

TÚSLA
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

**EARLY
YEARS**
INSPECTORATE

Early years Inspectorate School Age Services- Frequently Asked Questions

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Introduction

In February 2019, the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 came into effect. Through the enactment of the regulations, services who cater for School Age children are required to register with Tusla, the Child and Family Agency before commencing.

As the statutory regulator, the Early Years Inspectorate undertakes inspections of school age services in accordance with legislation. Details of the legislative background which establishes the basis for inspections of School age services is set out below. The purpose of inspection is to verify the registered provider is providing a service which meets the requirements of Child Care Act 1991, Section 58 as amended by Part 12 of the Child and Family Agency Act, 2013 and Registration of School age services) Regulations 2018.

The questions and their answers are designed to improve quality in the sector by supporting understanding of regulatory requirements in relation to; the registration of a new service, the inspection process, proposed changes to registration status, notification of incidents, fee payments, management of concerns & feedback and the publication of inspection reports.

The Q&A document will continue to be updated periodically when questions and clarification requests are received from the sector or when there is a change or an addition to an answer. The questions received will be collated periodically, and the sector will be informed when an updated version has been published on the Tusla website.

How to use this document

This document is most effective when an electronic version is used. There are hyperlinks placed throughout the document which link either to external websites, parts of the Tusla – Early Years Inspectorate website or other sections of the document. We will update the electronic version on a scheduled basis to ensure it reflects current questions and related requirements and processes. Hyperlinks are embedded in the text throughout to ensure the document is clear and easy to read. It is of course possible to download a hard copy of the document, but we strongly encourage you to regularly check the website for updates.

DISCLAIMER: This document is not designed to be a comprehensive set of procedures. The purpose of the document is to support understanding of the school age regulatory requirements.

Regulation 4: Fees

- (1) *Subject to this Regulation, the fee specified in column (3) of Schedule 1 opposite a particular reference number specified in column (1) of that Schedule is prescribed for the purposes of section 58D(3) as the fee to accompany an application under section 58D(2) (the “application fee”) in respect of a class of early years service specified in column (2) thereof at that reference number.*
- (2) *Where a registered provider provides both a school age service and a preschool service that is registered under the 2016 Regulations in an early years service, the application fee payable by the registered provider shall be the highest fee applicable to the classes of early years service provided in that service*

Application;

Q1. What is an application fee?

- A.** The application fee is an initial one-off fee, payable to accompany an application for a new service. The registration of a service cannot be completed until the relevant application fee has been paid.

A fee is also required when applying to renew the registration of an established service. If a provider registers a pre-school and a school-age service, they are subject to one application fee.

Q2. How much is the application fee?

- A.** The fees payable on application are set out in Schedule 1 of the Child Care Act 1991 (Early Years Services)(Registration of School Age Services) Regulations 2018 as follows:

School Age Service (other than a Childminding Service)	€80
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Q3. When do I have to pay my application fee?

- A.** The application fee will be required when you make an application to register your service. The fee must be paid in order to submit the application.

Q4. How do I pay my fees?

- A.** When you apply to register a service there is an online payment system using a credit or debit card. If payment is not made, the application cannot be submitted. No other method will be accepted.

Q5. Can I get the fees waived (waiver) for my service?

- A.** No, there is no provision within the Early Years Services)(Registration of School Age Services) Regulations 2018 for exemption of fees.

Q6. Can I get my fees refunded?

A. No. There is no provision for refunding fees.

Q7. Who do I contact if I have any problems/questions about fees?

A. All queries, concerns and comments with respect to fee payment should be sent to:
eyifees@tusla.ie

Regulation 5: Registration of School Age Service

(1) The form set out in Schedule 2 is prescribed for the purposes of section 58D(3) for school age services other than childminding services.

(2) The form set out in Schedule 3 is prescribed for the purposes of section 58D(3) for childminding services.

(3) A person who proposes to provide a school age service shall make an application under section 58D(2) in respect of that school age service at least 3 months before the person proposes to commence the service.

(4) Where a person has been providing a school age service prior to the commencement date of these Regulations, and notwithstanding that the person is already on the register as a provider of a pre-school service, that person shall make an application under section 58D(2) in respect of the school age service within six months of the commencement date of these Regulations.

(5) Where a person has been providing a school age service prior to the commencement date of these Regulations and that person is not already on the register as a provider of a pre-school service, that person shall make an application under section 58D(2) in respect of the school age service within three months of the commencement date of these Regulations.

(6) A person making an application under section 58D(2) in accordance with paragraph (1) of this Regulation shall enclose with the form set out in Schedule 2—

(a) a copy of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of—

- (i) the person,*
- (ii) where the person is a body corporate, each director of the body,*
- (iii) where the person in charge is different to the registered provider, the person in charge, and,*
- (iv) where the person in charge operates the service single-handedly, the second person referred to in Regulation 9(3),*

(b) insofar as is practicable, where a person specified in clause (i), (ii), (iii) or (iv) of paragraph (a) has lived in a state other than the State for a period of longer than 6

consecutive months, vetting information in respect of the person obtained from the police authorities in that state,

(c) 2 references in writing in respect of himself or herself that demonstrate that he or she is a suitable person to provide a school age service, including one from his or her most recent employer, if any, or where the person is a body corporate, two such references in respect of each director of the body,

(d) such documentation as demonstrates that the person making the application has valid and appropriate insurance cover for the school age service, and

(e) a copy of—

(i) the policies and statements specified in paragraph 1 of Schedule 6,

(ii) the safety statement (within the meaning of the Safety, Health and Welfare at Work Act 2005) of the service (if any), and

(iii) the child safeguarding statement (within the meaning of the Children First Act 2015).

