



TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

EARLY YEARS

INSPECTORATE

Early Years Inspectorate

Corrective Action Process for Childminding Services

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1. Introduction

Tusla’s Early Years Inspectorate is responsible for inspecting childminding services in accordance with the Child Care Act 1991 (Early Years Services) (Childminding Services) Regulations 2024. A childminding service is a sole-operated early years service caring for 6 or less children, aged 0-15 years, by the childminder in their home, for two or more hours per day.

The Early Years Inspectorate is committed to the safeguarding and well-being of all children who attend early years services. This is achieved through the registration, inspection and enforcement processes prescribed by law and implemented by the Tusla Early Years Inspectorate.

2. Scope and purpose

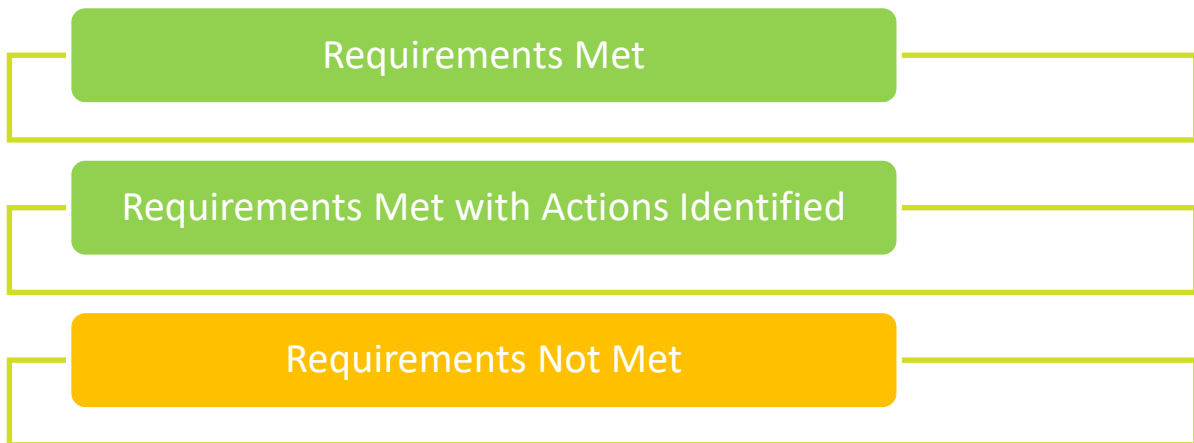
This guidance document has been developed in order to offer guidance to childminders in relation to Tusla’s Corrective Action process.

3. What is a Corrective Action?

A Pre-Registration Assessment of a childminding service assesses whether the regulatory requirements have been met for the following regulations:

- Regulation 5: Registration of childminding service
- Regulation 12: Maximum numbers of children
- Regulation 13: The home
- Regulation 14: Supervision
- Regulation 17: Food and drink
- Regulation 19: Record of the child

The regulations will be assessed as one of the following:



The Early Years Inspectorate require childminders to submit a corrective action, with supporting evidence, to address all ‘**Requirements Not Met**’ identified in the Draft Pre-Registration Assessment Report issued to them.

Corrective Action: A corrective action will correct the ‘Requirements Not Met’ which was identified.

4. Submitting a Corrective Action

Following a Pre-Registration Assessment of a childminding service, the childminder may be issued with a draft report. If there were 'Requirements Not Met' identified on the report, the childminder will be required to submit a Corrective Action.

What?

A corrective action must be submitted for each 'Requirements Not Met'. Evidence must be provided to demonstrate that the corrective action you submitted has been implemented.

Who?

The childminder must submit the corrective action.

How?

The corrective action must be submitted on the Pre-Registration Assessment Report and Response Form with supporting evidence.

When?

The corrective action must be submitted within **10 working days** from the date of issue of the draft report.

5. Review of Corrective Action

The Early Years Inspector will review the corrective action and assess whether the action has adequately addressed the 'Requirements Not Met'.

6. Adequate Corrective Action Submissions

If the corrective action submitted adequately addresses the 'Requirements Not Met', the report will be amended, finalised and forwarded to Tusla's Registration Team, who will make a determination on the application for registration of the childminding service.

7. Inadequate Corrective Action Submissions

If the corrective action does not adequately address the 'Requirements Not Met', or there was no evidence submitted to demonstrate that the action has been implemented, the action will be assessed as having not addressed the 'Requirements Not Met'.

The Pre- Registration Assessment (PRA) Report and Response form will be returned to the childminder, detailing a rationale for why the action(s) was not accepted, e.g.:

A second request for a corrective action will be issued to the childminder. The childminder will have **5 working days** to submit the second corrective action.

What?

