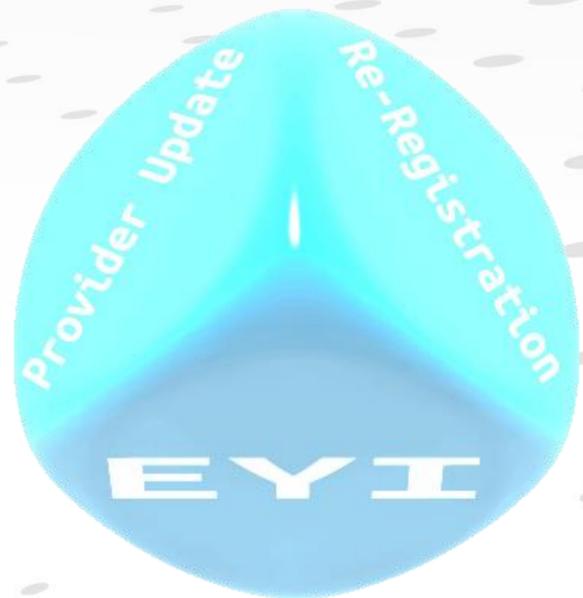


# TÚSLA

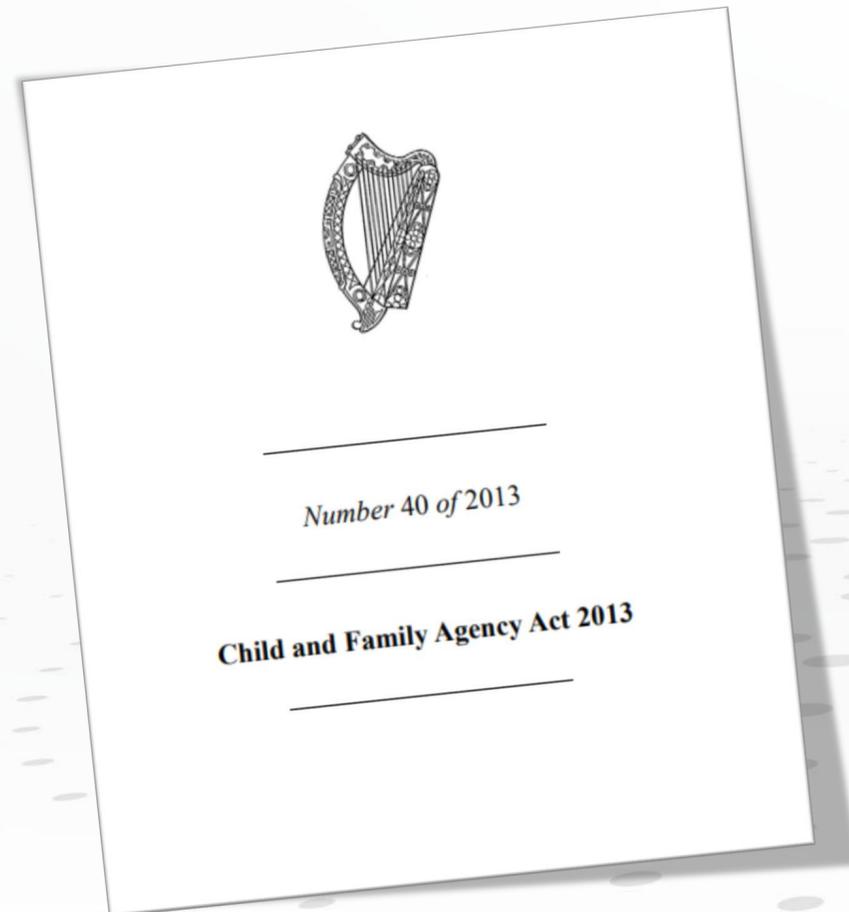
An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Early Years (Pre-schools) 2019 Re-Registration Submissions



