

**TÚSLA**

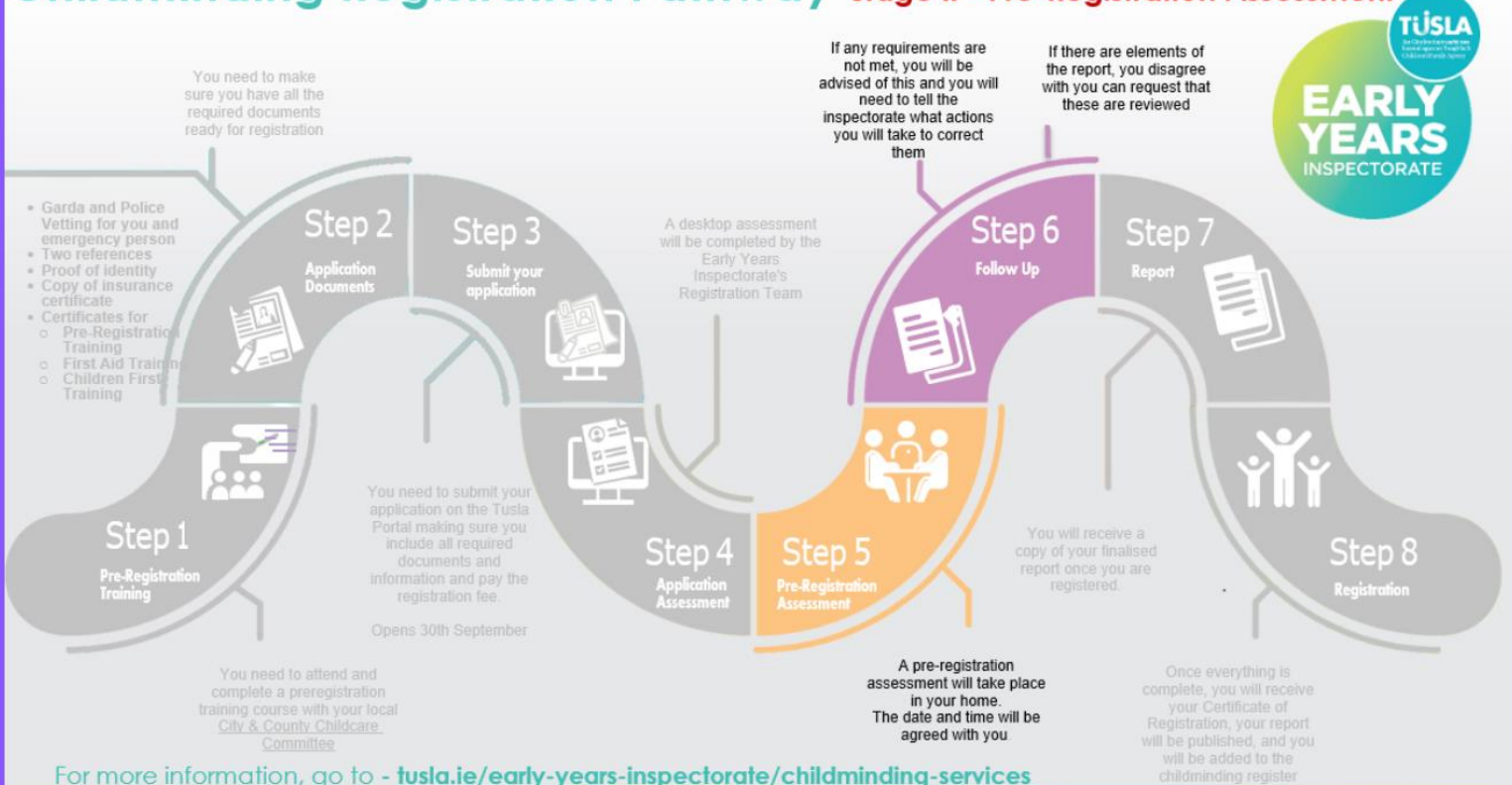
An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

# EARLY YEARS INSPECTORATE

## Childminding Registration Guidance

# Stage II Pre-Registration Assessment

### Childminding Registration Pathway Stage II - Pre-Registration Assessment



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## 1.0 Introduction

Now that you have completed the application stage, the next step is the Pre-Registration Assessment, which is a home visit from an inspector. This guide will provide you with all the information you need in relation to the Pre-Registration Assessment visit, such as what you need to do to prepare, what to expect on the day itself, and follow up to complete registration. As you move through the application process to register your childminding service, Tusla's Early Years Inspectorate will continue to offer you support and guidance so that you can successfully complete your registration. As you will see from the image below, you are now preparing for Step 5 of the process, the Pre-Registration Assessment.