A corrective action must be submitted for each 'Requirements Not Met'. Evidence must be provided to demonstrate that the corrective action you submitted has been implemented.

Who?

The childminder must submit the corrective action.

How?

The corrective action must be submitted on the Pre-Registration Assessment Report and Response Form with supporting evidence.

When?

The second corrective action must be submitted within **5 working days** from the date of issue request for it.

8. No Response within 10 days

If no corrective action is submitted by the childminder within 10 working days of issue of the Draft Inspection Report, they will be issued with a final notice and provided with a further 5 working days to submit a corrective action.

9. Adequate Corrective Action Submissions

If the corrective action submitted adequately addresses the 'Requirements Not Met', the report will be amended, finalised and forwarded to Tusla's Registration Team, who will make a determination on the application for registration of the childminding service.

10. Inadequate Corrective Action Submissions

If the corrective action does not adequately address the 'Requirements Not Met' or there was no evidence submitted to demonstrate that the action has been implemented, the action will be assessed as having not addressed the 'Requirements Not Met'. The report will be finalised and forwarded to Tusla's Registration Team, who will make a determination on the application for registration of the childminding service.

11. No response

If no corrective action is submitted within the timeframe, the report will be finalised and forwarded to Tusla's Registration Team, who will make a determination on the application for registration of the childminding service.

12. Extended Timeframes

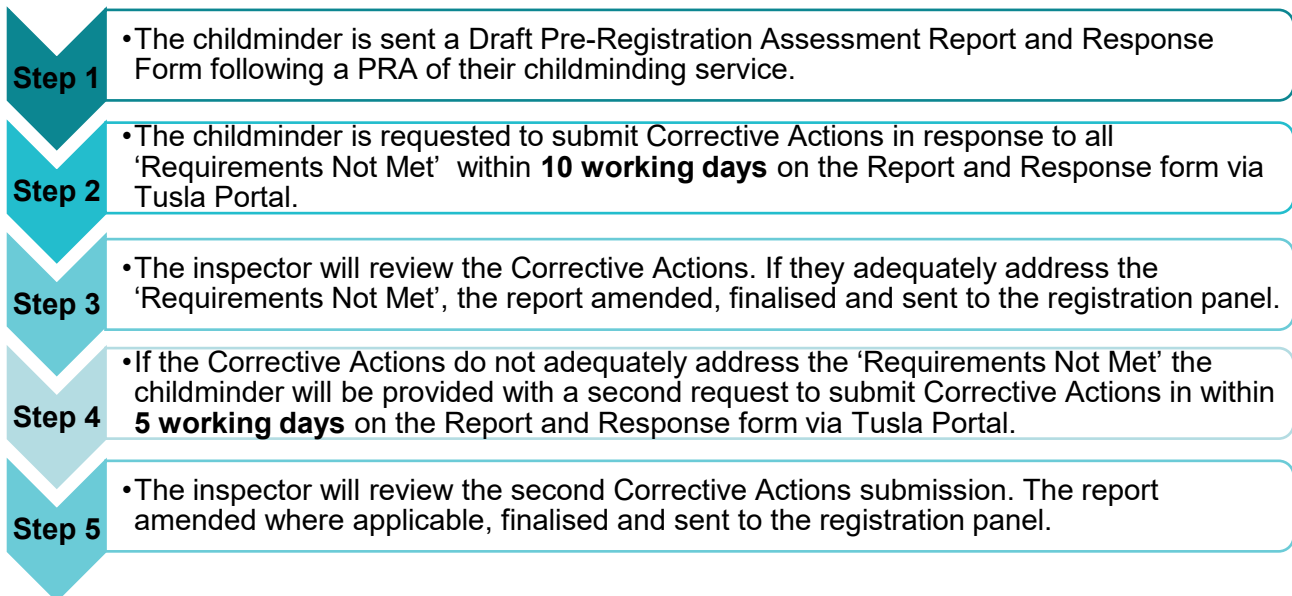
If the timeframe for implementing the corrective action requires more time than is set out in the timeframes above, the inspectorate may extend the timeframes of the process. This will be communicated with the childminder on a case-by-case basis.

13. Assessment Findings Review

If assessment findings are subject to an Assessment Findings Review (AFR), all 'Requirements Not Met' identified on the draft report will not be subject to the corrective action process for the duration of the review.

Once the outcome of the Assessment Findings Review is issued, the timeframe for the corrective action process will start.

14. Process Flowchart



15. Key Timeframes

First Corrective Action Submission: 10 working days from the date of issue of the draft report.

Second Corrective Action Submission: 5 working days from the date of issue of request.

16. Further Information

Please refer to the Tusla website for further information and assistance relating to childminding services.

<https://www.tusla.ie/early-years-inspectorate/childminding-services/>

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