

TÚSLA

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

TUSLA PORTAL

Guidance for Childminding Services



| | |
|--|----|
| 1. Getting Started..... | 3 |
| Registering as a User..... | 3 |
| STEP 1 - Consent | 3 |
| Step 2 - Personal..... | 4 |
| Step 3 - Verification | 5 |
| Logging In..... | 7 |
| 2. Completing the Childminding Application From..... | 8 |
| Section 1 - Instructions..... | 9 |
| Section 2: Childminding Service Details..... | 11 |
| Section 3: Childminder details | 11 |
| Section 4: Emergency Cover Person Details | 14 |
| Section 5: Details of Person(s) in the Home | 15 |
| Section 6: Room Details..... | 15 |
| Section 7: Service-Related Questions..... | 16 |
| Section 8. Pre-Registration Visit Details | 16 |
| Section 9: Fire Safety Checklist | 16 |
| Section 10: Declaration of Suitability | 17 |
| Section 11: Policies & Consent | 18 |
| Section 12: Childminding Registration Fees..... | 19 |
| 3. Messages on the Portal..... | 20 |

1. Getting Started

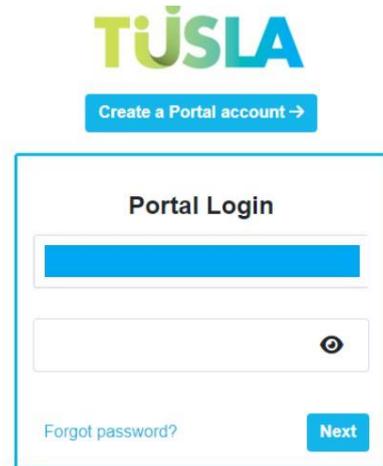
To use the Tusla Childminding portal, you will need to register as a user

Registering as a User

To register for an account, go to childminding.tusla.ie and click on [Create a Portal Account](#) then follow the on screen instructions as shown.

Welcome to the Tusla Portal
The Tusla Portal allows you to make a secure online application to register a Childminding service.
If you have questions or require any help with the portal application process, or any other aspect on registering, you may contact us on
Tel: (061) 440600 (Option 9)
Email: cm_registration@tusla.ie
and we will be happy to provide you with further assistance and support.
[Login instructions](#)

Childminding Registration
Providers of Childminding Services can submit their registration applications on this Tusla Portal.
To create a Portal account, please click on 'Create a Portal account' at the top, righthand side of the screen.
Once you have created a Portal account, you can complete an application form for a Childminding Service.



STEP 1 - Consent

TUSLA

Create a Portal account

Step 1 - Consent Step 2 - Personal Step 3 - Verification

As a user of the Tusla Portal please confirm by ticking the box below that you consent to Tusla processing your personal and/or sensitive personal data in compliance with current applicable data protection legislation as per the Tusla web portal data privacy statement.

As a Tusla Portal user you have a responsibility to submit valid and truthful data. If it transpires that a report you submit is false, malicious, vexatious, or frivolous, Tusla reserves the right to deny you access to the Portal and may be required to make a complaint to An Garda Síochána under section 5 of the Protections For Persons Reporting Child Abuse Act, 1998.

I Consent

[Back](#) [Next](#)

Step 2 - Personal

Note: The work address in the personal details section is the childminder's home address.



Create a Portal account

Step 1 - Consent **Step 2 - Personal** Step 3 - Verification

Email Address and Password

| | |
|-----------------|-------------------------|
| Email address * | Confirm email address * |
| Password * | Confirm password * |

Name and Work Address ?

| | |
|-----------------------|--------------------------------|
| Joe | Bloggs |
| Work Address line 1 * | Work Address line 2 |
| Town / City * | Select County * ▼ |
| Eircode | Landline telephone |

Previous

Next

Enter your contact details, please note that fields marked with * must be entered. Email addresses and passwords will need to be entered twice for confirmation, and click on [Next](#).

Password *

Some guidance below on your password creation ->

Your password must include:

- ⊗ Passwords must have at least one digit ('0'-'9').
- ⊗ Passwords must have at least one lowercase ('a'-'z').
- ⊗ Passwords must have at least one uppercase ('A'-'Z').
- ⊗ Passwords must have at least one non-alphanumeric character.
- ⊗ Passwords must be at least 8 characters.

Step 3 - Verification

The Portal uses mobile phone verification.



Create a Portal account

Step 1 - Consent

Step 2 - Personal

Step 3 - Verification

Mobile Verification

The Portal uses mobile phone verification to help ensure that our users are legitimate (just like online banking).

This means you will receive a code to your mobile phone each time you log in to the Portal.

This safeguards your security on the Portal.

IE +353



Create a Portal account

Step 1 - Consent

Step 2 - Personal

Step 3 - Verification

Mobile Verification

The Portal uses mobile phone verification to help ensure that our users are legitimate (just like online banking).

This means you will receive a code to your mobile phone each time you log in to the Portal.

This safeguards your security on the Portal.

IE +353

 We've sent you a 6-digit code.

This field is required.

Click the **Register** button to create your Portal account.

Previous

Register



Successfully registered

You will now receive an email to your registered email address with a validation link - you must verify that you have access to the email address before you can login to the Tusla Portal.