(7) A person making an application under section 58D(2) in accordance with paragraph (2) of this Regulation shall enclose with the form set out in Schedule 3—

(a) a copy of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of—

(i) the person,

(ii) any person over the age of 18 who will normally be present in the person's house during times when the service is operating, and

(iii) the second person referred to in Regulation 9(3),

(b) insofar as is practicable, where a person specified in clause (i), (ii) or (iii) of paragraph (a) has lived in a state other than the State for a period of longer than 6 consecutive months, vetting information in respect of the person obtained from the police authorities in that state,

(c) 2 references in writing in respect of himself or herself that demonstrate that he or she is a suitable person to provide a childminding service, including one from his or her most recent employer, if any,

(d) such documentation as demonstrates that the person making the application has valid and appropriate insurance cover for the childminding service, and

(e) a copy of—

(i) the policies and procedures specified in subparagraphs (b) to (f) of paragraph 1 of Schedule 6,

(ii) the child safeguarding statement (within the meaning of the Children First Act 2015).

(8) Where an application is made pursuant to section 58D by the registered provider or by a person who proposes to provide a school age service the Agency, prior to deciding whether to register the provider or the proposed provider concerned pursuant to

subsection (5) of that section, shall assess the information provided by the person applying.

Q1. What are the duties of a person proposing to provide an early years service?

- A.** A proposed registered provider will be required to operate in accordance with the statutory requirements of the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 at all times.

Q2. How do I know what type of early years service I need to register?

- A.** Explanations of each type of early years service can be found on our [website](#)

Q3. How can I apply to register a service with the Early Years Inspectorate?

- A.** A service can apply for registration by making an application to the Early years inspectorate using the [Tusla Service Portal](#).

Q4. Can I operate an early years service without being registered with the Early Years Inspectorate?

- A.** No, Section 58D of the Child and Family Agency Act states that “a person shall not provide a prescribed early years service unless his or her name is entered in the register as a provider of that service”. A service not registered with Tusla Early Years Inspectorate is deemed an unauthorised service and is not listed on the Register.

It is an offence under Section 58 K of the Child Care Act 1991 to be in operation without registration.

Q5. What are the steps in the registration for a new school-age service?

- A.** Submit an application via the [online portal](#)

The Early Years Inspectorate will acknowledge receipt of the application.

Acknowledgement is not an indication of registration or acceptance of the application.

Applications are assessed by the Registration Officers through a desk assessment and verification of the application.

Q6. What supporting documentation is required with the new application?

- A.**
- Garda Vetting disclosure (for the proposed registered provider and person in charge if different)
 - Confirmation of whether the person in charge and/or registered provider has lived outside of the country for a period of 6 consecutive months or longer.
 - Police Vetting (for the proposed registered provider and person in charge if different). This is required where the person has lived in a jurisdiction outside of Ireland for a period of longer than 6 consecutive months, he or she must provide police vetting from the police authorities of that state.
 - Two recent written and validated references (for the proposed registered provider and person in charge if different)

- Evidence of identification (for the proposed registered provider)
- If the Board of Management has access to children, garda vetting, police vetting and two references as detailed above are required for all members.
- Copy of the certificate of insurance, written confirmation of insurance cover or an insurance quotes. The certificate and quote must include the service name, address, number of children covered and dates of validity.
- Description of early years service, e.g. school age service, full day care pre-school service etc.
- Policies, procedures and statements for the service which includes the following:
 - ❖ Statement of purpose and function
 - ❖ Complaints policy
 - ❖ Policy on administration of medication
 - ❖ Policy on infection control
 - ❖ Policy on managing behaviour
 - ❖ Dropping Off and Collection of School Age Children
 - ❖ Fire Safety Policy
 - ❖ Safety Statement
 - ❖ Child Safeguarding Statement

City and County Childcare Committees are available to support service providers with the development and updating of policies. Local CCC contact details can be found at [City and County Childcare Committees](#)

- Evidence of registration with the Company Registrations Office (CRO) (where applicable).
- Sole traders are required to submit their Business Name Certificate as confirmation of registration of their business with the CRO.

Q7. How much notice must I give before I can open my service?

- A.** All proposed early years services must make an online application and submit the required supporting documentation at least **three months** prior to the proposed commencement of the service.

Q8. How long will it take from completed application to registration?

- A.** Tusla will advise on the application process timeline.

Note: *Where documentation is incomplete, or where clarification is required from the proposed registered provider regarding the application, the process will take longer. The 3-month timeframe does not start until all of the supporting documentation has been received and approved.*

Q9. Where do I submit my application and supporting documents?

A. All registration applications are processed through the Tusla portal.

There is guidance available on the portal on how to apply and upload all relevant documentation.

Q10. What services are not required to register as a school-age service?

A. Services solely focused on the following areas are not required to register:

- The arts
- Youth work
- Competitive and recreational sport
- Religious groups

Q11. What is the requirement for a summer camp where early years children attend (4-15 years)?

A. Summer camps which provide care for children aged 4-15 years annually must register as a school-age service.

If the summer camp runs on an ad-hoc basis and does not provide the service every year, the service does not need to register with Tusla as it falls under Sport/The Arts.

My Application for Registration:

Q1. Who requires Garda¹ /Police Vetting²?

A.

- The applicant (the proposed registered provider)
- Person in charge (if different to the proposed registered provider)
- Emergency person (in cases of a single-handed provider)

Each / any member of the Board of Management or Board of Directors that might have access to children.

Note: *On initial inspection following registration of the service when children are present, the registered provider must ensure that all other employees, unpaid workers and contractors have been Garda vetted and police vetted (if required).*

¹Garda vetting is undertaken for any person aged 18 years and over. Garda vetting for each person has been undertaken within the last three years, including Garda re-vetting (renewing earlier Garda vetting).

²Police vetting, in so far as is practicable, is required for a person who has lived in a state or country outside of Ireland for more than six consecutive months, when they were over 18 years of age. This is assessed on a case by case basis. Every reasonable effort has been made to obtain police vetting – this is evidenced by a paper trail of its denial or refusal or unattainability. It is advisable to contact the relevant embassy/consulate in Ireland, who will be in a position to give the most up-to-date information regarding the application process and requirements.

Q2. Are Garda Vetting and Police Vetting different?

- A.** Yes. Garda Vetting disclosure applies to the island of Ireland, both North and South, and can be obtained via the relevant organisation (for example- Early Childhood Ireland, Barnardos) from the National Vetting Bureau. Police vetting applies to all countries outside of the Irish jurisdiction. A declaration must be provided to state whether the persons have lived outside of the state for 6 consecutive months.

