



If you have anything that you would like included in our next newsletter, please contact the Early Years Information Team by email at eyit@tusla.ie.

A Chara,

I am delighted to introduce this, the third issue of our newsletter, and to take the opportunity, on behalf of the Early Years Inspectorate, to wish you all a very happy Easter.

The emergence (finally!) of the green shoots of spring marks our first steps into a wonderful season of growth and rejuvenation, in which we turn our minds to the exciting possibilities of the future. Here in the Inspectorate, we endeavour to reflect this springtime optimism as we anticipate the completion and implementation of a number of important initiatives. Most notable is the Quality and Regulatory Framework (QRF), which I am delighted to report, is nearing completion. I would like to take this opportunity to thank all who took the time to provide feedback in our recent consultation. Your input has proved to be an invaluable contribution, which has helped to greatly strengthen and improve the QRF. It is our intention to publish the QRF before the summer break with a substantial lead-in period prior to introduction. This roll-out will be supported by the publication of a suite of targeted aids and training options for providers to assist with its implementation.

In this bumper edition of our newsletter, we present information on a range of functions within our Registration Office, including the processing of new applications, change of circumstances, notifiable incidents, and cessation of service. We also have a short piece, in follow-up to the recent communication from our Registration Manager, on a change of email address for our unsolicited information department. This edition is completed by two short articles presenting best practice on preschool portion sizes and safe sleep, and finally some information on food allergy training available to early years providers.

I do hope this newsletter serves as a valuable resource to all those working in early years settings, and I ask that you to share this with all of your colleagues. If you would like to receive our newsletter directly, you can sign up to our mailing list by contacting eyit@tusla.ie.

Together with previous editions, this newsletter is published on our website at: <http://www.tusla.ie/services/preschool-services/early-years-newsletter>. It is our intention that this repository will serve as an important reference resource for early years providers, and I would encourage you all to use it accordingly.

Kind Regards,

Fiona McDonnell,

National Manager

Early Years Inspectorate

Question And Answers Document

A new [Question & Answer document](#) has been developed from the questions which have most frequently been asked to the Registration Office, from new applicants, existing registered providers, city & county childcare committees and from stakeholder groups

These questions and answers will assist new applicants, and existing providers who are making a change to their service, to meet these requirements. These questions describe the processes from the initial application stage, inspection, decision making and communication of the final decision to the service provider to publication of reports. It also includes information in relation to notifying incidents to the Registration Office and the receipt and processing of unsolicited Information by Tusla Early Years Inspectorate.

These frequently asked Questions to the Registration Department of Tusla Early Years Inspectorate can be accessed at: <http://www.tusla.ie/services/preschool-services/new-providers>

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Registration Office

New Applications

Those planning to open a new Early Years service are reminded to start the registration process with the Early Years Inspectorate as soon as they can for new applications and also of the importance of having all their documentation prepared prior to starting the registration process. The timeframe from start to finish is **3 months** to complete the application process. The Early Years Inspectorate have to complete the application to conclusion within 3 months. Please review website for information on how to register a new service.

Change In Circumstances

Any Early Years service making a change to their service needs to notify the registration office prior to making any change. The change(s) can only be implemented by the service when confirmation has been received on the change(s) being accepted and the National Register is updated to reflect the change.

The timeframe for start to finish of the application is 60 days. The Registered Provider has 60 days to start the application including all required information and documentation to be submitted. After the timeframe has elapsed and there is still outstanding documentation, the application will closed by Registration and the change will not be considered. Once the completed application is received by Registration, The Early Years Inspectorate have 60 days to complete the process and a decision to sanction or not the change(s) will be sent to the Registered Provider. Once the change is sanctioned, the National Register will be updated to reflect the change(s). You can find the Change in Circumstances forms as well as additional documentation and information through the following link: <http://www.tusla.ie/services/preschool-services/notification-of-change-in-circumstances-form>

Notifiable Incidents

All Early Years Services must notify in writing notifiable incidents within 3 days of being aware of the incident.

A Notification of Incident is defined under Regulation 31 of Child Care Act 1991 (Early Years Services) Regulations 2016:

- The death of a pre-school child while attending the service, including the death of a child in hospital following his or her transfer to hospital from the service; The Regulatory Enforcement Framework Procedure will apply; Procedure PPPG/EYI/06-2016. Any recommendations identified in the coroner's report will be communicated to registered providers and all Early Year's Inspectorate employees.
- The diagnosis of a pre-school child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Diseases Regulations 1981 (S.I. No. 390 of 1981); The Early Years Inspector will check that the registered provider has applied the appropriate process steps, including notifying their local medical practitioner, who in turn will transmit a written notification to a medical office of health, as applicable. A list of the diseases specified to be infectious diseases is outlined in appendix 1. This list is non-exhaustive and will be added to over time as new and previously unidentified infectious diseases become apparent. E.g. the Zika virus was added in 2016, under S.I. No. 276/2016 – Infectious Diseases (Amendment) Regulations 2016.
- An incident that occurs in the service and that results in the service being closed for any length of time; e.g. a power outage.
- A serious injury to a pre-school child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise.
- An incident in respect of which a pre-school child attending the service goes missing while attending the service.

