



## Early Years Inspectorate – Supporting Documentation Required with a Pre-School or School Age New Application

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## 1.0 Introduction

This guidance document outlines the documents you must have ready before applying to register **Pre-School** or **School Age** early years' service. All documents must be complete, accurate, and uploaded through the Tusla Portal at the time of application. Applications that remain incomplete for more than 10 days will be automatically closed.

## 2.0 Documents Required

1. Garda Vetting for Registered Providers:
  - Garda Vetting disclosure document (dated within the last 3 years and specific to the role as Registered Provider of an Early Years Service.
  - **OR** confirmation email received from the National Vetting Bureau that Garda Vetting, applied for via the Tusla Portal, has been completed (must be dated after 31st January 2025, uploaded as PDF or image file).
2. Garda Vetting for the proposed **Person in Charge** (if different to the registered provider).
3. Garda Vetting for each **Board Member** who has direct access to children attending the service (applicable where the service is managed by a board of management).
4. Garda Vetting for the proposed **Second Person** (emergency cover person). A second person is only required if you intend on operating a school age service single handedly (without staff present).
5. **Police Vetting** for the proposed registered provider, person in charge (if different) and board member with direct access to children (if applicable). This is required where the person has lived in a jurisdiction outside of Ireland for a period of longer than 6 consecutive months, when they were aged over 18 years. He or she must provide police vetting from the police authorities of that state.
6. Two recent written **references** for the registered provider. Must be from a past employer or reputable source, be hand signed/stamped, dated and contain the contact details of the person providing the reference).
7. Two recent written and **validated references** for the proposed person in charge (if different), and each board members (if applicable). Must be from a past employer or reputable source, be hand signed/stamped, dated and contain the contact details of the person providing the reference.
8. Evidence of **identification** for the proposed registered provider.

9. Evidence of registration of the company/business name with the **Company Registration Office** ([Registration - CRO](#)).
10. Copy of the certificate of **insurance** or written confirmation of insurance cover (Quote will suffice at application stage but final insurance certificate will be requested prior to a registration decision).
11. **Signed declaration** which can be downloaded from the Service-Related Documents section of the Tusla Portal application form.
12. **Policies, procedures, and statements** for the service which includes the following:
  - Statement of purpose and function
  - Safety Statement
  - Complaints policy
  - Policy on administration of medication
  - Policy on infection control
  - Policy on managing behaviour
  - Policy on safe sleep (Pre-school only)
  - Child Safeguarding Statement (School Age only)
  - Dropping off and Collection Policy (School Age only)
  - Fire Safety Policy (School Age only)

The above policies must be drafted in accordance with the [Practical Guide to Developing Policies, Procedures and Statements in Early Years Services](#) and meet the core requirements set out in this document. Failure to include the core requirements may delay your application

### **3.0 Pre-School Specific Documents**

13. Final grant of **Planning Permission** for the specific use of the building as an early years' service **or** written confirmation from the Local Authority that the building is exempt from planning permission (this must mention the building being used as an early years service).
14. **Fire Safety Certificate** or Regularisation Certificate for the specific use of the building as an early years' service **or** written confirmation from the Local Authority that the building is exempt. If the building is exempt from requiring a Fire Safety Certificate, a Fire Safety Assessment completed by a competent person. See section 3.0 of the [Fire and Planning Requirements for Early Years Service](#) document for further information.
15. **Building and Fire Compliance on Completion Certificate** which includes a statement that the works are in accordance with the requirements of the Second Schedule of the Building Regulations.

16. **Indoor floor plans** outlining the interior layout of the premises including each room on the premises proposed to be used by the children (including the dimensions of each room) and the location of the bathrooms available to the children and adults.
17. **Outdoor area plans** should include any outdoor areas that children may use when attending the service. Hand-drawn plans for the outdoor space that include boundaries can be submitted. The outdoor plans must indicate where the area is in relation to the building proposed to be used by the service.

All drawings or plans submitted must be accurate. They should preferably be drafted by an experienced or appropriately qualified person. However, it is not mandatory to have professional drawings, and the registration office will accept accurate floor plans that have the measurements in square metres and are to scale.

## 4.0 Revision History

Version number	Nature of Changes	Author of Change	Date	Approved by	Date of approval
V2.0	Updated	Re Team	Jan 2022	Insert title and name	26/01/2022
V3.0	Updated to reflect new Garda vetting, Policy guidance and Portal 3 requirements	Laura Murray	09/03/2026	Marina Rankin, RO Business Manager	12/03/2026