Q3. Who requires written and validated references?

A.

- The applicant (the registered provider)
- Person in charge (if different to the registered provider)
- Each member of the Board of Management, and each Company Director whose role and function requires them to have contact with and access to the children.
- Where the organisation is a corporate body, all members of the Board of Management.

Note: *On initial inspection following registration of the service when children are present the registered provider must ensure that each employee, unpaid worker and contractor is suitable and competent, this includes the taking into consideration of references for each person.*

Q4. What is an acceptable reference?

- A.** A reference is a written statement from someone who knows the prospective employee and gives details of his or her past performance to a prospective employer.

References should be provided in the following order of priority, where applicable:

- References from the two most recent past employer(s), where a person has been in previous employment.
- A reference from a childcare employer if the person was previously employed in childcare.
- A reference from a reputable source (a source other than a past employer) where a person has no past employer. A reputable source is a person who has a good reputation and can provide unbiased account on the person in question, i.e., local solicitor, Guard, Priest.

Specific requirements for references:

All references must:

- Be from a reputable source.
- Contain the address, phone number, of the referee (The reference must be on logo or headed paper and/or carry the organisation's stamp where applicable)

- Be dated
- Be signed by the person giving the reference
- Name the person in full for whom the reference applies.
- State the role the referee, i.e. past employer, local solicitor
- State the suitability the person has in caring for children
- Be validated by the person's employer, (for example - a registered provider)

Note: Vetting includes references and Garda/Police vetting. All other staff that are required to be vetted will be looked at on inspection. Vetting documents provided in a language other than English or Irish must be translated through a reputable source of translation by the service, and the source of translation is available as evidence to the Early Years Inspectorate.

Q5. Who requires proof of identification?

A. The applicant (the proposed registered provider)

Q6. What is an acceptable form of identification?

A. A copy of one of the following documents is acceptable:

- Passport
- Driver's licence
- In the absence of a passport or drivers licence, a PSC card accompanied by a birth certificate.

Please note that if a person's name differs across documents, proof of name change is required.

Q7. What insurance cover is required?

A. Insurance cover for the early years service includes:

- The type of service covered.
- The maximum number of school age children attending the service at any one time.
- Public liability.
- Fire and theft.
- Building insurance.
- Motor insurance (where children are transported).
- Outings insurance (where outings are undertaken).

Q8. When do I submit the Insurance Certificate?

A. An insurance quote with the attached summary is accepted with the online application for proposed new applications. However, the current, in date insurance certificate is required prior to the service being registered.

Q9. What policies procedures and statements are required?

A. A copy of the following policies, procedures and statements of the proposed service:

- Statement of purpose and function

- Complaints policy
- Policy on administration of medication
- Policy on infection control
- Policy on managing behaviour
- Dropping Off and Collection of School Age Children
- Fire Safety Policy
- Safety Statement
- Child Safeguarding Statement

Q10. What are the requirements in relation to the Company Registration Office (CRO) Certificate for the purpose of registration?

- A.** The proposed provider must submit evidence of registration from Companies Registration Office. If the service is operating under a business name, a business certificate is required.

Note: A proposed provider with more than one service registered with Tusla can have one CRO for multiple services.

Q11. Can the Early Years Inspectorate be contacted for advice or support around the Registration process?

- A.** Information regarding registration of early years services is available on the [Early Years Early Years Inspectorate webpage](#)

Proposed service providers can contact the Registration Office at; newapplications.eyi@tusla.ie or 061 440602 if assistance with the registration process is required.

Q12. Who else can give me advice?

- A.** Early years services may source additional information and support from relevant county/city childcare committees, agencies, voluntary organisations and supportive organisations in the early years sector.

Q13. When a proposed provider has submitted the completed registration application, can they open the service?

- A.** No, the service await written confirmation of registration before the service can open. A service cannot operate without authorisation.

Q14. Can a proposed provider change the details of the proposed service during the application process?

- A.** A new application and all supporting documentation in relation to the change must be submitted and uploaded to the portal.

Q15. When will my service be registered?

- A.** When all registration requirements are met the service can be registered.

- A letter of registration will be issued.

- The service will be placed on the Register of Early Years Services.
- The Certificate of Registration will be issued in due course (the letter of registration is acceptable as proof of registration prior to issue of the certificate).

Renewal of Registration

Q1. As a registered provider when do I need to renew my registration?

A.

- A registered provider will be required to renew registration within 3 years of registration; however, a registered provider will continue to be inspected in the interim period.
- The Early Years Inspectorate will advise existing early years services as to when they will be required to commence the renewal process.
- Information about the renewal of registration process can be found on our website

Q2. Why do I have to apply for renewal of registration within 3 years of my initial registration?

A. Registration is a legal requirement for an early years service to operate. An early years service cannot operate unless it is registered. The Act makes provision for the renewal of registration of a service every three years. This means that a service must be registered in order to operate at a minimum every 3 years. This requirement is set out in Article 58(D) of Part 12 of the Child and Family Agency Act 2013 which permits the maximum period of registration to be 3 years. However, inspection can occur at any time during the three years.

Regulation 6 Register

(1) The register shall be available for inspection by members of the public by means of the internet.

(2) The following details, in addition to those specified in section 58C(2), are prescribed for the purposes of that section as to be contained in the register in respect of a school age service other than a childminding service:

(a) the name, if any, of the service;

(b) the name of the person in charge of the service (if different to the registered provider);

(c) the date from which the registration of the service takes effect (if different from the date of registration);

(d) whether the service offers one or more of the following classes of service in addition to the school age service:

(i) a full day care service registered under the 2016 Regulations;

(ii) a part-time day care service registered under the 2016 Regulations;

(iii) a sessional pre-school service registered under the 2016 Regulations;

(e) the age profile of children for which the school age service is registered to provide services;

(f) any condition attached to registration.