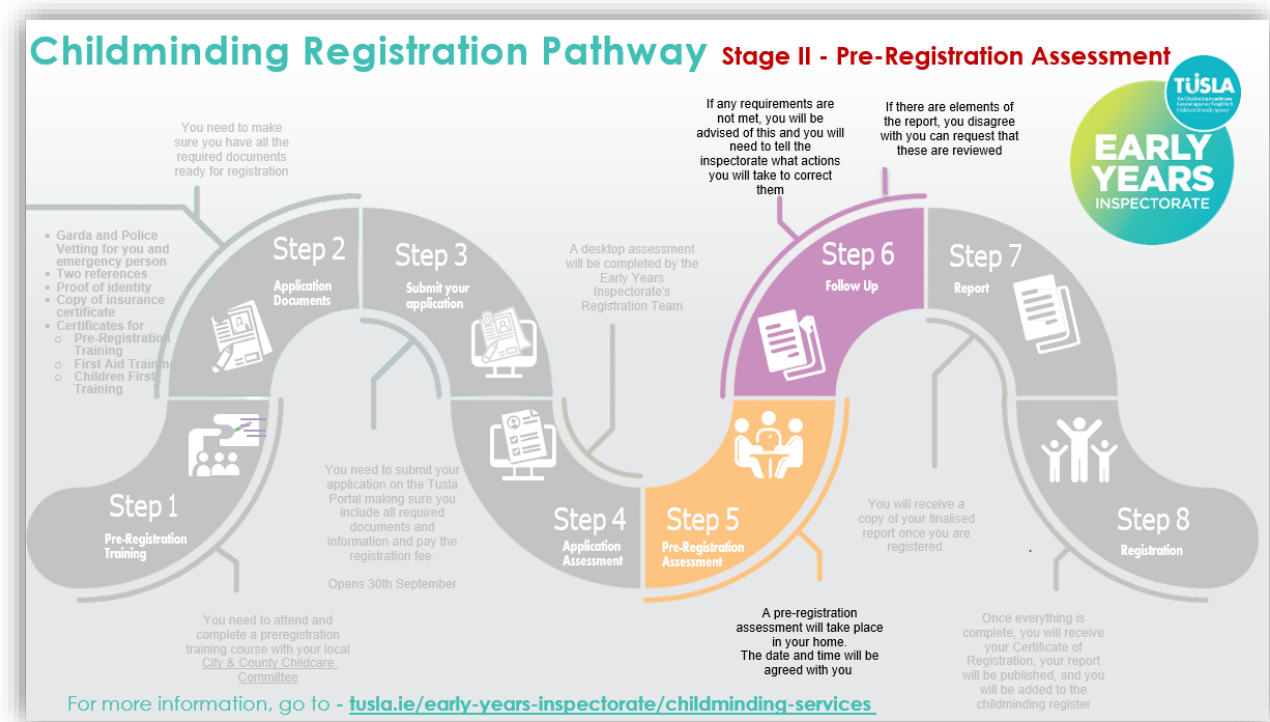


Figure 1

## 2.0 Before the Pre-Registration Assessment

### 2.1 Scheduling the Pre-Registration Assessment visit

When the Early Years Inspectorate knows you are ready for your Pre-Registration Assessment, you will be phoned by someone from the local Early Years Inspectorate team to agree a time and date with you for the Pre-Registration Assessment visit. The visit can take place on an agreed day and time during the normal working week that suits both you and the inspector. It is a good idea to think about this before you get the call, so you can have some days and times in mind when you will be able to give the time to the Pre-Registration Assessment visit. If you are already operating as a childminder, you may want to think about a quiet time such as when you have fewest children in the service, however children do not need to be present. This can all be discussed on the phone call with the inspector to arrange the visit. You can also discuss any parking or specific access information that the inspector will need.

Once the day and time is agreed, you will get an email notifying you that you have a message on the Tusla Portal in 'My Messages'. This will confirm the time and date of the Pre-Registration Assessment and give you some more information on what to expect during the visit. If you need to change the date of the Pre-Registration Assessment after it has been confirmed, you will need to make this request through the 'My Messages' tab on the Tusla Portal.