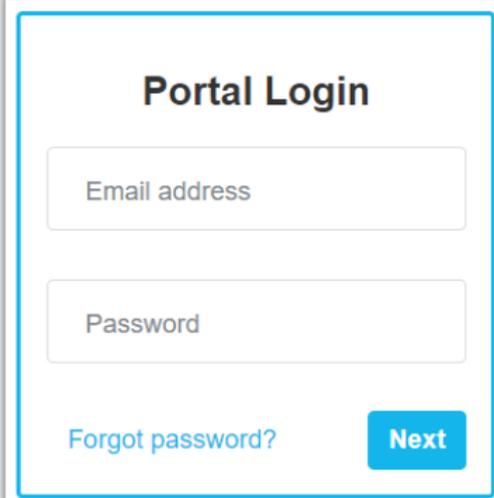
Ok

To complete registration, click **Register** and a confirmation email will be sent to the email address you provided. Open the email and click on the link and you will then be able to log in to the Portal and make submissions

If you already have a Portal account with Tusla, this is a dedicated Childminder portal so you will need to create a new account.

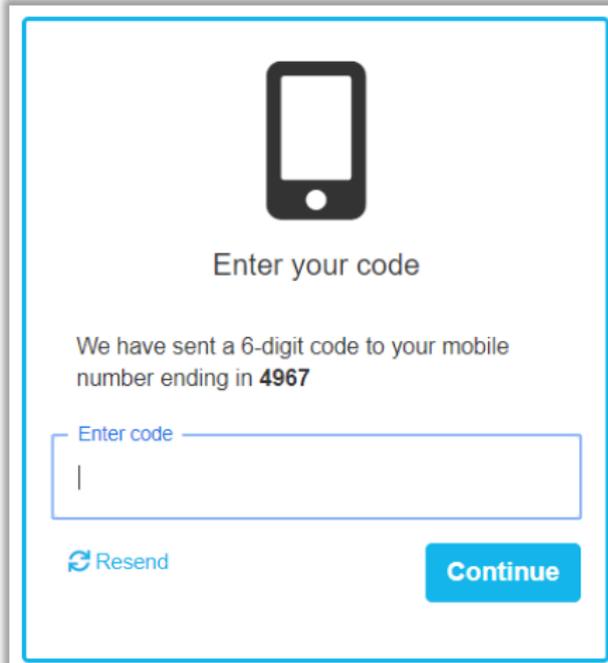
Logging In

Once you have successfully registered, you can return to childminding.tusla.ie and log in. Enter your email address and password previously registered and click **Next**.



The screenshot shows a login form titled "Portal Login". It contains two input fields: "Email address" and "Password". Below the "Password" field, there is a link for "Forgot password?" and a blue button labeled "Next".

A code will be automatically sent to your mobile phone in a text message and the following screen below is displayed.



The screenshot shows a screen titled "Enter your code". At the top, there is an icon of a mobile phone. Below the icon, the text reads "Enter your code". Further down, it says "We have sent a 6-digit code to your mobile number ending in **4967**". There is an input field labeled "Enter code" with a vertical cursor. At the bottom left, there is a "Resend" button with a circular arrow icon. At the bottom right, there is a blue button labeled "Continue".

Enter the code and click the **Continue** to complete the Login process.

2. [Completing the Childminding Application From](#)

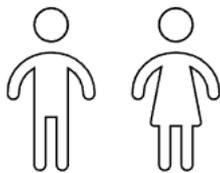
Welcome to the **TUSLA PORTAL**

The Tusla Portal allows members of the public, service users, professional persons, external agencies, schools, childminders and early years providers to securely interact with Tusla. All information entered on the Portal is safely and securely managed.

Please click the link in the Forms Panel below for the form you wish to submit to TUSLA.

 Please **DO NOT INCLUDE PERSONAL DATA** in an email other than your contact information.

Early Years Forms



[Childminding Application Form](#)

My Messages



[My Messages](#)

Child Minding Application – Complete the relevant fields. Those with an * are required information.

Section 1 - Instructions

Instructions

Welcome to the Tusla Portal.

In order to apply for registration, you will need to complete this application form. The form should take approximately 45 minutes to complete. You can save a draft throughout the application form should you need to. Once you have completed the form and uploaded all required documents, you can submit your application.

Before you start your application, you should have the following training completed:

- **Pre-registration Training:** You will need to make contact with your local childcare committee www.myccc.ie to book/attend/complete the pre-registration training course with the Childminding Development Officer in your area. This training will provide all the information you need to understand what is required under the new regulations and will also explain the registration process.
- **Children First; Child Protection Training:** This is an online course available at <https://www.tusla.ie/children-first/children-first-e-learning-programme/>
- **First Aid Training:** the childcare committee will be able to advise you on how to access the nearest first aid course. Online courses are not acceptable for the purposes of your application.