(3) The following details, in addition to those specified in section 58C(2), are prescribed for the purposes of that section as to be contained in the register in respect of a childminding service:

(a) the date from which the registration of the service takes effect (if different from the date of registration);

(b) whether the service offers, in addition to the childminding service, a childminding service registered under the 2016 Regulations;

(c) the age profile of children for which the service is registered to provide services;

(d) any condition attached to registration.

Q1. What is the Register?

A. The Register is a list of registered early years services. It is publicly available on the [Tusla website](#).

Q2. What information is held on the Register?

A. The Register contains the following information about each service:

- Service name.
- Address of the premises in which the service is provided.
- Name of registered provider(s).
- Name of person in charge if different from registered provider.
- The number of children the service can be registered for.
- The age profile of children for which the service is registered to provide services.
- Date of registration.
- Contact phone number of service.
- Service types.
- Condition(s) attached or not attached.

Q3. How often is the Register updated?

A. The Register is updated each month.

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.

(2) Where a registered provider has been unable for good and proper reason to notify the Agency within the time specified in paragraph (1) of a 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), the registered provider shall notify the Agency in writing of the change as soon as possible thereafter.

(3) The form set out in Schedule 4 is prescribed for the purposes of a notification under paragraph (1) or (2).

(4) A registered provider who ceases to carry on the school age service shall, not later than 28 days after the cessation of the service, give notice in writing to the Agency of the cessation.

(5) The form set out in Schedule 5 is prescribed for the purposes of a notification under paragraph (4).

How to Notify a Change in Circumstance

Q1. Can an early years service change the details of their service?

A. Yes, however any proposed change in circumstance(s) (CIC) that a registered provider proposes to their original registration (excluding temporary services), must be notified to the Early Years Inspectorate prior to the change being added and approved.

Exception: *Unless a registered provider has been unable for good and proper reason to notify the Agency within the specified time frame, the registered provider must then notify the Agency in writing as soon as possible thereafter.*

Q2. How do I notify a proposed Change in Circumstances?

A.

- The [Form for Notification of Proposed Change in Circumstances](#) must be submitted for any proposed change.
- The registered provider must sign the application for a Change in Circumstances and where required an additional Supplementary Information Form.

- Incomplete forms and documentation will be returned to the registered provider.

Q3. What are the Change in Circumstances that need to be notified?

A. A registered provider is required to inform Tusla of any of the following change in details to their service

- Change of service name
- Change of service address
- Change of registered provider
- Change of legal name of company
- Change of person in charge
- Change in service type
- Change in number of children that can be accommodated
- Change in email address
- Change in hours of operation
- Change in phone number of service
- Change in mobile number of service
- Change in mobile number of registered provider
- Change in number of staff employed

Q4. How much notice must I give of any proposed change to my service?

A. A registered provider of a school age service (other than a temporary service), must notify the Early Years Inspectorate in writing of any proposed change at least 60 days before making the change.

If the registered provider has a good and proper reason for being unable to give this period of notice to the Early Years Inspectorate, they must do so as soon as possible thereafter.

Q5. Where do I send my application for a Change in Circumstances and documents?

A. Email: cic.eyi@tusla.ie

Q6. What is the procedure after I send my forms to Tusla Early Years Inspectorate?

A.

- All change in circumstances applications will be reviewed.
- Any administrative change such as change to phone number, email address, hours of operation not affecting the type of service provided etc. will result in the register being updated at the end of the month.
- For other changes supplementary information may be requested.
- You will be contacted if supplementary information is required.
- When any proposed change(s) is accepted and confirmed a Certificate of Registration will be issued, and the Register will be updated to reflect the change in circumstance.
- When any proposed change(s) is/ are not accepted the service will be required to continue operating within their current registration status and may not pursue the changes proposed.

Q7. How long does the Change in Circumstance process take?

- A.** The legislation allow for up to 60 days from initial receipt of the completed application for a Change in Circumstances and supplementary information. Some changes of circumstances will take less than 60 days.

***Note:** Where forms/documentation is incomplete or clarification is required from the applicant, the process will take longer.*

Q8. Do I need to submit an application for a Change in Circumstances if the service is being taken over by somebody else?

- A.** Yes: Where there is an agreement for the business to be transferred, an application for a Change in Circumstances may be accepted where both of the following criteria are met:
- The current registered provider documents and signs an application for a Change in Circumstances, reflecting the change from the current registered provider to the proposed registered provider of the service (the person who is proposing to take over). This will be assessed on a case by case basis.
 - There is no change to the service address, service type, children attending and childcare staff in the service.

Cessation of Service

Q1. What is the procedure that must be undertaken if I want to close my service?

A.

- The registered provider of a service (other than a temporary service) must notify the Early Years Inspectorate in writing of closure of a service within 28 days.
- The [Cessation of Service \(Closure\) Form](#) must be completed
- The completed cessation of service form must be emailed to: cic.eyi@tusla.ie:

***Note:** where it comes to the attention of the Early Years Inspectorate that a service is closed and a cessation of service form has not been received by the registration department the registration office will make contact with the registered provider to determine the operational status of the service.*

Q2. If I close my service is my published report removed from the website?

- A.** All reports remain on the Tusla website from the date of inspection for a period of 3 years.

Regulation 8: Vetting disclosure

- (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.*

Q1. What should be in place for employees, students, volunteers and contract workers before they commence in the service?

- A.** Registered providers must ensure the adult is suitable and competent prior to appointing them or allowing them to have access to the children in the service. The following must be obtained;
- Garda vetting disclosure,
 - Police vetting (for anyone over 18 years who has spent longer than 6 consecutive months in another country outside Ireland),
 - A minimum of two validated written references,
 - Employment history with no gaps in the record e.g. Curriculum Vitae,
 - ID with proof of age.

The registered provider may need to carry out additional procedures to ensure the adult is suitable and competent for the responsibilities of the role.

Q2. What is an acceptable form of identification?

- A.** A copy of one of the following documents is acceptable:

- Employment ID card issued by employer (name and photograph).
- Garda National Immigration Bureau (GNIB) card.
- Irish certificate of naturalisation.
- Irish Driving Licence or learner permit (new credit card format).
- National age card issued by An Garda Síochána.
- National Identity Card for EU/EEA/Swiss citizens.
- Passport (from country of citizenship).
- An identification form with photograph that is signed by the Garda Síochána.

