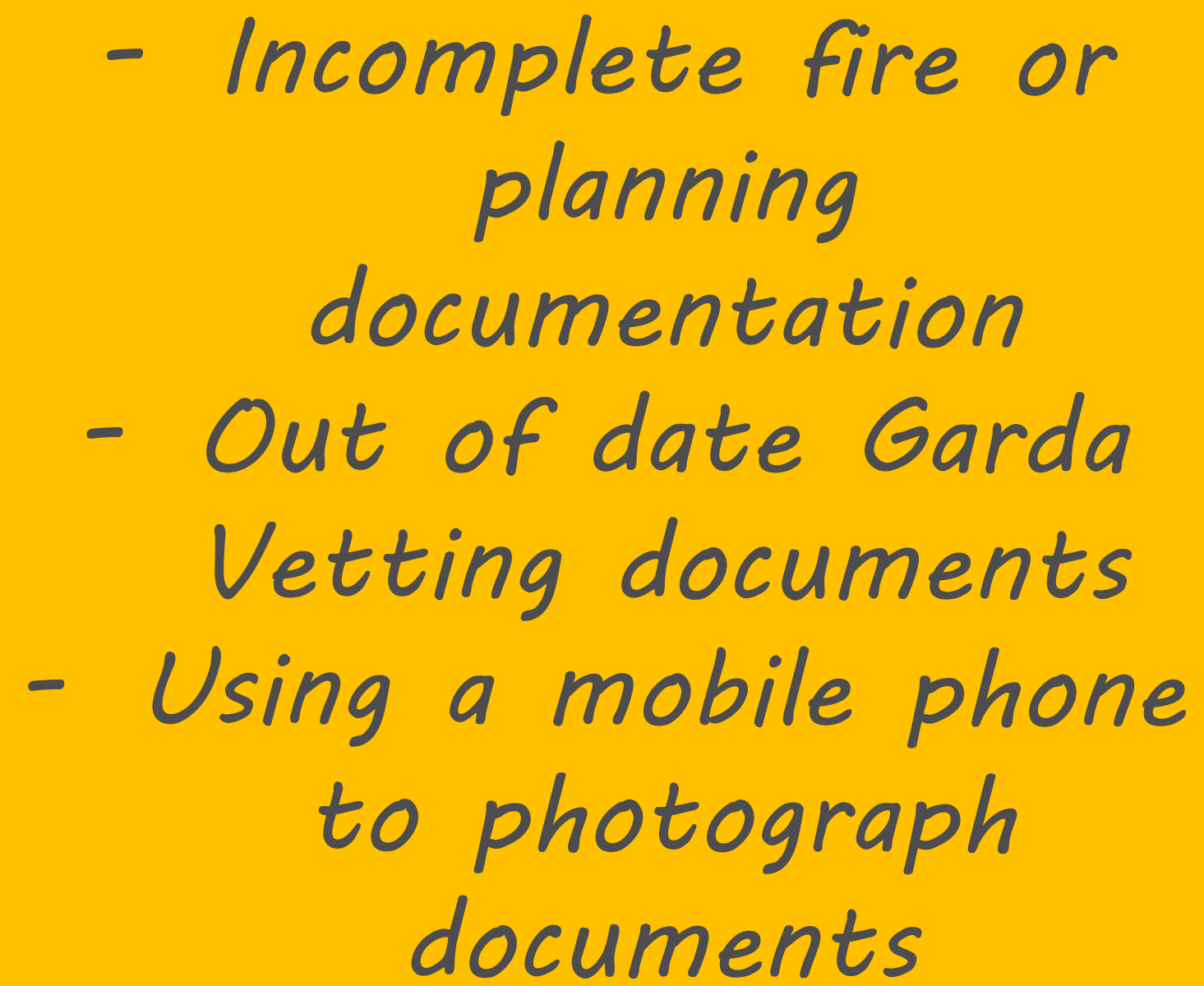
# Planning and Building Suitability Documentation Issues