You must also have the following documents available to upload as these will be required before you submit the application. Use this as your checklist:

- ✓ Garda vetting disclosure for yourself and your emergency cover person(s).
- ✓ Police vetting for yourself and the emergency cover person(s) if any of you have lived in a country outside of Ireland when you were over the age of 18 years and for a period longer than 6 months.
- ✓ Two references for yourself. These can be from a previous employer, a parent of a child that you are currently minding or previously minded, or a reputable source.
- ✓ Proof of identity - The only acceptable forms of ID are:
 - Passport
 - Driving License
 - Public Service Card
- ✓ A current insurance certificate for operating a childminding service or written confirmation (i.e. a quote) of insurance cover. If you provide a quote at application stage, you will need to provide proof of insurance before registration commences.
- ✓ The training certificates following the Pre-registration, Children First and First Aid training courses that you have completed as listed above.

Should you require any support in making your application please note the following resources are available to you:

- Each County or City Childcare Committee has a designated Childminding Development Officer (CMDO) to assist you. You can find more information on their website www.myccc.ie.
- Additionally, the Early Years Inspectorate has established a dedicated helpline for childminding registration support. You can call 061440600 (option 9) or email your query to cm.registration@tusla.ie.
- For any technical issues you may encounter while using the Tusla portal, you can contact Portal Support Team by calling 01718570 (option 1) or email your issue to portalsupport@tusla.ie.

For more information, please click [here](#) for our Guidance to Registration Application which will guide you through the application form.

In the dropdown menu, indicate if you are caring for one or more non-relative children, or if you are caring for relative children only you will meet current requirements to register as a child minder.

1. Childminding Service Registration Assessment

The following questions will determine if you meet current requirements to register a childminding service ?

I wish to register * ? Do you live in a Dwelling House or an Apartment/Flat? *

Select

To mind one or more non-relative children

To mind only children related to me (i.e., voluntary registration)

By selecting some fields, these will open other further fields for you to fill out (Example below).

Are you currently operating a childminding service? *

Yes No

What date do you intend to commence operating the childminding service? *

01/10/2024

Will this childminding service operate in your own home? *

Yes No

What is the proposed number of children (at any one time) you wish to register your childminding service for (including any of your own children up to 10 years who are in your care for a period of time when the childminding service is in operation)?*

4

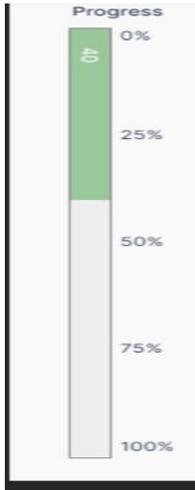
Do you use your car to transport children attending your childminding service? *

Yes No

Have you advised your insurance company that you use your vehicle to transport children in your service and is this included in your insurance cover? *

Yes No

Note: at any stage you can save the form as a draft to edit again. The Progress Bar on the side of the application will show you how far from completion



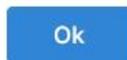
Selecting **Save as Draft** will allow you to make further changes, or you can **Submit your application**.

Cancel **Save as draft** Submit your application

You will then get prompted with the next screen upon Saving



Form has been saved Successfully



- If you select the option to Save as Draft, you can always access your form again by logging back into the Portal.
- Select **My Forms** and the **Actions** button on the left and then edit.

TUSLA Home **My Forms** My Messages Contact Us

My Forms

In Progress Submitted

| Actions | Form Number ↑↓ | Form Type ↑↓ | Status ↑↓ | Last Updated Dat |
|---|----------------|--|--------------|------------------|
| <ul style="list-style-type: none"> Actions Edit Delete | CSR-175 | [CSR] Portal Childminding Application Form | Un-submitted | 27/09/2024 10:34 |

Section 2: Childminding Service Details

Progress

0% 25% 50% 75% 100%

2. Childminding Service Details

Please provide a name for your childminding service (this can be your own name or a business name).

Name of childminding service *

Childminding Day Care

Are there any other businesses operating from your home address? *

Yes No

Are you currently operating or involved with any other childcare services registered by Tusla? *

Yes No

Section 3: Childminder details

- Select **'Add Childminder'** where you can insert your information.

3. Personal Details

No childminder added *

+ Add Childminder

Complete the fields below

Childminder Information ✕

Title
Miss

First Name *
Wilma

Last Name *
Doyle

Mobile *
097990999

Phone *
096999999

Email *
xxxxxd@tusla.ie

Date of Birth *
01/05/2000

Has this person lived in any other country for more than six months since the age of 18 (Outside of Ireland and Northern Ireland)? *
 Yes No

Type address or Eircode to search... i

Address 1 *
Brunel, Gordon Avenue

Address 2

Town / City *
Dublin

County *
Dublin 18

EirCode *
D18RWH7

Cancel Save

When you have the details of the childminder have been completed. You then move to the next section to complete File Upload and add files.

3. Childminder Details

Childminder: Wilma Doyle ^

Childminder ▼

File Upload for Childminder ▼

File Upload for Childminder

Required Documents (Each category requires at least one file to be uploaded)

- Garda Vetting (within the last 3 years) ⓘ ✖
- Reference 1 ✖
- Reference 2 ✖
- ID ✖
- Proof of Insurance ✖
- Certificate of completion of Tusla Children First eLearning programme ✖
- Certificate of completion of Pre-Registration Training ✖
- Certificate of completion of First Aid Training ✖



On selection of 'Add Files' the next screen appears you can either drag or upload your relevant files here.