Q3. Are the Board of Management staff files reviewed during an inspection?

- A.** Yes. Staff files are reviewed for any adult who appointed, assigned or allowed access to, or contact with, a child attending the service. Where the organisation is a corporate body, two references are required for each director of the board of management, regardless of whether or not the person has direct contact with the children.

Q4. The registered provider operates a pre-school and school age service. In the case where an adult works with the pre-school children and with the school age children, is a separate staff file required for the staff member?

- A.** No, the Early Years Service Regulations (2016) and Registration of School age services Regulations (2018) require the same procedures to be carried out regarding consideration of the adult prior to appointment, access, or contact with children.
All staff files must be readily available and accessible for review during the school age inspection.

Q5. Do staff files need to be available in paper format only?

- A.** No. Services can have a hard copy or electronic copy of staff files. Hard Copy and electronic records must be accessible, easily retrievable, and be available for inspection.

Q6. Are documents including references and/or police vetting required to be translated into English?

- A.** Yes, documents provided in a language other than English or Irish must be translated through a reputable source of translation by the service, and the source of translation is available as evidence to the early years inspectorate.

References

Q1. How many references is the registered provider required to consider for each employee, unpaid worker or contractor?

- A.** The registered provider should review and validate at least two written references for each person who requires references. Preferably these should be from the most recent employer, and a past employer if a person has been in previous employment. In some cases, additional references may need be considered by the registered provider to ensure the adult is competent and suitable for the role. This may include a reference from an early year's employer if the person was previously employed in the sector or similar setting.

In case where the person has no previous employer(s), the registered provider can give consideration to references from a reputable source. The registered provider needs to ensure the reference(s) sought are relevant to ensure the adult is suitable and competent for the role, taking into consideration the nature of the needs of children.

Where the organisation is a corporate body, two references are required for each director of the board of management, regardless of whether or not the person has direct contact with the children.

Q2. Who is considered as a reputable source?

A. A reputable source is considered as a highly regarded, well thought of, respected person who is independent, unbiased, and not a family member.

Q3. What should be included in a reference?

A.

- Be from a reputable source.
- Contain the address, phone number, of the referee (The reference must be on logo or headed paper and/or carry the organisation's stamp where applicable)
- Be dated
- Be signed by the person giving the reference
- Name the person in full for whom the reference applies.
- State the role the referee, i.e. past employer, local solicitor
- State the suitability the person has in caring for children
- Be validated by the person's employer, (for example - a registered provider)

Q4. How does the registered provider show a reference has been considered?

A. Each reference must be validated by contacting the referee and asking a series of questions to ensure that:

- The reference and its contents are correct.
- That it stipulates the prospective employee's suitability for the role.
- That it relates to the person about whom it is written.

A record should be kept of the validation within the staff file to include the following details:

- The date the reference was verified.
- The person the prospective employer spoke to.
- The main points of the conversation.
- Additional questions asked.
- The person who undertook the verification process must sign the verification.

Q5. For adults who are working for more than 5 years in a service, can the registered provider provide a reference?

A. Yes. In the event where a person has been in the employment of the current employer for 5 years or more, the registered provider, as their employer, can act as a referee. In this case, this reference is not required to be validated.

Garda Vetting Disclosures;

Q1. Who is required to be Garda Vetted?

- A.** Garda Vetting is a legal requirement for those undertaking “relevant work/activity”, as defined in the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#)

Under the act, ‘Relevant work or activity’ consists of any work or activity which is carried out by a person, where a necessary and/or regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

The act recognises a ‘relevant organisation’ as early years services. It states, a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

It is an offence under the act to permit a new employee, unpaid worker or contractor to conduct relevant work prior to receiving a vetting disclosure for that employee. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The above requirements are further specified within Regulation 8: Vetting disclosure of the Registration of School Age Services Regulations (2018).

Further information on Garda Vetting can be found [here](#)

Q2. Can a person commence their role in a school age service if their Garda Vetting application has been submitted to the relevant organisation?

- A.** No. The engagement of any persons who has not been Garda vetted and had that vetting disclosure considered by the Registered provider is in direct contravention of Part 3, Article 12 (1) of the National Vetting Bureau Act 2012-2016. It is an offence under this Act to have those persons engaged directly with children and it is also non-compliant with the Registration Of School Age Services Regulations (2018).

Q3. Where there is a pre-school and school age service located in one premises, is the garda vetting disclosure processed for the employee through the pre-school service applicable?

- A.** Yes, once the Garda vetting is undertaken by the person’s employer or relevant organisation and it is relevant to the position of the person within the service, it will meet the requirements.

From January 2024, the registered provider is required to renew each person’s Garda vetting every 3 years. Further information regarding renewal of Garda vetting can be found [here](#).

Q4. Can Garda Vetting from previous employment be accepted?

- A.** No. In accordance with the law, each organisation /employer is required to process their own staff with regard to Garda vetting disclosure which will mean that some persons are “re-vetted” by the National Vetting Bureau more than once. The registered provider of an

early years service must have consideration of the vetting disclosure received from the National Vetting Bureau prior to making any decision about any person [contractor/employee/unpaid worker] being allowed access to or contact with children.

Q5. Is Garda Vetting required for persons who do not work directly with or have access to the children?

- A.** Under Regulation 8: Vetting disclosures, garda vetting must be carried out prior to any person being appointed, assigned, or allowed access to or contact with a child attending the school age service.

Where the organisation is a corporate body, Garda Vetting is required for each director of the board of management who has direct access to the children in the service.

Under Regulation 5: Registration of school age service, the registration office may require additional information in the application for registration and/or re-registration of a school age service.

Q6. Do international students need to be Garda vetted?

- A.** Yes. International students (aged over 16 years) are required to be vetted by the Irish National Vetting Bureau. The registered provider or relevant organisation will need to complete this prior to the student's commencement in the service.

Police Vetting;

Q1. How do I know if a Police Vetting is required, or if the person has been outside the country for six consecutive months?