**Mike Corcoran Head of Registration & Enforcement  
March 16th 2021**

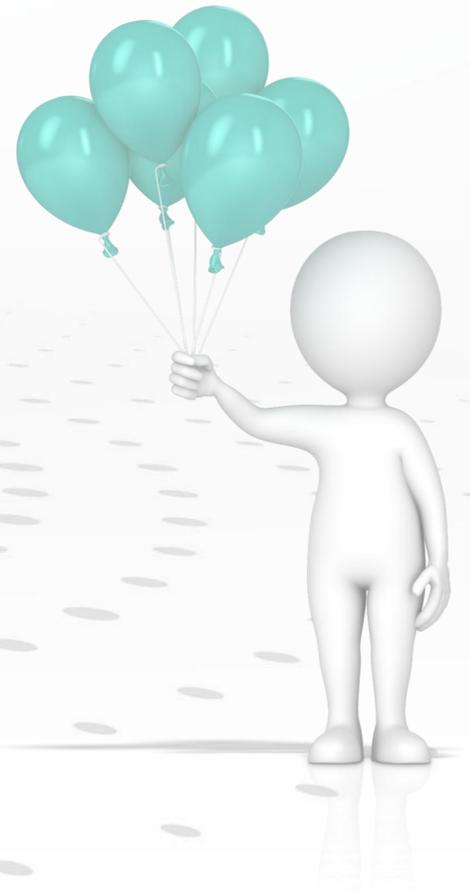
# Re-registration of Early Years Services



*Child and Family Agency Act 2013*

*Article 58D(4) states*

*“The period of a registration shall be 3 years from the date of registration”.*



# 2019 Re-registration

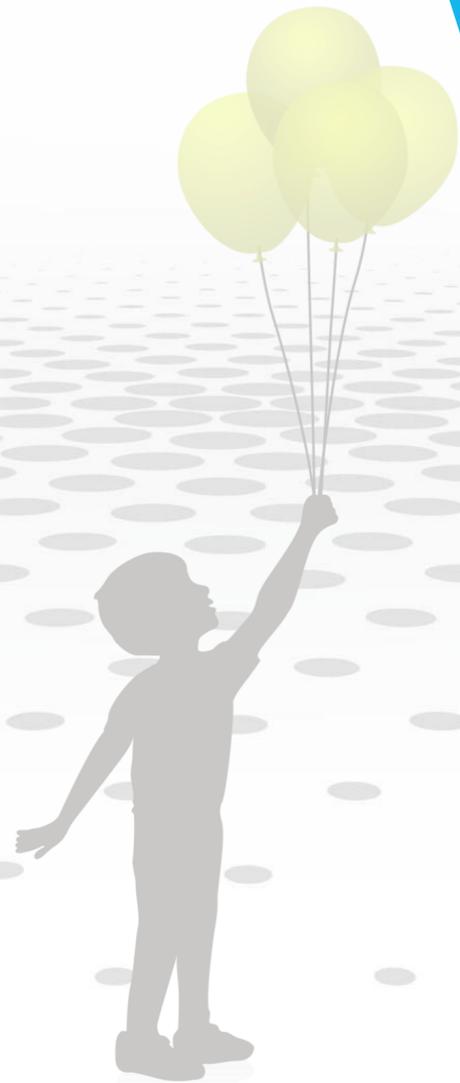
## Completion of 2019 Re-registration

*Services initially registered in 2016 were re-registered in 2019.*

*The process was divided into two parts to provide assistance.*

*Part 1 was completed at end of December 2019*

*Part 2 to be completed Monday 1st November 2021*



*Portal reopened May 8th, 2020, 94 % applications were incomplete as documents simply not submitted*