Helpful hint: It will be easier for you to manage this part if you save your documents in a folder first and name each document as you save it.

Upload Files



Drag and drop files here, or click to select files

Cancel

Upload

- All files uploaded will appear as a green tick. To submit your application all required documents must be uploaded.
- See example below. The box marked with a red X still outstanding.
- If you have uploaded the wrong document, you can delete this in the Actions column and select the Bin option. The actions column is located on the right-hand side of the screen.

File Upload for Childminder

Required Documents (Each category requires at least one file to be uploaded)

- Garda Vetting (within the last 3 years) ⓘ
- Reference ⓘ
- ID ⓘ
- Proof of Insurance ⓘ
- Certificate of completion of Tusla Children First eLearning programme ⓘ
- Certificate of completion of Pre-Registration Training ⓘ
- Certificate of completion of First Aid Training ⓘ

| Category | File Name | File Type | File Size (KB) | Uploaded Date | Actions |
|--|--|-----------|----------------|------------------|---------|
| Garda Vetting | Garda Vetting.pdf | PDF | 6.31 | 25/09/2024 12:34 | 🗑️ ⬆️ |
| Reference 1 | Reference 1.pdf | PDF | 6.28 | 25/09/2024 12:34 | ✖️ ⬆️ |
| Reference 2 | Reference 2.pdf | PDF | 6.34 | 25/09/2024 12:35 | ✖️ ⬆️ |
| ID | ID.pdf | PDF | 6.05 | 25/09/2024 12:35 | ✖️ ⬆️ |
| Proof of Insurance | Proof of Insurance.pdf | PDF | 6.34 | 25/09/2024 12:01 | ✖️ ⬆️ |
| Certificate of completion of Pre-Registration Training | Certificate of completion of Pre-Registration Training.pdf | PDF | 6.32 | 25/09/2024 14:40 | ✖️ ⬆️ |
| Certificate of completion of First Aid Training | Certificate of completion of First Aid Training.pdf | PDF | 6.33 | 25/09/2024 14:41 | ✖️ ⬆️ |

Section 4: Emergency Cover Person Details

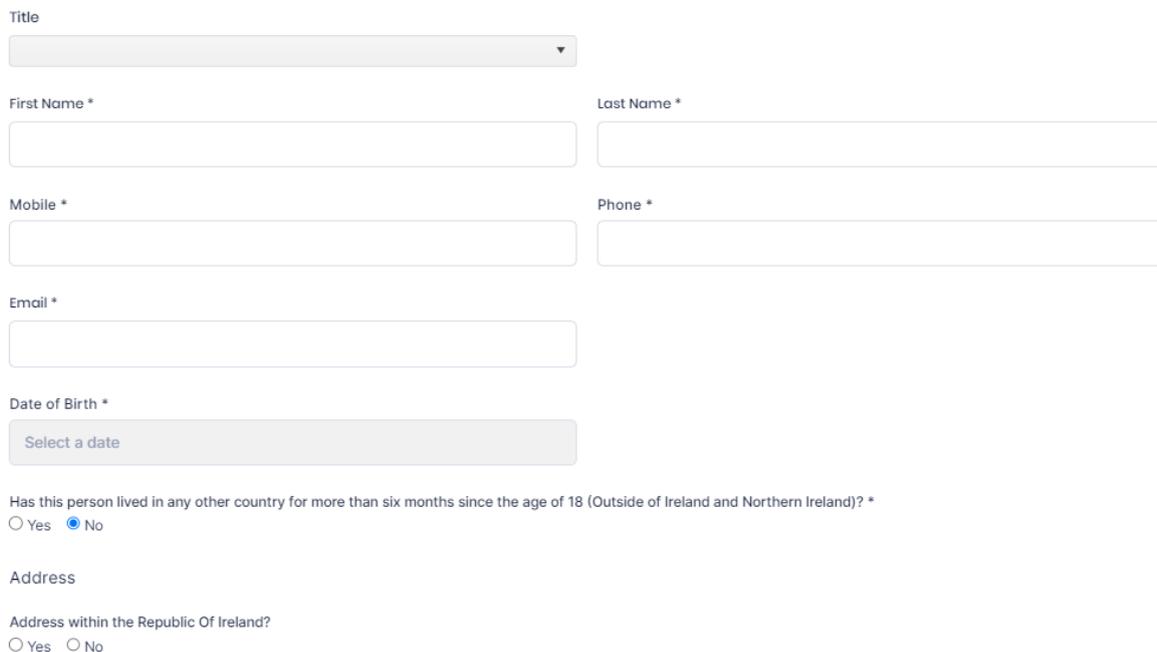
Complete the relevant fields below. Input the details of your emergency cover person.

- Add Emergency Cover Person, complete the field below.



The screenshot shows a dropdown menu titled "4. Emergency Cover Person(s)" with a checkmark icon. The selected item is "Emergency Cover Person: Joe Bloggs". A red box highlights a blue button labeled "+ Add Emergency Cover Person" in the bottom right corner.

