



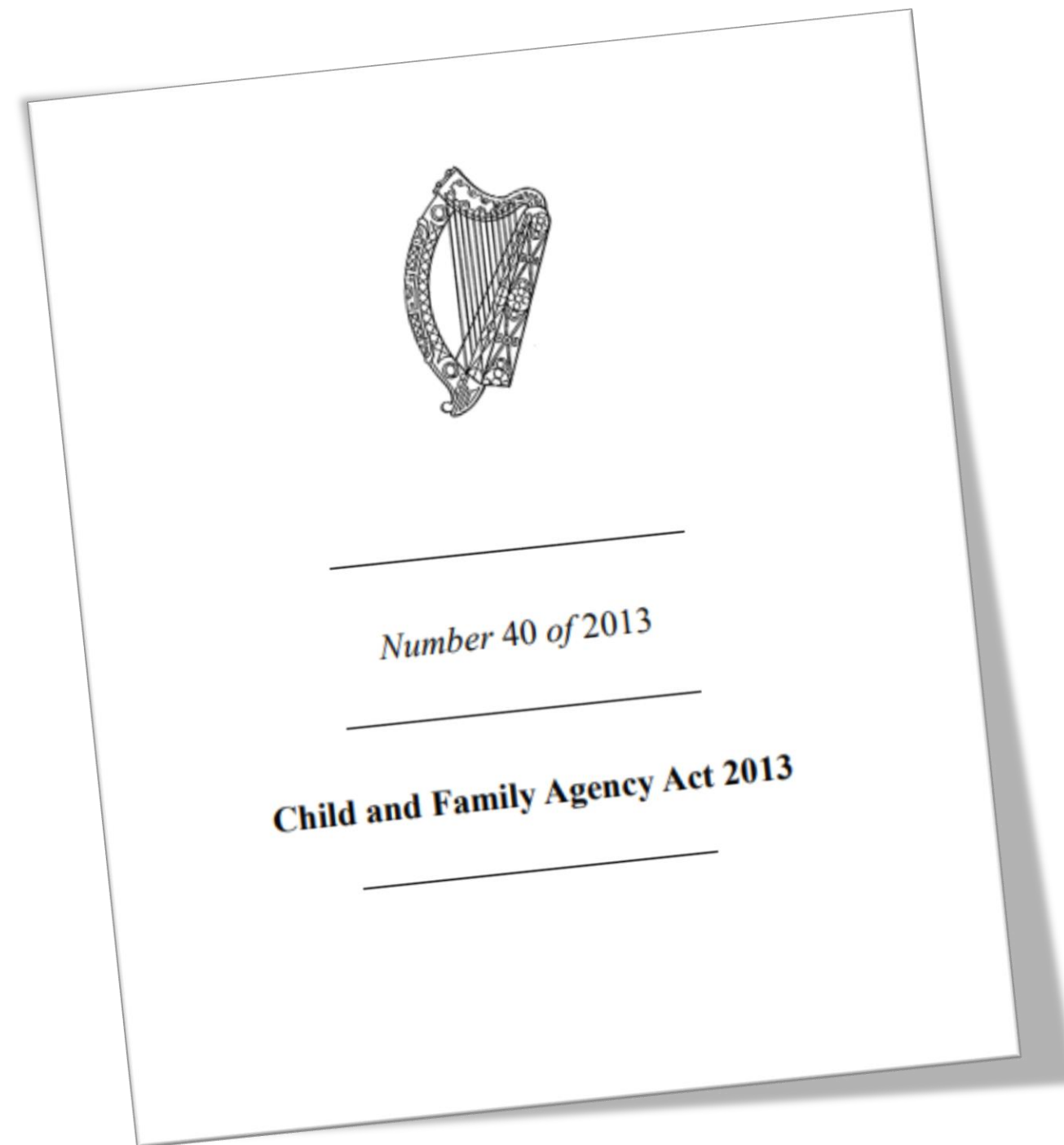
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Tusla Early Years School Age Registration