## 3.0 Preparing for the Pre-Registration Assessment

### 3.1 Preparing for your visit

The inspector will visit your home to carry out the Pre-Registration Assessment to ensure that it is safe and suitable for children. You can do several things to prepare your home, but you are not expected to provide anything other than what would be normally and reasonably expected of a home environment where children are being cared for. It is important to consider the following:

- All spaces that are/will be available to the children must be accessible to the inspector on the day of the Pre-Registration Visit.
- Toys and equipment and materials for children should be in place (such as cots, bedding, toys/learning and play materials, any special equipment that children require, high-chairs, nappy changing equipment and so on) depending on your own service and the age and stage of development of children you will be caring for.
- You must have appropriate safety measures in place as identified in your risk assessments (if relevant).
- The outdoor area should be safe and suitable for children.
- If your outdoor space is not on the premises, think about how this can be accessed by the inspector.
- If you have pets, it is not necessary to remove them from the home unless you will do so when caring for children.

### 3.2 Documentation

There are a small number of documents that you will need to have available for the Pre-Registration Assessment. These can be in hard or soft copy. The documents are:

- Your Child Safeguarding Statement that you have signed and dated, as per your childminding handbook.
- Your Childminding Service Handbook that you have signed and dated.
- Records of the children attending your service. If you have not yet opened your service, you can have a blank template record to hand.
- Any risk assessments that you may have undertaken.

### 3.3 What to expect on the day of the Pre-Registration Assessment

On the day of the Pre-Registration Assessment visit, the inspector will call to your home at the agreed time. The inspector will introduce him or herself and will show you their warrant card and photo ID.

The inspector will ask you about the rooms and areas in your home that are used for the childminding service as identified in your application. They will also check the number of children that you are caring for, or that you intend to care for when the service is registered. They will discuss and agree with you the best time and place in your home to give you feedback. You are encouraged to ask questions if anything is not clear as to what will happen during the visit.

The inspector will be respectful of your home and your privacy and will try to minimise disruption to the normal routine you have set for the children, and your engagement with the children, if children are present.

## 4.0 Regulations that will be assessed

The Registration team will have previously reviewed your application on the Tusla portal and now an inspector will assess the relevant parts of the following regulations

- Regulation 5: Registration of a childminding service
- Regulation 12: Maximum numbers of children
- Regulation 13: The home
- Regulation 17: Food and drink
- Regulation 19: Record of the child

### Regulation 5(2) Registration of a childminding service

The inspector will check that you have a printed or digital copy of the Childminding Service Handbook and a completed, signed and dated Child Safeguarding Statement, as per the Childminding Service Handbook.

### Regulation 12(1)(3)(4) Maximum numbers of children

During the Pre-Registration Assessment, the inspector will check that you are caring for a permitted number of children in your home. This table sets out details of the maximum numbers of children that can be cared for in a childminding service, and which will be assessed at the Pre-Registration Assessment.

Maximum Number of Children	6
Maximum Number of Children aged < 15 months	2 (unless all the children < 15 months are siblings)
Who is included in the maximum number?	<ul style="list-style-type: none"> <li>• Children <b>you care for</b> (other than your own children) aged up to 15 years.</li> <li>• Your own children aged up to 10 years of age who <b>you are providing care for</b> during the hours of operation of the childminding service.</li> </ul>

Children exempt from being counted within maximum number	<ul style="list-style-type: none"> <li>• Your own children aged 10 years and over,</li> <li>• Your own children aged up to 10 years who are not in the care of the childminder.</li> </ul>
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**Table 1**

## Regulation 12(2) Maximum numbers of children

During the Pre-Registration Assessment the Inspector will check that you are caring for an appropriate number of children in your home, so that the needs of each child attending can be met. They will take into consideration a number of factors such as (but not limited to) the indoor and outdoor spaces you have available to the children, the suitability of your home environment and any other factors that may impact on the children's needs being met in your service. If you would like further information on this, you can go to the [Frequently Asked Questions](#) on the Tusla website.

## Regulation 13. The home

### 13(1)(a)

The inspector will check that your home is safe and suitable for children; that external doors, gates and boundary fences are safe and secure, and that the rooms/areas that children will have access to in the home and in the outdoors are free from hazards, and any risks are managed by you. The inspector may review any risk assessments that you have completed.

If you would like further information on this, you can go to the [Frequently Asked Questions](#) on the Tusla website.

### 13(1)(b)

The inspector will check that your home is comfortably lit, warm, and ventilated, suitable for the time of day, the weather, and the season of the year. Our document [Safe Sleep for babies and children Guidance for Childminders](#) will provide you with more information on maintaining safe room temperatures, heating, ventilation and lighting for babies as they sleep. Additional guidance on [Keeping Children Safe During Hot Weather](#) is also available on our website.

### 13(1)(c)

The inspector will check that the rooms/areas in your home in which children are cared for are cleaned regularly and fixtures, fittings and furniture are maintained in good condition.

### 13(1)(d)

The inspector will check that your home provides suitable toilet and hand-washing facilities, and/or provision for nappy changing, appropriate for the age and stage of development of the children in your service.