- A.** This can be assessed by the registered provider through the person's Curriculum Vitae (CV), discussion with the person and/ or other recruitment practices prior to person being appointed, assigned or allowed access to or contact with a child attending the school age service.

Q2. Can the police vetting that was previously sought by the person for another service be used in my service?

- A.** Yes, the police vetting is the property of the individual who applied for and received it. The registered provider will take a copy of the original police vetting and verify that it is a true copy of the original by signing and dating the copy having seen the true original. The individual retains the original document.

Further information on Police Vetting can be found [here](#)

Q3. In the case where an employee, unpaid worker or contractor has been Garda Vetted but who does not have any police vetting certificates for when they lived and worked in a state or country outside of Ireland for more than 6 months consecutively, can they commence work?

- A.** Police vetting, in so far as is practicable, is required for a person who has lived in a state or country outside of Ireland for more than six consecutive months, when they were over 18 years of age. This is assessed on a case by case basis. Every reasonable effort must be

made to obtain police vetting – this is evidenced by a paper trail of its denial, refusal or unattainability. It is advisable to contact the relevant embassy/consulate in Ireland, who will be in a position to give the most up-to-date information regarding the application process and requirements.

Further information on the requirements of Police Vetting in Early Years Services can be accessed [here](#)

Police vetting/clearance is required where a board of director's member has direct access to children and has lived in another country for 6 or more months consecutively after their 18th Birthday.

Q4. In the case where Police Vetting cannot be obtained for a person, what should a registered provider do?

- A.** The registered provider must demonstrate that every reasonable effort was made to try obtain the police vetting. In its absence, the provider will need to demonstrate how they have gained sufficient assurance to hire the staff member in the absence of police vetting, by a paper trail of its denial, refusal or unattainability.

Q5. How often should Garda Vetting be renewed?

- A.** Garda vetting should be carried out every 3 years in accordance with the [Regulatory Notice regarding the Renewal of Garda Vetting](#) (Feb, 2023).

Qualifications;

Q1. Do persons working directly with school age children need a recognised qualification?

- A.** Currently there is no regulatory requirement for persons to have a minimum qualification to work directly with school age children. Regulation 9: Staffing levels requires the person to be suitable and competent, taking into consideration the nature of the needs of children. It is best practice to employ a suitably qualified person to work with children.

While a minimum qualification is not required, the registered provider must ensure the person is competent in their role and responsibilities, and that children's needs are met through providing access to relevant training and information.

Single-handed providers;

Q1. I am a single-handed provider, do I need to have two validated references, Garda Vetting and if required, Police vetting?

- A.** Yes, a single-handed provider is required to have two references, garda vetting and if required, police vetting available for review. The references are not required to be validated.

Q2. Is a staff file required for the emergency person?

- A.** Yes, a file should be available which is assessed in accordance with Regulation 8 Vetting disclosures.

Student Placements [work experience/work placement]

Q1. Does a student come under the term of 'unpaid worker'?

A. Yes, a student is considered under the definition of an unpaid worker.

Q2. What does the registered provider need to consider before commencement of a student on work placement?

A. The registered provider is required to fulfil the requirements of Regulation 8: Vetting disclosures (1) and (2) including consideration of two references validated by the service, Garda Vetting, and where the student has lived in a state other than the State for a period of longer than 6 consecutive months, police vetting is required. These measures must be carried out prior to the commencement of the placement.

Where students engaged in a recognised programme are completing a placement in an early years service and are currently under the age of 18 years, the college will need to obtain Garda vetting for the student from the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (No. 47 of 2012).

Q3. Can school age services have a Transition Year Student in the Service?

A. Yes. A registered provider must ensure they have consideration of a minimum of two references for any student prior to commencement in the service. One of these references must be from the student's current school. A student on placement must be under the supervision of staff and not left alone with children at any time. The references are required to be validated.

A Garda vetting disclosure (and police vetting where applicable) is required for all students over the age of 16 years.

Q4. Do international students on placement in the service need to be Garda vetted?

A. Yes, if you have international students (aged over 16 years) coming to your service in Ireland, they will need to be vetted by the Irish National Vetting Bureau, using the usual procedure. You will need to allow time to have their vetting organised before they can come into your service as this process will take at least 4 weeks to complete. Should the international student be over 18 years old, they will also need a copy of their Police vetting for addresses outside of the Irish jurisdiction that they have lived at for longer than six consecutive months before they start their placement in your 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 services 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.

(3) Without prejudice to paragraph (1), a registered provider of a School age services service shall ensure that, where the person in charge operates the service singlehandedly, a second person familiar with the operation of the service and in a position to provide assistance in operating the service to the person in charge is, at all times, within close distance of the service and available to attend the service to assist the person in charge or the registered provider of the childminding service in the event of an emergency.

(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.

Adult to Child Ratio

Q1. What is the adult to child ratio for school age services?

A. The Registration of School Age Services Regulations (2018) state a minimum ratio of 1 adult to 12 school age children. The registered provider must take into account the nature and needs of the children, and ensure there is at all times an adequate number of competent and suitable adults on the premises while the service is operating.

The adult to child ratio will be checked through the off-site assessment or on-site inspection by a variety of methods such as through observation, a review of service documentation (e.g. service roster, staff attendance records, child attendance records), and discussions with the registered provider and staff. The full names of staff and children, and the dates and times of their attendance in the service should be clearly specified within service documentation. The documentation should also clearly show the adult to child ratios in all service areas/during all service activities (e.g. drop off/collection) and for all times the service is in operation.

Q2. Does the age of the school age child impact on the adult to child ratio?

A. No. The age of the school age child does not impact on the requirement as set out by Regulation 9: Staffing levels (2) of a minimum of 1 adult to 12 school age children. The adult to child ratio is a minimum standard. The registered provider may need to consider factors including;

- The needs of the individual child and group of children are met.
- There is an adequate number of competent and suitable adults on the premises.
- Children are appropriately supervised at all times.

Q3. Is the person in charge or deputy person in charge supernumerary or can they be part of the ratios provided?

A. The person in charge, or deputy, does not have to be supernumerary as long as their managerial duties do not detract from direct care and vice versa.