*Applied to 2441 services, 4% of which have ceased operation*

*March 2021 - 35% completion rate*

*52 % Fire Safety documentation submitted to date (total applications)*

*55 % Planning & Building Suitability*

# 2019 Re-registration to date

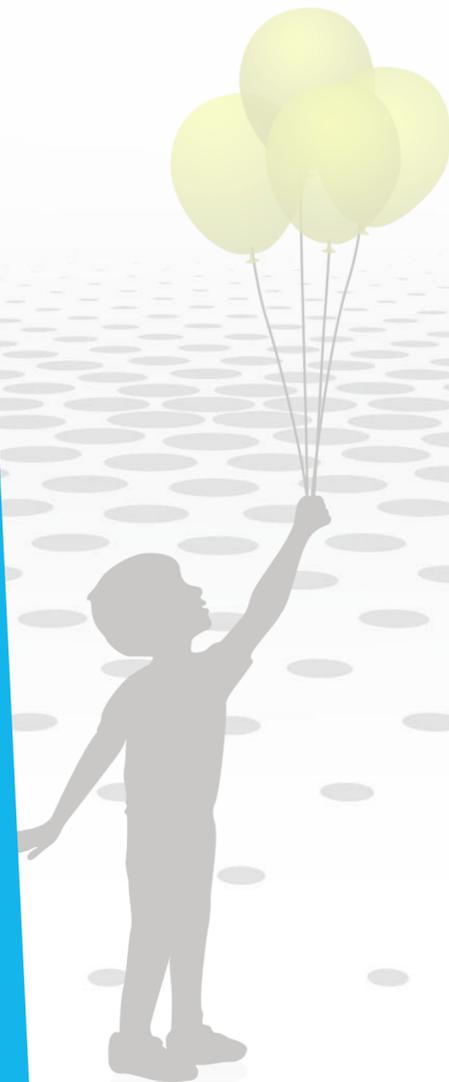
Portal reopened May 8th, 2020, 94 % applications were incomplete as documents simply not submitted

Applied to 2441 services, 4% of which have ceased operation

March 2021 - 35% completion rate

52 % Fire Safety documentation submitted to date (total applications)

55 % Planning & Building Suitability



23 % of applications outstanding vetting documentation

26 % have not submitted their policies even though they are in existence

1971 of services have made no contact with the registration team since first submission in 2019.