Registration Office (Continued)

You can find Notifiable Incidents forms through the following link:

<http://www.tusla.ie/services/preschool-services/notification-of-incidents-form>

Unsolicited Information

Please be aware that there is new email address for Unsolicited Information: Early.yearsui@tusla.ie. Under the new policy for managing unsolicited information, Registered Providers are being issued with a copy of any information received in relation to their service. Registered providers are given an opportunity to respond to this information which is being sent via email. We request that you check your emails regularly to ensure receipt of this information. It is very important that you review your current service complaint policy as this policy will guide you in how you deal with the information and forms part of your response.

Cessation of Service

Under Part II Regulation 8 (5) of the Child Care Act 1991 (Early Years Services) Regulations 2016 any registered provider of a pre-school service other than a temporary pre-school service who ceases to operate have a 28 day timeframe to give written notice to the Early Years' Inspectorate that their service has ceased operating. Cessation of service forms are available at: <http://www.tusla.ie/services/preschool-services/notification-of-change-in-circumstances-form>

A Serving Size – How Much Is Too Much Or Too Little?

In December 2013 Safe Food published a guide for pre-schools on serving sizes. This guide offers practical help to all those providing food for pre-school age children. It is a pictorial manual giving guidance to care-givers, parents and guardians on suitable and age-appropriate size servings.

The booklet also provides sound advice on family-style eating habits, the introduction of new foods and the environment which nurtures healthy eating habits for life.

Establishing good lifestyle habits, including positive attitudes and behaviours around food is one of the key cornerstones to shaping future health. This starts during the pre-school years when children grow rapidly and begin to learn about the world around them. Providing an environment that supports healthy eating both at home and at school is important.

It is well recognised that gauging portion sizes for young children can be somewhat difficult; they need to be adequate without being excessive. This guide and further information can be accessed: <http://www.safefood.eu/Education/Pre-school/What-is-a-serving-size-A-Guide-for-Pre-schools.aspx>



"Establishing good lifestyle habits, including positive attitudes and behaviours around food is one of the key cornerstones to shaping future health."



Safe Sleep

Sleep Positioners And Other Similar Products Including Pillows:

The HSE Child Safety Programme and the National Paediatric Mortality Register advises parents and anyone caring for babies:

- Not to use sleep positioners and other similar products as they do not prevent cot death and are a suffocation risk.
- Keep your baby's cot free of soft objects and anything loose or fluffy (cot bumpers, duvets, toys, positioners, pillows, wedges, bedding rolls, etc) that could suffocate or smother your child.
- Visit our [Safe Sleep for your Baby](#) page where we have outlined key actions that will help keep your baby safe while asleep.
- Please note that US and UK retailers have withdrawn baby sleep positioners from sale due to the products being linked to infant deaths in the US. Have a look at the FDA's [short video](#) about sleep positioners (this link will bring you to YouTube). More information is available from The Royal Society for Prevention of Accidents - www.rospa.com - or the US Food and Drug Administration - www.fda.gov.

Safe Sleep – Updated Booklet & Poster

National Paediatric Mortality Register in partnership with the HSE Child Safety Programme - National Healthy Childhood programme have updated the safe sleep booklet and poster

Safe Sleep for your Baby – Reduce the Risk of Cot Death booklet and poster have been revised and updated recently (issue date: Nov 2017) and are now available to download at: https://www.healthpromotion.ie/publication/fullListing?category=Safety_and_accident_prevention

or to order (free of charge) from the health promotion website: www.healthpromotion.ie

The aim of these publications is to guide and inform parents and carers on how to reduce the risks of sudden infant death syndrome (cot death).

The information contained is based on current research and best practice.

Food Allergy Training For Childcare Providers

As you know food sensitivities – food allergies and intolerances, including coeliac disease – are a fact of life in the daily practice of early childhood care and education (ECCE) providers.

The Safe Food Ireland website 'Little Bites' ([http://www.safefood.eu/Education/Pre-school/Little-Bites-\(ROI\).aspx](http://www.safefood.eu/Education/Pre-school/Little-Bites-(ROI).aspx)) is a valuable resource for all early years services. This website includes two new training videos which describe some of the symptoms of food allergies and food intolerances as well as providing advice on how to provide safe food for children with allergies and intolerances and how to deal with a food allergy related emergency. These videos can be download directly at: [http://www.safefood.eu/Education/Pre-school/Little-Bites-\(ROI\)/Allergies-and-intolerances.aspx](http://www.safefood.eu/Education/Pre-school/Little-Bites-(ROI)/Allergies-and-intolerances.aspx)