Q4. Are 'Persons in Charge' site specific?

A. Yes, there must be a person in charge or deputy in each premises.

Q5. Can School Age children be mixed with the pre-school children in one care room?

A. Yes. The requirements of the Early Years Service Regulations (2016) and the Registration of School Age Services Regulations (2018) must be in place at all times. The mixing of pre-school and school age children can only occur in the following circumstances;

Adult:child ratio; The registered provider must ensure that the minimum adult to child ratio is maintained. The pre-school adult to child ratio as outlined in Schedule 6 of the Early Years Service Regulations (2016) remains a requirement for all pre-school children. The requirement of the Registration of School Age Services Regulations (2018) Regulation 9: Staffing levels requires a minimum of 1 adult for every 12 for school age children.

Adequate space; The registered provider must ensure there is adequate space to mix the pre-school and school age children in the one care room. Space requirements are outlined under Schedule 7 of the Early Years Service Regulations (2016) for pre-school children. For school age children, rooms must be appropriate in size for use and not be over-crowded. The registered provider is required under part 12 of the Child Care Act (1991) section 58G to ensure reasonable measures are in place to safeguard the health and welfare of children.

Needs of all children; Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013 requires reasonable measures to be in place to safeguard the health, safety, and welfare of all children. It is important that placing children from the pre-school and school age service in the same room does not compromise the care and welfare of any child. The needs of all children are fundamental and must be taken into account at all times.

Supervision; Both the Early Years Service Regulations (2016) and Registration of School Age Services Regulations (2018) require children to be appropriately supervised at all times. The registered provider must ensure the adults working with the children are competent and suitable adults and in respect of the nature and needs of the child and/or children.

Q6. In a care room, can one adult work with both school age children and pre-school children?

A. Yes. The registered provider must ensure the requirements as set out in Schedule 6 of the Early Years Service Regulations (2016) is in place for the pre-school children considering their age and type of service. The requirement of the Registration of School Age Services Regulations (2018) Regulation 9: Staffing levels requires a minimum of 1 adult for every 12 for School Age children.

The adult to child ratio as set out above is the minimum requirement. The registered provider must ensure both the individual needs of the children and the needs of the group of children are met. The environment, materials and activities must be suitable for the age and stage of development of all children present within the care room.

The registered provider must ensure the adult meets the qualification requirements for working with the pre-school children.

Q7. What staffing levels should be in place where there are a mix of pre-school and School Age children?

- A.** The adult to child ratio must be met at all times under the Early Years Service Regulations (2016), and Registration of School Age Services Regulations (2018). The requirements as set out in the regulations are a minimum, and do not take into account the nature and needs of the children.

Under Regulation 9: Staffing levels (1), it is the responsibility of the registered provider to ensure at all times there is an adequate number of competent and suitable adults on the premises while the service is operating. This includes an adult to child ratio which is appropriate to meet the needs of the individual children and the needs of the group of children.

Q8. Can all adults who are present during the transporting of school age children to and/or from the service be included in the adult to child ratio?

- A.** Yes, if the driver is employed by the service and the requirements of under Regulation 8 are carried out. The registered provider must ensure the employee is suitable and competent for the role. The ratio of 1 adult to 12 school age children is a minimum requirement, and the nature and needs of the children must be considered.

The requirement for additional adults during dropping off and collection times must be risk assessed taking the following into account:

- The age and stage of development of the child/children.
- Any specific needs of individual children.
- Potential risks and hazards.
- The number of adults required to adequately maintain the supervision and safety of all children.
- Additional needs of children.
- The number of children.
- Any barriers to supervision.

Q9. Is the adult to child ratio required to be maintained on the drop off and collection of children to/from the service and other locations such as schools?

- A.** A registered provider of a school age service shall ensure there is a minimum ratio of 1 adult to 12 children at all times while the service is operating. The ratio requirement remains in place while the service is operating, regardless of the location.

The registered provider is required to ensure children are appropriately supervised at all times. The registered provider should carry out a risk assessment to ensure reasonable measures are in place to safeguard the health, welfare and safety of children attending the service during drop offs and collections.

The service's dropping off and collection of children policy must describe the procedures carried out by the service, including whether and under what circumstances children are permitted to leave the service unaccompanied.

Areas for consideration on inspection:

- When off the premises children must be supervised in accordance with regulation 9(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.
- Consideration also needs to be given to garda vetting of employees or contractors of bus/transport drivers as it is considered 'relevant work' with children.
- Insurance of the vehicle used for transporting children.
- Risk assessment to be carried out for all journeys off the premises.

Q10. Does the age or length of time the school age child attends the service impact on the adult to child ratio requirement?

A. No. The requirement of the Registration of School age services Regulations (2018) is a minimum of 1 adult to 12 School Age children regardless of duration of attendance. At all times, the number of staff within the service must also be appropriate to the needs of children.

Q11. Can a student form part of the adult: child ratio on a relief basis?

A. No. A work experience or work placement student within the service cannot be considered within the minimum adult: child ratio.

Q12. Can adults on supported employment schemes (CE, RSS etc.) be counted into the adult: child ratio?

A. Yes, participants on supported employment schemes can work in a school age service. The requirements as outlined in Regulation 8 must be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the school age service.

Adequate number of adults

Q1. What is an adequate number of adults on premises?

A. A registered provider of a school age service shall ensure that there is a minimum ratio of 1 adult to 12 children at all times while the service is operating.

Supervision

Q1. What is 'appropriate supervision' of a school age child?

- A.** As the registered provider, Regulation 9: Staffing levels (4) requires that school age children are appropriately supervised at all times, this includes when children are on premises, off premises, during drop off and/or collection times, or where a child is permitted to attend and/or leave the service unaccompanied.

In determining appropriate supervision, the registered provider should carry out a risk assessment and consider the following;

- The adult:child ratio.
- The individual children's needs.
- The nature and needs of the group of children.
- The activities being engaged in.
- The location.
- Staffing levels to ensure supervision of children is not compromised due to unexpected staff absences.