### 13(2)

The inspector will check that each child attending has easy access to age and developmentally suitable toys and materials in the indoor and outdoor spaces, that are in good condition and support the child's play and development. The inspector will consider a number of factors including:

- The number of children being cared for in your service
- The age and stage of development of the children
- The interests of the children
- The maintenance of toys and materials.

If you would like further information on this, you can go to the [Frequently Asked Questions](#) on the Tusla website.

### 13(3)

The inspector will assess whether each child attending has daily access to a safe and suitable the outdoor space. If the outdoor space is off the premises, the inspector may wish to view that space as part of the Pre-Registration Assessment visit.

If you would like further information on this, you can go to the [Frequently Asked Questions](#) on the Tusla website.

### 13(4)

The inspector will check that each child has access to a safe, comfortable and suitable place for sleep and rest during the day, so their sleep and rest requirements can be met. See [Safe sleep for babies and children Guidance for Childminders](#).

### 13(5) The home

The inspector will check that you have a fully and suitably stocked first aid box that is easily accessible in the event of an accident or incident that requires first aid. See Appendix 1 for a list of contents for your first aid box.

## Regulation 17 Food and drink

The inspector will check that each child attending your service is provided with nutritious, varied and adequate food and drink, suitable for their age and stage of development, and the length of time they spend in your service. The inspector will discuss with you how you take children's individual requirements, preferences, allergies and/or cultural considerations into account.

If you would like further information on this, you can go to the [Frequently Asked Questions](#) on the Tusla website.

## Regulation 19(1) Record of the child

The Inspector will review the written records that you keep relating to each child in your care. They will check that these records contain appropriate information about the child and their parents/guardians. This includes personal information, contact details, health information, and relevant parental consent. If the childminding service is not yet in operation, the Inspector will review the record template.

## 5.0 How we assess

To support their assessment, the inspector will make notes into a hand-held tablet device. The following will be recorded:

- **Observations:** If there are children present, the inspector is required to spend some time with you and the children and observe how you are meeting their needs and how you respond to the children. The rooms and areas that the children have access to will be looked at, to ensure these areas are safe and suitable for children. The inspector will visually check that the toys, equipment and materials are in a safe condition and suitable for the age range of children in your service.

Your outdoor area will be looked at if it's on the premises. If the outdoor area that you propose to use or are currently using is not on the premises, the inspector may ask you to take them to see this outdoor area.

- **Documentation:** The inspector will check the documents that are needed for the Pre-Registration Assessment and listed above on page 4.
- **Discussion:** The inspector will talk with you and with the children where appropriate. You will be asked questions and engaged in discussion about various aspects of your service such as the needs of all the children (including your own children, where included in the children attending the childminding service), sleep and other routines, plans for meals, risk assessments, first aid and so on, and may note your answers in the tablet. This is done with awareness that you must also care for the children and the acknowledgement that the visit should not cause disturbance.

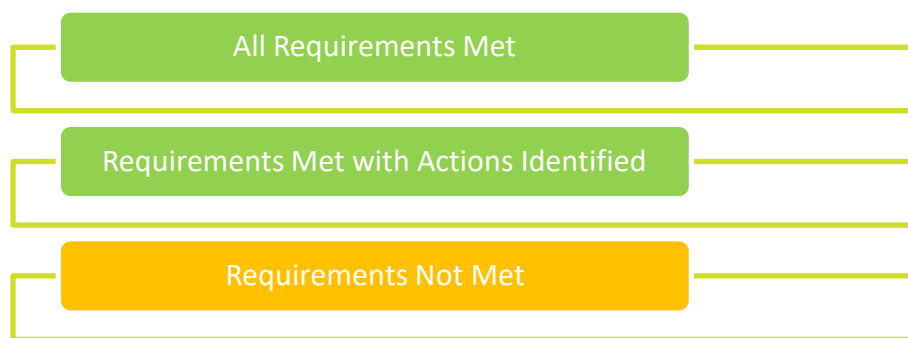
## 6.0 Feedback at the end of the assessment

At the end of the visit, the Inspector will meet with you and will give you feedback. If the time that was agreed does not suit because the needs of the children have to be prioritised, the inspector will arrange to phone you at an agreed time the following day (or the next working day if the Pre-Registration Assessment happens on a Friday).