- *Affidavits should only be relied upon where the service has been operational for 7 years or more by the same provider at the time of application.*
- *Affidavits should only be relied upon where the service commenced operation without planning and not where planning was received but not complied with*
- *We will accept evidence of planning retention applications by providers from their local authorities.*
- *If a planning condition is applied we will require confirmation that they have been complied with.*

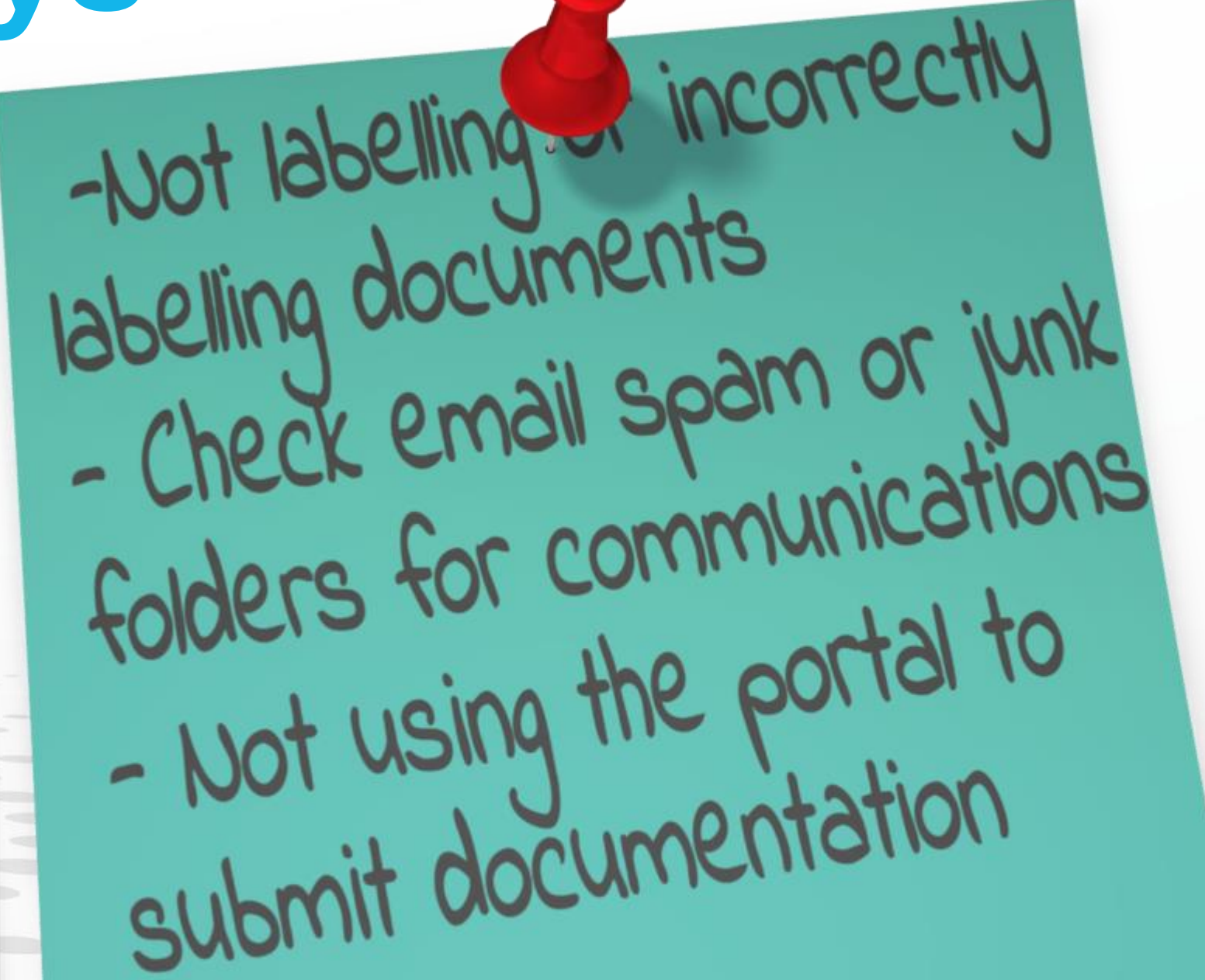




# Issues that will lead to delays

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- Incomplete fire or planning documentation
  - Out of date Garda Vetting documents
  - Using a mobile phone to photograph documents