Emergency Cover Person Information



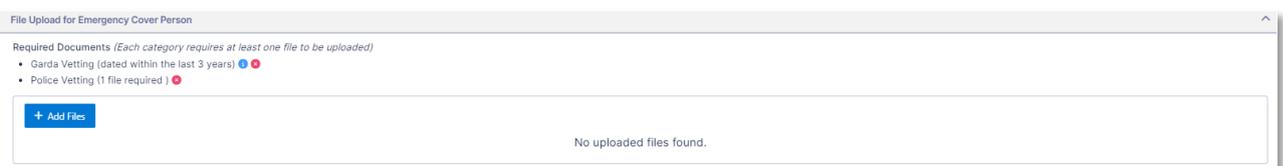
The form contains the following fields and options:

- Title: A dropdown menu.
- First Name *: A text input field.
- Last Name *: A text input field.
- Mobile *: A text input field.
- Phone *: A text input field.
- Email *: A text input field.
- Date of Birth *: A date selection field with the text "Select a date".
- Has this person lived in any other country for more than six months since the age of 18 (Outside of Ireland and Northern Ireland)? *: Radio buttons for Yes and No, with No selected.
- Address: A section header.
- Address within the Republic Of Ireland?: Radio buttons for Yes and No.

Cancel

Save

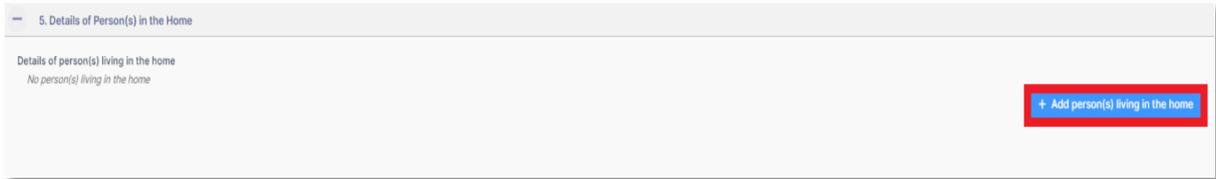
- If you have selected **Yes** for the question 'Has the person lived in any other country for more than six months since the age of 18 (outside of Ireland and Northern Ireland)?' Police vetting document will also be required if you have indicated that the person lived in a country outside of the island of Ireland for more than 6 months when over 18 years.
- You will upload the documents by selecting **+Add Files**



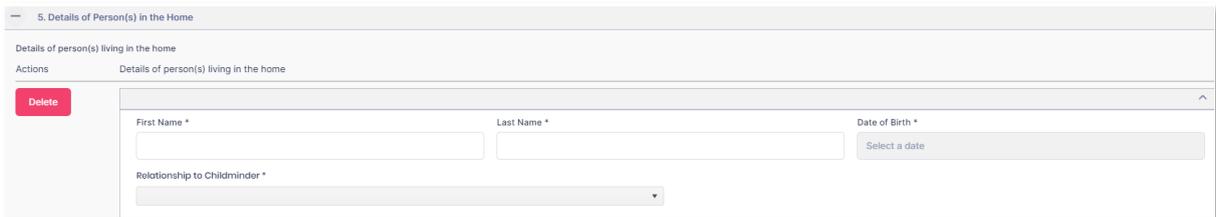
The screenshot shows a window titled "File Upload for Emergency Cover Person". It lists required documents: "Garda Vetting (dated within the last 3 years)" and "Police Vetting (1 file required)". A blue button labeled "+ Add Files" is visible. Below the button, it says "No uploaded files found."

Section 5: Details of Person(s) in the Home

- Add person (s) living in the home)



The following fields will populate, to complete.

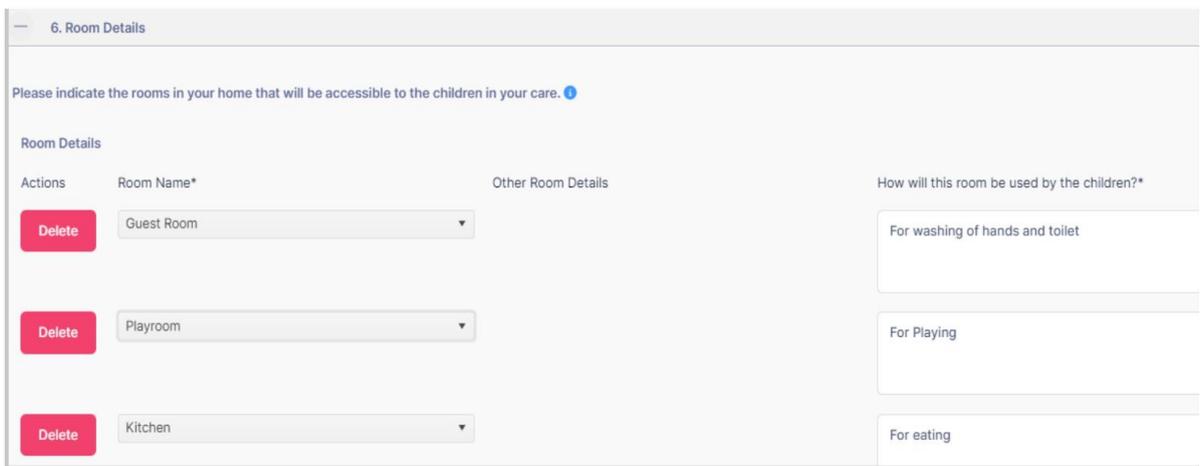


Section 6: Room Details

- To add Room details, select the highlighted box below **+ Add Room** and complete the relevant fields.