Jane Hayes Registration Manager
16th March 2021



Registration of Early Years School Age Services



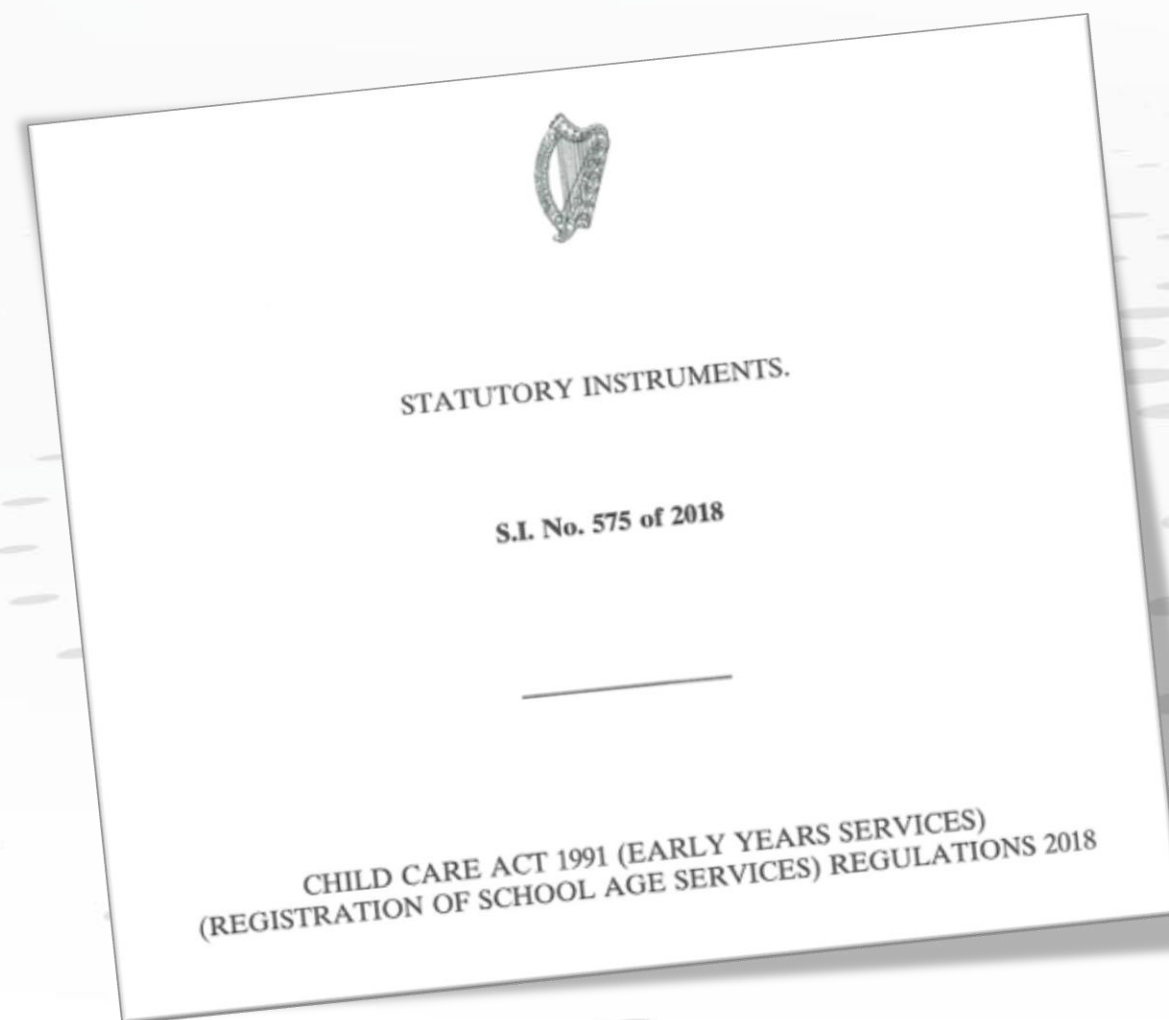
*Child and Family Agency
Act 2013*

Article 58D(2) states

*“The provider of a
prescribed early years service
or a person who proposes
to provide a prescribed early
years service shall make an
application to the Agency
to be registered in the
register”.*



Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018



Regulations came into operation on 18th February 2019

Existing School Age services were required to register within 3 months

Existing School Age services within registered pre-school services were required to register within 6 months

*Part II
Regulation 5 Registration of School Age Service*



Current Status

All applications have received correspondence from the School Age registration team

Check email account (spam/junk folder)