## 7.0 Pre-Registration Assessment Report

Following the Pre-Registration Assessment and before your service is registered, you will receive a report on the Tusla Portal. There will be 3 possible pathways depending on the findings:





**Table 2**

**All Requirements Met:** This means that the inspector has found that your service meets the requirements for the regulations assessed and therefore your report will be forwarded to the next registration panel for registration

**Requirements Met with Actions Identified:** This means that the inspector has found that your service meets the requirements for the regulations assessed and therefore your report will be forwarded to the next registration panel for registration. However, some issues that do not pose an immediate risk to children have been identified, and you must take action to address these. These actions will be sent to you as a separate document and will not be published in the report. It is expected that you will address these actions as they may be checked at future assessment visits.

**Requirements Not Met:** This means that your service has not met the requirements of the regulations and cannot yet progress to registration. You will be issued a draft report and a response form. You will need to complete and return the response form through the Tusla Portal to let the Inspector know what you are doing to correct the issues that have been identified. This is called the Corrective Action Process. You may need to send in photographs or other evidence with your response form to show how you have corrected the issue. Once the inspector is satisfied that you have corrected any outstanding issues, your application to register can progress. The final report will reflect that your service has met the regulatory requirements for registration. You can read more about the Corrective Action Process in section 9.0 below.

## 8.0 Assessment Findings Review (AFR) Process

If you wish to appeal any findings that are identified in your report as requirements of the regulations that have not been met, you can do so through the Assessment Findings Review processes.

### 8.1 Assessment Findings Review 1

You can appeal a *Requirements Not Met* finding that is detailed in your draft Pre-Registration Assessment Report. You must request this review **within 10 working days** from the date that the draft Pre-Registration Assessment Report was issued to you through the portal.

Your request for Assessment Findings Review will be screened and if accepted, the review will

be carried out **by an Inspection and Registration Manager**. If it is not accepted a reason for this will be provided. You will receive a response to your Assessment Findings Review 1 request when the review has been completed. This will issue through the Tusla portal. The Inspection and Registration Manager will tell you the outcome of the review and you will have the opportunity to look for a second review if you remain unhappy with the outcome.

## 8.2 Assessment Findings Review 2

The Assessment Findings Review 2 (second appeal) must be requested by you within 5 working days of the day of issuing the outcome of the first review. Your request for a second review will be screened, and if accepted, the review will be carried out **by an Assessment Findings Review Panel**. If it is not accepted a reason for this will be provided. The second appeal will be assessed by the Assessment Findings Review Panel. You will receive a response through the portal, issued by the chair of the Assessment Findings Review panel.

# 9.0 Corrective Actions (CA) Process following AFR process

## 9.1 What is a corrective action?

Corrective actions are actions taken to fix or change something that is considered a safety risk to children, or something **that does not meet the requirements of the regulations**. A corrective action is your response to a finding of requirements not met on your report. This process is not optional when a requirement is not met as noted in your report. It is important that these actions also focus on preventing any recurrence of the issue that has been identified. Using the **response form that will be sent to you with your draft report**, you must tell the Inspector how you are responding to the findings and how you are correcting the issues identified. The corrective action response form and any evidence such as invoices and/or photographs, to support the actions you have taken, must be submitted **within 10 working days** from the date of issue of the draft report and response form, or where relevant from the date of completion of the Assessment Findings Review Process.

## 9.2 What happens after I submit corrective actions?

The inspector will assess your response and can decide to proceed with your application to registration, or to request a second response from you for additional information. If the Inspector does not accept that your corrective actions adequately address the issues identified in the draft report, you will be informed of this and given the reasons for non-acceptance of your corrective actions. You will be given a further 5 working days to submit one further opportunity to submit a second response. If your corrective action requires significant work to be completed, you should discuss this with the Inspector. When you have submitted your second corrective actions response form, the Inspector will make a final decision in relation to your registration application. This will be communicated to you on the portal.

## 10.0 Finalised Pre-Registration Assessment Report

Once all the required steps have been completed, the Pre-Registration Assessment Report will be finalised.

## 11.0 Stage III - Registration Decision

When the application and the Pre-Registration Assessment processes have been fully completed you will be notified of this through the portal; you will receive the final Pre-Registration Assessment report, your Tusla number and the registration certificate. At this point, your service will be entered on the childminding register. You will find detailed guidance on this stage of the process on Tusla's website: [tusla.ie/early-years-inspectorate/childminding-services/](https://tusla.ie/early-years-inspectorate/childminding-services/)

### Appendix 1 First Aid box contents

Materials	Number required
Hypoallergenic Plasters	12
Sterile eye pads (bandage attached)	2
Individually wrapped triangular bandages	2
Small individually wrapped, non-stick, sterile, unmedicated wound dressings	1
Individually wrapped antiseptic wipes	8
Scissors	1
Gloves- non powdered latex or latex free	1 box
Sterile eye wash (if no running water)	1

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