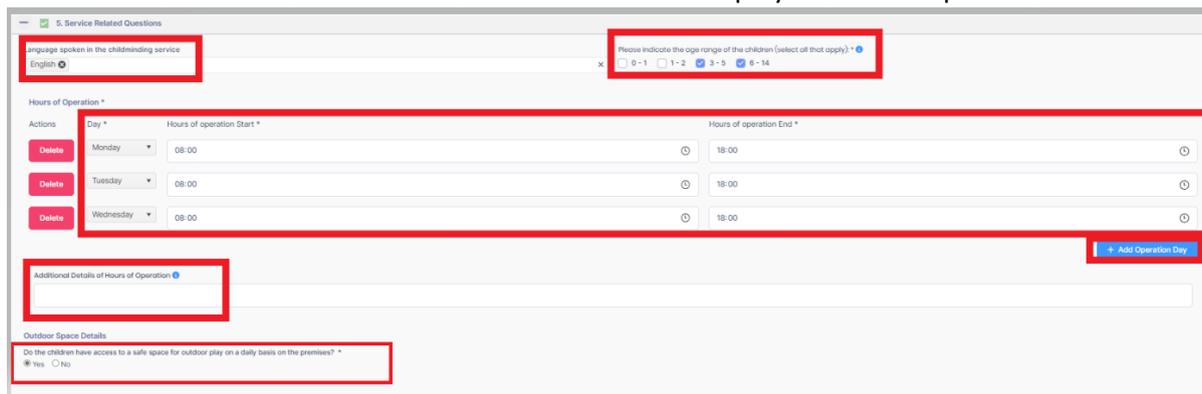
- From the drop-down menu, select each room that will be available for children who attend the Childminding service and add a description of how each room will be used by children.



| Actions | Room Name* | Other Room Details | How will this room be used by the children?* |
|---------|------------|--------------------|--|
| Delete | Guest Room | | For washing of hands and toilet |
| Delete | Playroom | | For Playing |
| Delete | Kitchen | | For eating |

Section 7: Service-Related Questions

- Below is an example with some fields completed
- The language spoken' option indicates English is the spoken language in the service.
- Age range of children indicates that this childminder is registering to care for children aged 3- 14 years.
- This Childminder has indicated she operates her service Monday to Wednesday from 8 am to 6pm.
- The Childminder has indicated she has an outdoor play area on the premises.



5. Service Related Questions

Language spoken in the childminding service: English

Please indicate the age range of the children (select all that apply):
 0-1 1-2 3-5 6-14

| Day * | Hours of operation Start * | Hours of operation End * |
|-----------|----------------------------|--------------------------|
| Monday | 08:00 | 18:00 |
| Tuesday | 08:00 | 18:00 |
| Wednesday | 08:00 | 18:00 |

Additional Details of Hours of Operation

Outdoor Space Details
Do the children have access to a safe space for outdoor play on a daily basis on the premises? *
 Yes No

Section 8. Pre-Registration Visit Details

Tick if your childminding service is ready for a pre-registration visit? Yes or No

Note if you select 'No' you are then asked when the home will be ready for a pre-registration visit. Then input a date. This does not mean that your pre-registration visit will take place on the date you have indicated. The inspector will be in contact with you directly to arrange a date and time suitable to you both.



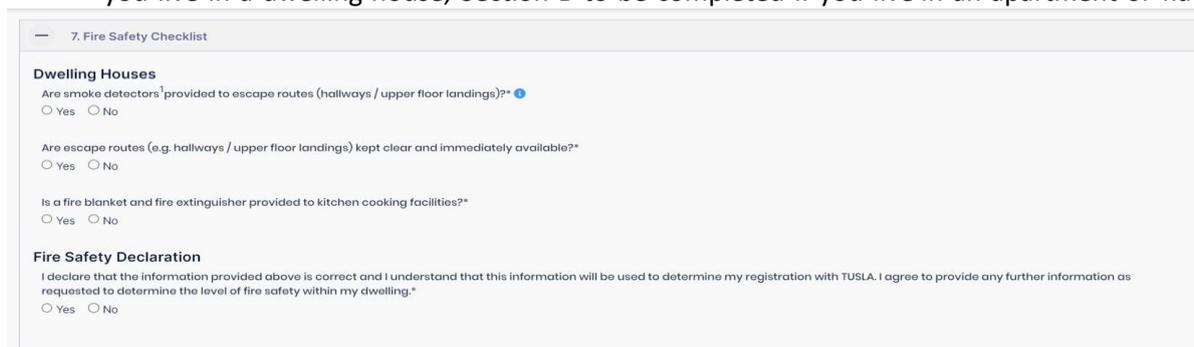
6. Pre-Registration Visit Details

Is your childminding service ready for a pre-registration visit? *
 Yes No

If no, please state when the home will be ready for a pre-registration visit: *
16/10/2024

Section 9: Fire Safety Checklist

- The following questions will need completing.
- You will complete section A or B of the fire safety checklist. Section A to be completed if you live in a dwelling house, Section B to be completed if you live in an apartment or flat.