- 
- Floor plans do not need to be drafted by an architect
- Non engagement with local authorities re planning and fire

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- Not labelling or incorrectly labelling documents
  - Check email spam or junk folders for communications
  - Not using the portal to submit documentation





# Tusla Support

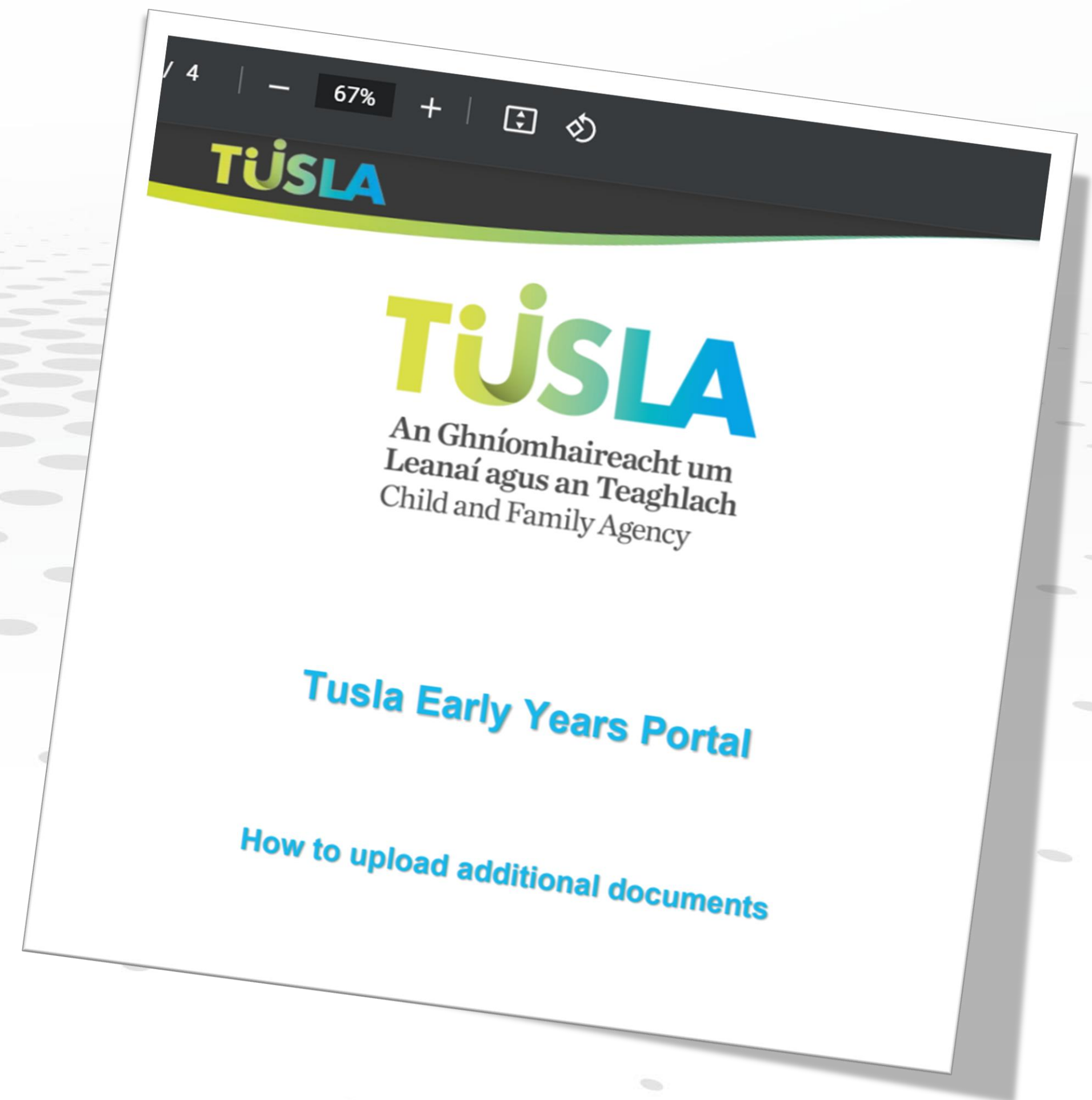
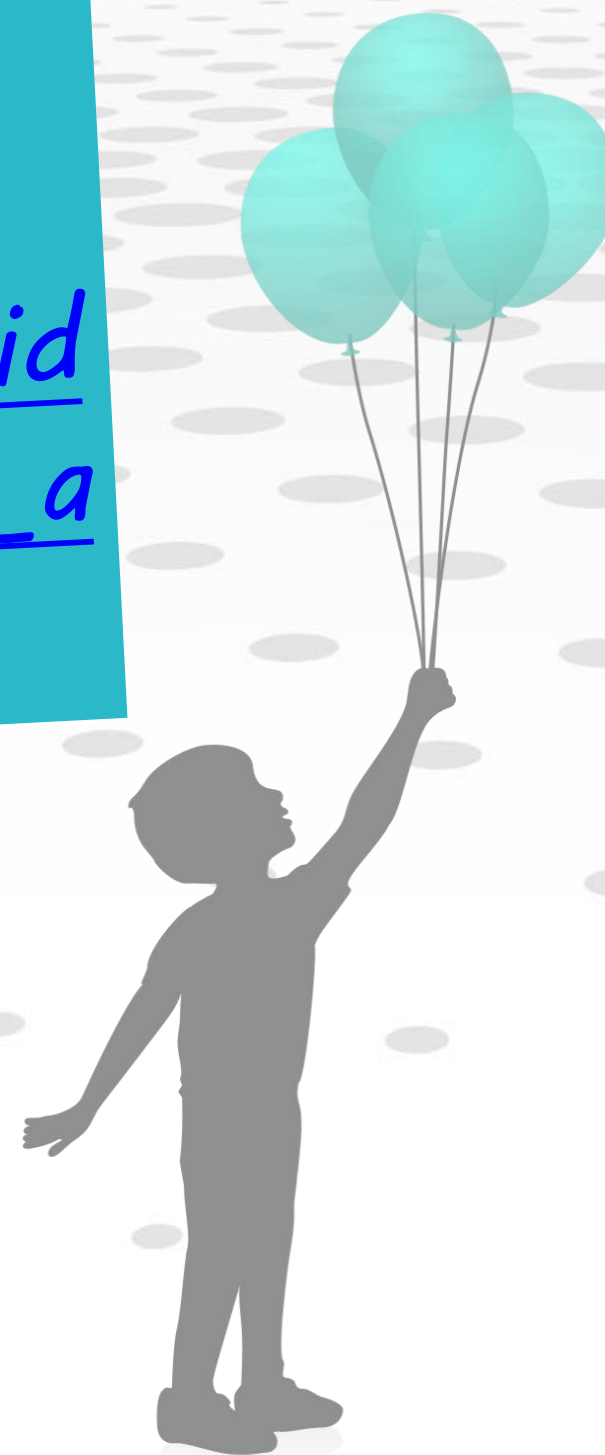
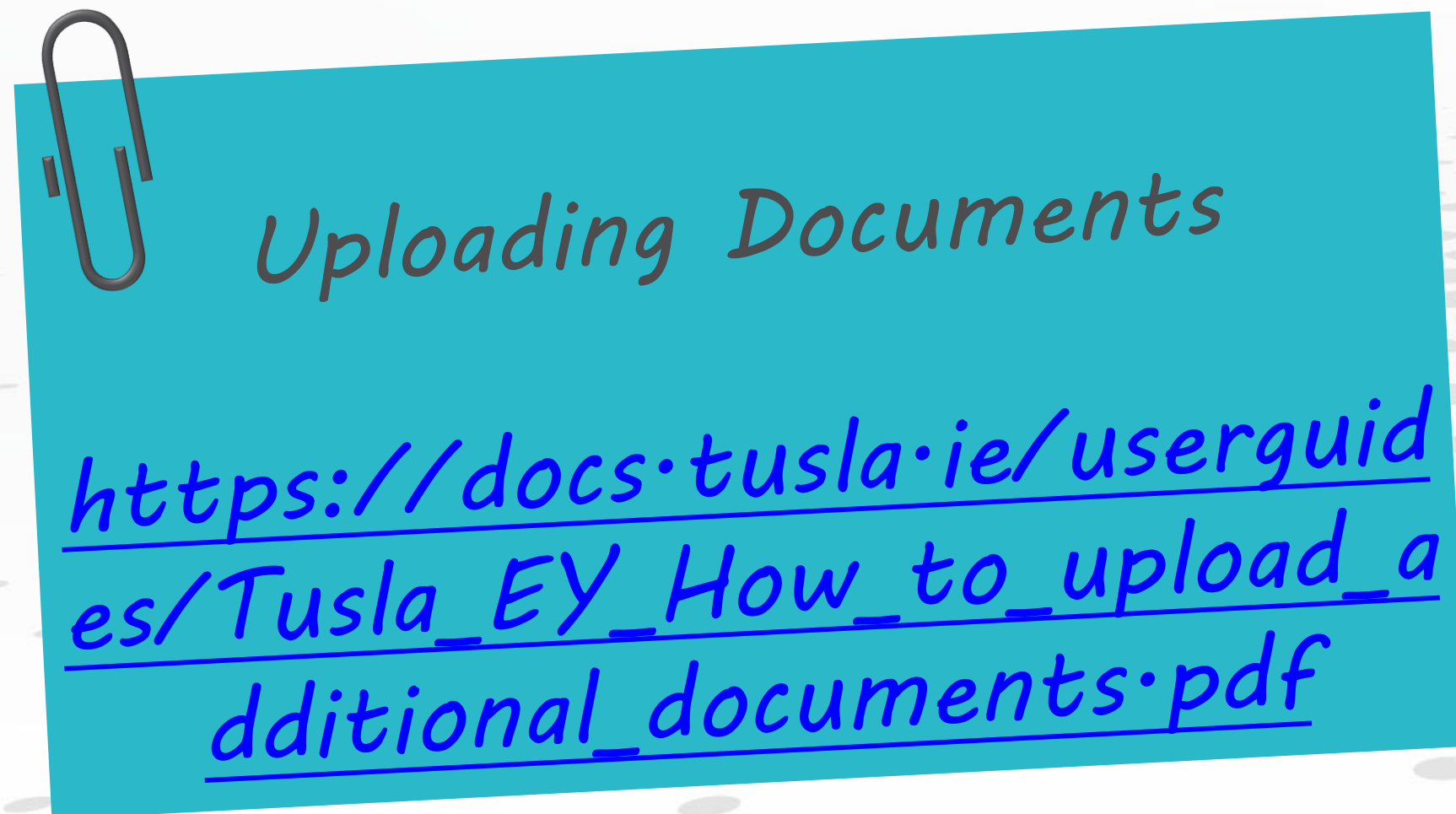
Contact the named person dealing with your application

Contact Portal support with any Portal technical issues:  
[portalsupport@tusla.ie](mailto:portalsupport@tusla.ie)



<https://www.tusla.ie/services/preschool-services/elearning-webinars-and-resources/resources/>

# Uploading Documents





# Key Messages

The Early Years Inspectorate  
and your local County / City  
Childcare Committee  
are here to assist

It is essential to get your  
application completed  
once you have application  
documentation don't delay  
in submitting it

If you are unclear about any  
communication or  
requirement use the guidance  
and or check with your  
assigned registration officer.

November 1st is the  
deadline for  
submission

- Check all of your application  
to ensure its correct
- 2019 Services are due to  
register again in end of 2022



## Key Messages (2)

Building suitability and fire safety certification for early years settings are not new requirements and were not introduced by Tusla

Urge caution to those taking over services whose submissions are not completed

Submissions made asap and not wait until November 1st

Applications for SAC since cyber attack were given priority and 2019 submissions assessments will recommence shortly, we are aware that there are submissions received that we are only now assessing