The service's managing behaviour policy and/or supervision policy should clearly detail the procedures of the supervision of school age children in the service, taking into account the factors detailed in the risk assessment above.

The registered provider is required to detail within the service's policies and Child Safeguarding Statement the practices and procedures regarding the dropping off and collection of children, the procedures carried out by the service to ensure the safety of the children arriving at and departing from the service, including the persons authorised to collect the child from the service and whether, and under what circumstances, children are permitted to leave the service unaccompanied.

The registered provider must ensure staff are provided with appropriate information, and training where necessary to ensure staff are competent in their role and responsibilities.

Appropriate supervision is determined by the school age service, and it must not compromise the child's right to privacy. The registered provider must ensure that reasonable measures for supervision are in place to safeguard the health, safety and welfare of children attending the service. The registered provider must ensure there is, at all times, competent and suitable adults available to meet the needs of the children.

On inspection, the inspector may assess whether appropriate supervision is in place via several methods such as through observation, a review of service documentation (e.g. safeguarding statement, risk assessments, policies and procedures, staff roster, staff attendance records, child attendance records, outing/trip/transport records, individual care/support plans), and discussions with the registered provider and staff. The inspector may observe the level of engagement of staff with children, interactions of staff with children, and the facilitation of staff breaks.

In terms of documentation, the full names of staff and children, and the dates and times of their attendance in the service should be clearly specified within the service roster and staff and children's attendance records. The documentation should also clearly show the adult to

child ratios in all service areas/during all service activities (e.g. drop off/collection) and for all times the service is in operation. That documentation may be reviewed as part of assessing whether appropriate supervision is in place in the service.

Q2. Can a school age child leave or arrive to a school age service unaccompanied?

- A.** Yes. The occurrence of this practice is at the discretion of the registered provider. In each circumstance, the registered provider must ensure reasonable measures are in place to safeguard each child's health, safety and welfare. These measures include agreement between the child, the child's parent(s)/guardians, the service and other relevant stakeholders on safeguarding measures for the arrival and departure of the child to and from the service.

Q3. What should be considered when agreeing if a school age child can leave or arrive to a school age service unaccompanied?

- A.** The register provider must ensure the following factors are considered through risk assessments;
- It is a safe practice.
 - Written consent from the school age child's parent and/or guardian on factors outlined in point 2.
 - Discussion with the school age child and the child's parent and/or guardian regarding the route(s) to travel, frequency/ occurrence, agreed time for arrival to the service and/or another location, plan in the event of an emergency, where possible to include a method of communication.
 - A risk assessment should be carried out regularly for each individual child taking the factors in point two into consideration.
 - The drop off and collection policy must reflect whether, and under what circumstances, children are permitted to leave the service unaccompanied.
 - Any specific safety concerns regarding the child or the place subject to the visit.
 - Safeguarding measures must be clearly detailed in the service's Child Safeguarding Statement and other relevant service policies. The service should provide details on the procedures in place to safeguard the child/children leaving and/or returning to the service, responsibilities of staff, record keeping procedures, timeframes for the review of risk assessments, procedures in place in the event of an accident or incident and procedures in the event of an emergency.
 - The registered provider must ensure staff are provided with appropriate information, and training to ensure staff are competent in their role and responsibilities.

Q4. Can a parent and service agree on an alternative location for pick up that is not at the school which the child attends?

- A.** Yes. The registered provider shall carry out a risk assessment prior to agreement and review it on a regular basis. The register provider must ensure parental consultation and consent is received. The service's drop off and collection policy must reflect all drop off and collection scenarios.

When 'off the premises' and under the care of the school age services, children must be supervised in accordance with Regulation 9: Staffing levels (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.

Suitable and Competent

Q1. What is considered a 'competent and suitable adult'?

A. A competent and suitable adult refers to the adult(s) with the necessary experience and competencies (knowledge, skills and abilities) to:

- Understand school age care provision.
- Understand their role and what is expected of them.
- Meet the needs of all children at all times.
- Ensure adequate supervision.

The inspector will seek assurances from the registered provider in relation to the competence of staff. For example, recruitment processes, supervision arrangements, and training, e.g. First Aid, will be considered. The inspector will also consider:

- If the adult has sufficient knowledge of the children they are working with, and the programme of care in place.
- The adult's supervision of the children and their engagement with them.

Q2. For school age services, other than single-handed providers, is there a maximum group number of children which can be collected or dropped off?

A. The ratio of 1 adult to 12 children and appropriate supervision must be in place at all times. Drop off and collection times should be risk assessed to ensure reasonable measures are in place to safeguard children's health, safety and welfare.

Regulation 12: Insurance

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

Q1. What type of insurance does a school age service require?

A. The service's insurance should include the following where appropriate:

- Public liability insurance;
- Insurance against fire and theft;
- Buildings insurance;
- Insurance for outings undertaken as part of the service provision;
- Motor insurance cover for vehicles used by the service to transport children;
- Any other insurance requirements depending on the services provided as identified by the registered provider or the Inspectorate.

The insurance certificate for the service should be available on inspection and in date on inspection.

The information provided on the relevant insurance certificate should include:

- The contact details for the insurance provider.
- The name and address of the service insured.
- The categories of insurance cover for the service.
- The number of children covered by insurance within the service.
- The start date and end date of current insurance cover.

The number of children in the service at any one time should not exceed the number for which the insurance is provided.

Q2. In the case where a registered provider provides a pre-school and school age service from one premises, is insurance required for the total number of pre-school and school age children enrolled, or the number of children present at any one time?

A. There is no requirement for the insurance certificate/ policy to give a breakdown of pre-school and school age children. Confirmation from the insurance provider giving the breakdown of number of pre-school children and school age children that are covered under the insurance policy may be requested if an issue arises.

Q3. The school age service collects and drops children to a local primary and/or secondary school children using a designated service vehicle. What are the requirements for insurance?

A. Any vehicle used to transport children should be appropriately insured for the purpose of its use. Details of all relevant vehicle insurance policies and certificates must be kept by the service and should be available for inspection.

QMS Reference:	EYI-GDE11.1
Version:	V1.0
Date of issue:	28/10/2024