7. Fire Safety Checklist

Dwelling Houses

Are smoke detectors provided to escape routes (hallways / upper floor landings)?*
 Yes No

Are escape routes (e.g. hallways / upper floor landings) kept clear and immediately available? *
 Yes No

Is a fire blanket and fire extinguisher provided to kitchen cooking facilities? *
 Yes No

Fire Safety Declaration

I declare that the information provided above is correct and I understand that this information will be used to determine my registration with TUSLA. I agree to provide any further information as requested to determine the level of fire safety within my dwelling.*
 Yes No

Section 10: Declaration of Suitability

- Complete all fields below. Enter additional information as required.

8. Declaration of Suitability

A. Employment (see Guidance point A)
Have you ever been subject to a disciplinary action taken by an employer or an organisation? (see Guidance point A)*
 Yes No

B. Professional & Social Care Service Regulation (see Guidance point B)
(i) Have you ever been a member of any regulated profession in Ireland or another jurisdiction?*
 Yes No

(ii) Have you ever owned or managed a regulated social care setting in Ireland or another jurisdiction?*
 Yes No

C. Health & Wellbeing (see Guidance point C)
Are you currently diagnosed or affected with any physical or mental condition, disability or dependency?*
 Yes No

D. Welfare Service Engagement (see Guidance point D)
Have you been or are you currently the subject of a concern (e.g. referral to Child or Adult protection services) in Ireland or another jurisdiction in respect of a child or vulnerable adult?*
 Yes No

Section 11: Policies & Consent

- Complete all fields below.

9. Policies & Consent

In the section below, you are confirming that you will implement the core requirements of the policies and statements as provided in the childminding service handbook. Please click the links below for more information

Quality of Care Policies*
Feedback and Concerns Policy
Promoting Positive Behaviour Policy
Healthy Eating Policy
Safe Internet and Technology use

Child Safety Policies*
Child Safeguarding Statement
Administration of Medicine Policy
Supervision Policy
Safe Sleep Policy
Authorisation to collect children Policy

Health & Safety Policies*
Health and Safety Policy
Infection Prevention and Control Policy
Accidents and Incidents Policy
Fire Safety Policy

I confirm that I have a Child Safeguarding Statement completed and included in my Childminding Service Handbook.*
[Child Safeguarding Template](#)

Consent

I declare that I am the applicant and seek to be entered onto the register of early years services (childminding) as provided for in Section 5BC of the Child Care Act 1991.*

I declare that the information supplied is true and materially correct.*

I declare that I am 18 years or older.*

I confirm that I understand and acknowledge that the Child and Family Agency will carry out checks and use information provided in this application form when assessing my suitability to register a childminding service.*

I confirm that I agree to notify the Child and Family Agency of any changes to the information on this form (prior to registration).*

****Note: To submit your application, all fields need to show the green tick box. If any field is showing a green box, you will need to go back to that field and input all the required information. See example below**

6. Room Details

7. Service Related Questions

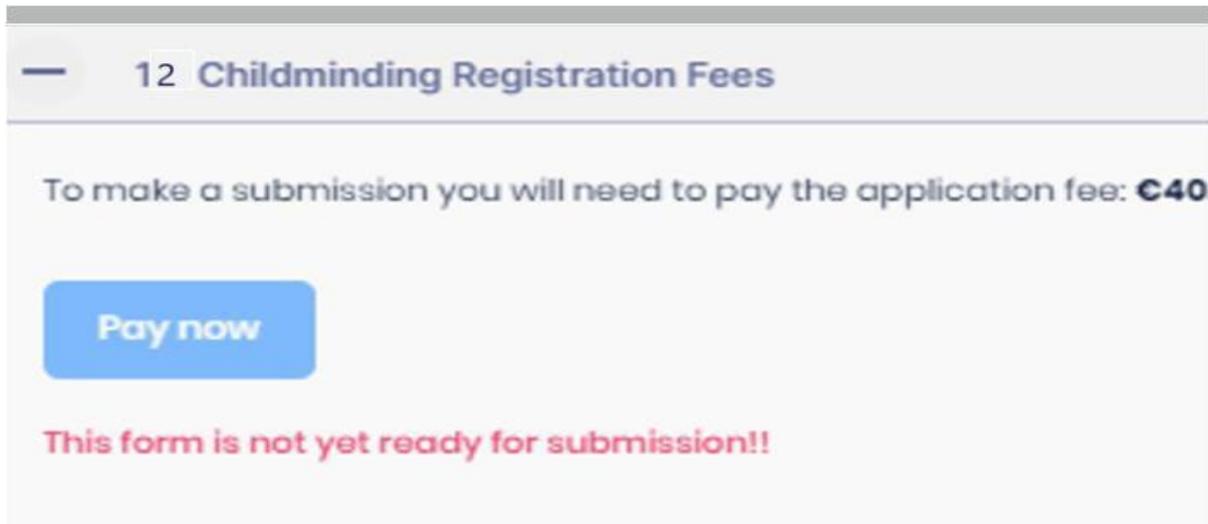
8. Pre-Registration Visit Details

9. Fire Safety Checklist

10. Declaration of Suitability

11. Policies & Consent

Section 12: Childminding Registration Fees



Once the form has been submitted the Childminder will receive an email informing them their application has been received.