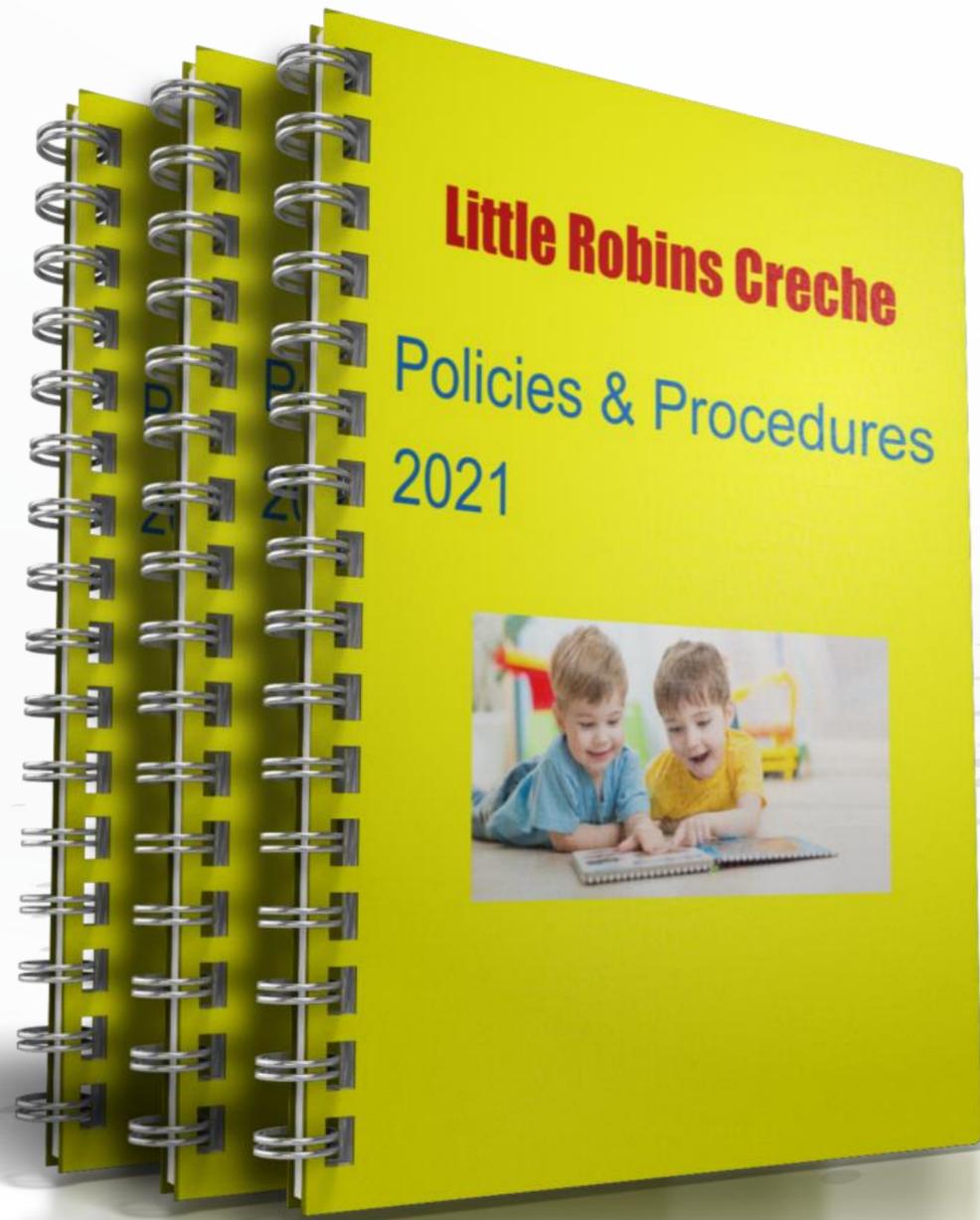
# Required Documents



- ✓ Fire Safety documentation inc compliance statements
- ✓ Planning (Building Suitability) documentation
- ✓ Garda vetting for Directors/Board members who have access to children as part of their duties.
- ✓ Policies
- ✓ Indoor floor plans
- ✓ Outdoor Area size and layout



# Policies



- ✓ Complaints Policy
- ✓ Infection Control Policy
- ✓ Safe Sleep Policy
- ✓ Behaviour Management Policy
- ✓ Administration of medication Policy



# Fire Safety Documentation

## **A. Fire Certificate**

- If supplying fire certificate you must supply either completion certificate or confirmation from your architect that the building has been constructed in accordance with the requirements of the fire certificate.
- If conditions have been attached to your fire certificate, you must supply a copy of those conditions and confirmation that those conditions have been complied with.

## **B. Fire Risk Assessment**

- If a schedule of works is required any item that is deemed essential must be completed
- Any other item identified on the FRA must be completed within 6 months of date of document

# Fire Safety Documentation Issues

## Fire Certification Documents

- These are the documents that are issued by the local authority under the Building Control Legislation and not certificates of maintenance of fire extinguishers or alarm systems.
- The fire certification documentation must identify the use of the premises as a creche or other pre school setting
- Fire Risk Assessments must be accompanied by a schedule of works if required, these will be followed up and confirmation of completion will be sought prior to November 1<sup>st</sup> 2021

# Planning and Building Suitability Documentation Issues

- These are the documents that are issued by the local authority under the Planning and Development Legislation and not lease agreements or proof of purchase documentation
- Where conditions have been applied the full list of those must be provided with your application.
- The planning documentation must identify the use of the premises as a creche or other pre school setting
- Affidavits should only be relied upon where the service has been operational for 7 years or more at the time of application where planning was required and not obtained.
- We do not advise use of affidavits where planning was originally secured and not complied with, or where a condition was applied and not complied with.

# Planning and Building Suitability Documentation Issues

- Affidavits should only be relied upon where the service has been operational for 7 years or more by the same provider at the time of application.
- We will accept evidence of planning retention applications by providers from their local authorities.
- If a planning condition is applied we will require confirmation that they have been complied with.