[CSR] Portal Childminding Application Form Submission Reference Number CSR-175



noreply.portal1@tusla.ie
To joe.bloggs@gmail.com

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from noreply.portal1@tusla.ie. [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the



Thank you for your Tusla Submission, the unique reference number for your Submission is **175**.

Your Submission will be reviewed by a Tusla Team member shortly.

Kind Regards

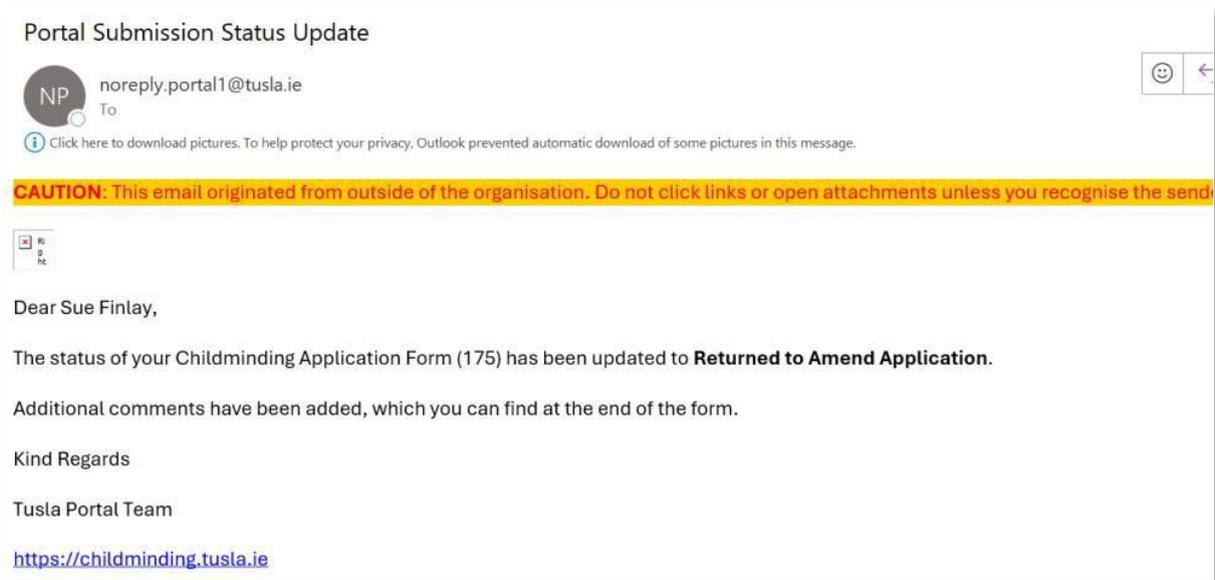
Tusla Portal Team

.. .. .

3. Messages on the Portal

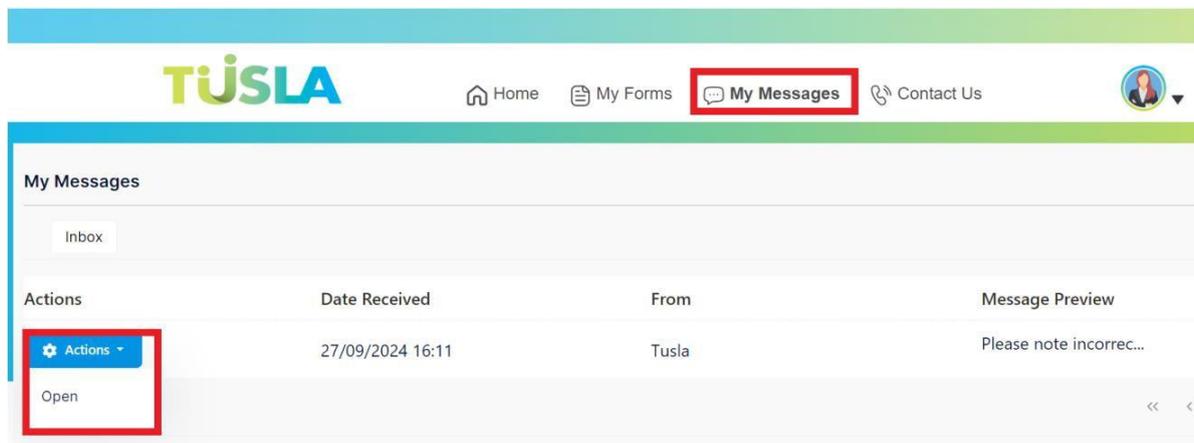
If there is an update on your application form that requires an action you will receive an email Tusla to notify you that there is a message on the portal.

See below a sample of an email you will receive.



You then log into your portal to access **My Messages**.

See example below. Select **Open** to read the message.



Message Received From Tusla



Date Received: 27/09/2024 16:11

Form Id: 175

Form Link: [Childminding Application Form](#)

Message: Please note incorrect document submitted for Garda Vetting

Close

| | |
|--------------------|-------------|
| QMS Reference | EYI-GDE39.3 |
| Version | 1.0 |
| Date of this issue | 27/09/2024 |