# Tusla Support

Contact the named person dealing with your application

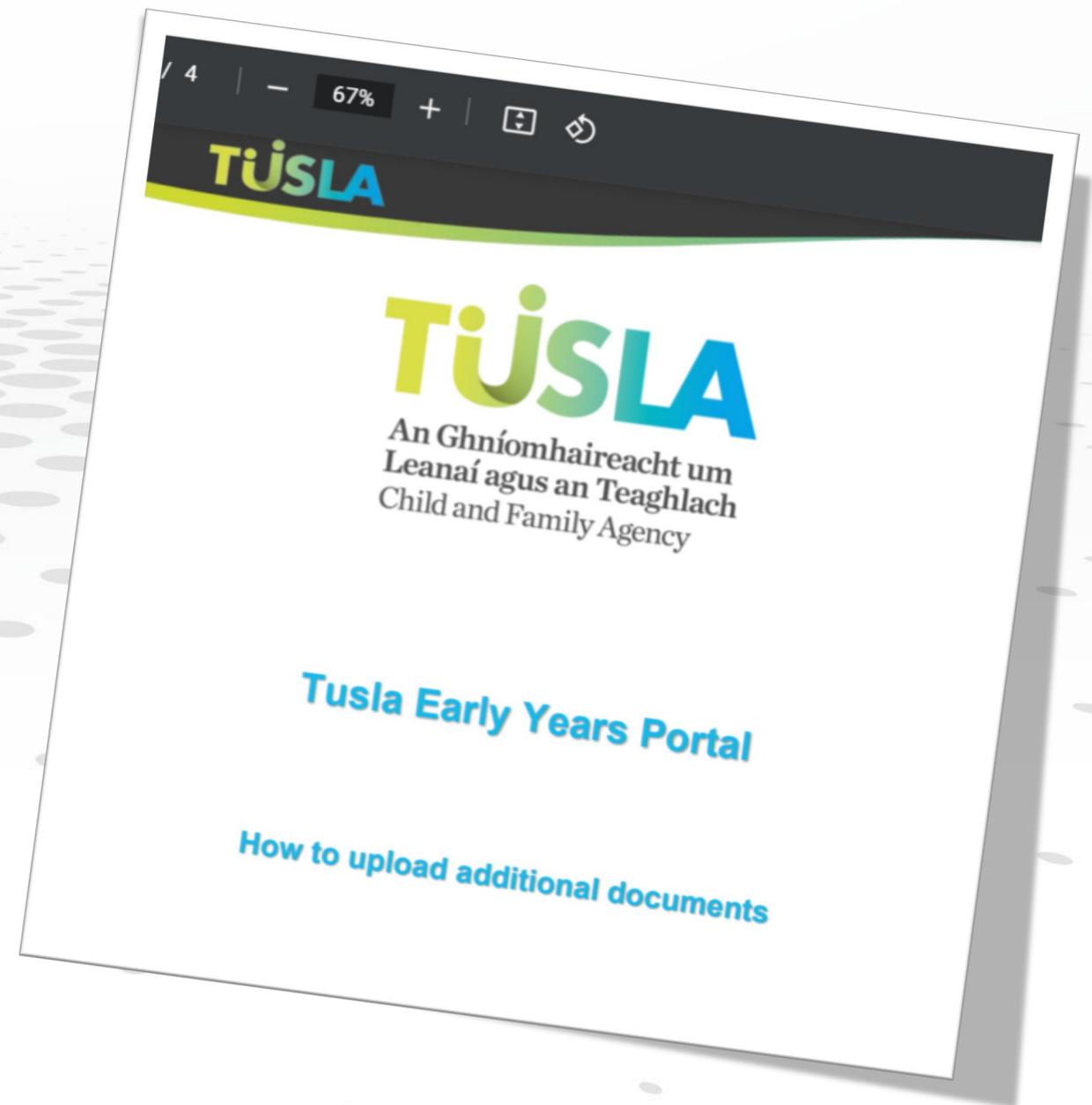
Contact Portal support with any Portal technical issues:  
[portalsupport@tusla.ie](mailto:portalsupport@tusla.ie)



# Uploading Documents

Uploading Documents

[https://docs.tusla.ie/userguides/Tusla\\_EY\\_How\\_to\\_upload\\_additional\\_documents.pdf](https://docs.tusla.ie/userguides/Tusla_EY_How_to_upload_additional_documents.pdf)



# Recent Communication



*Letter issued 14th December 2020*

*Final Deadline for completion 1st Nov 2021*

*Advised to submit in advance to allow time for any corrections or clarifications.*

*All communication is managed through the portal.*

# Issues that will lead to delays

- Incomplete fire or planning documentation
- Out of date Garda Vetting Documents
- Out of date Insurance documents
- Using a mobile phone to photograph documents

Floor plans do not need to be drafted by an architect  
Non engagement with local authorities re planning and fire

- Not labelling or incorrectly labelling documents
- Check email spam or junk folders for communications
- Not using the portal to submit documentation



# Key Messages

The Early Years Inspectorate and your local County / City Childcare Committee are here to assist

It is essential to get your application completed once you have application documentation don't delay in submitting it

If you are unclear about any communication or requirement use the guidance and or check with your assigned registration officer.

November 1st is the deadline for submission

- Check all of your application to ensure its correct
- 2019 Services are due to register again in end of 2022