Follow directions on the email

Contact

sac.registration@tusla.ie if

you have made an application and not received an email



Required Documents



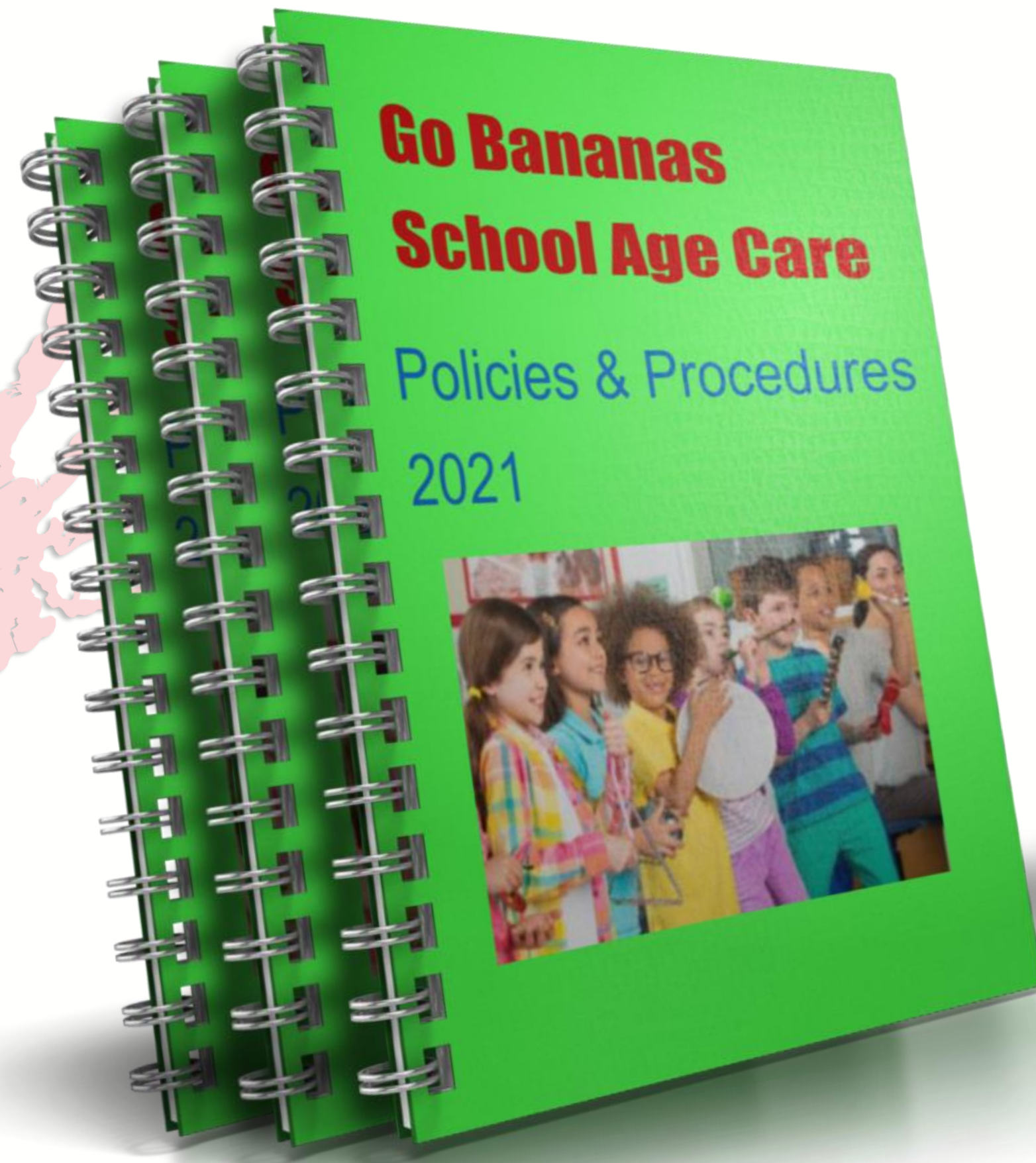
- ✓ Garda Vetting / Police Vetting / References for Proposed provider, Person in Charge, 2nd person and boards of management where applicable

- ✓ CRO Information which must be up to date

- ✓ Proof of ID for proposed provider - Passport, Drivers License, PSC

- ✓ Insurance - must be in date
- ✓ Applicable Fee
- ✓ Policies in respect of 6 separate areas of practice
- ✓ Statements;
 - ✓ Child Safeguarding,
 - ✓ Safety statement
 - ✓ Statement of Purpose and Function

Policies and Statements



Recent communication

- Letter issued 18th Jan 2021
- All open applications must be completed by Friday 16th April 2021
- All applicants have been advised of outstanding documents
- Email from noreply@tusla.ie



Policies

Policy Checklist

https://www.tusla.ie/uploads/content/School_Age_Childcare_Policies_Registration_Checklist_version_1.02.pdf

Each policy must be submitted as one document.

Policy must be relevant to the service.

Ensure all policy documents are cross checked against this before uploading to Portal.

All policies must be available to parents/guardians /school age children and state this.

Where relevant policies must include record retention timeframes and staff training.

Child Safeguarding Statement



- ✓ Services will be advised to follow guidance template developed by the County Childcare Committees
- ✓ The Safeguarding Statement must be in date within previous 2 years
- ✓ This should be a standalone document
- ✓ Include the nature of the service provided
- ✓ Include name and contact details of relevant person

Statement of Purpose and Function



Safety Statement

*Safety, Health and
Welfare at Work Act
2005*


www.hsa.ie

*A guide to Risk
assessments and Safety
statements*



Tusla Portal

<https://portal.tusla.ie/Account/Login?ReturnUrl=%2f>



Complete these submission types on the Tusla Portal

Same Portal, New Welcome Page

We have updated this first page of the Portal to now provide easy links to helpful information below. Please login in as usual using your email address or roll number and password. If you are new to the Portal click **Create a Portal account** to get started.

Early Years Registrations

Providers of Early Years, School Age Care and Childminder services can submit their registrations and associated payments. [Read more ...](#)

Reporting a Concern to Tusla


Submit a Child Protection and Welfare Report Form to report concerns about children under the age of 18 or submit a Retrospective Abuse Report Form if you want to report an adult's disclosure that abuse took place during their childhood. [Read more ...](#)

Funding Applications


Providers of Child and Family related services can submit their annual funding application. [Read more ...](#)

School Returns

Schools can submit their Student Absence Reports as well as the Annual Attendance Report. [Read more ...](#)



Welcome to the Tusla Portal

The **Tusla Portal** allows you to make secure online submissions. [Login instructions](#) 

[Create a Portal account →](#)

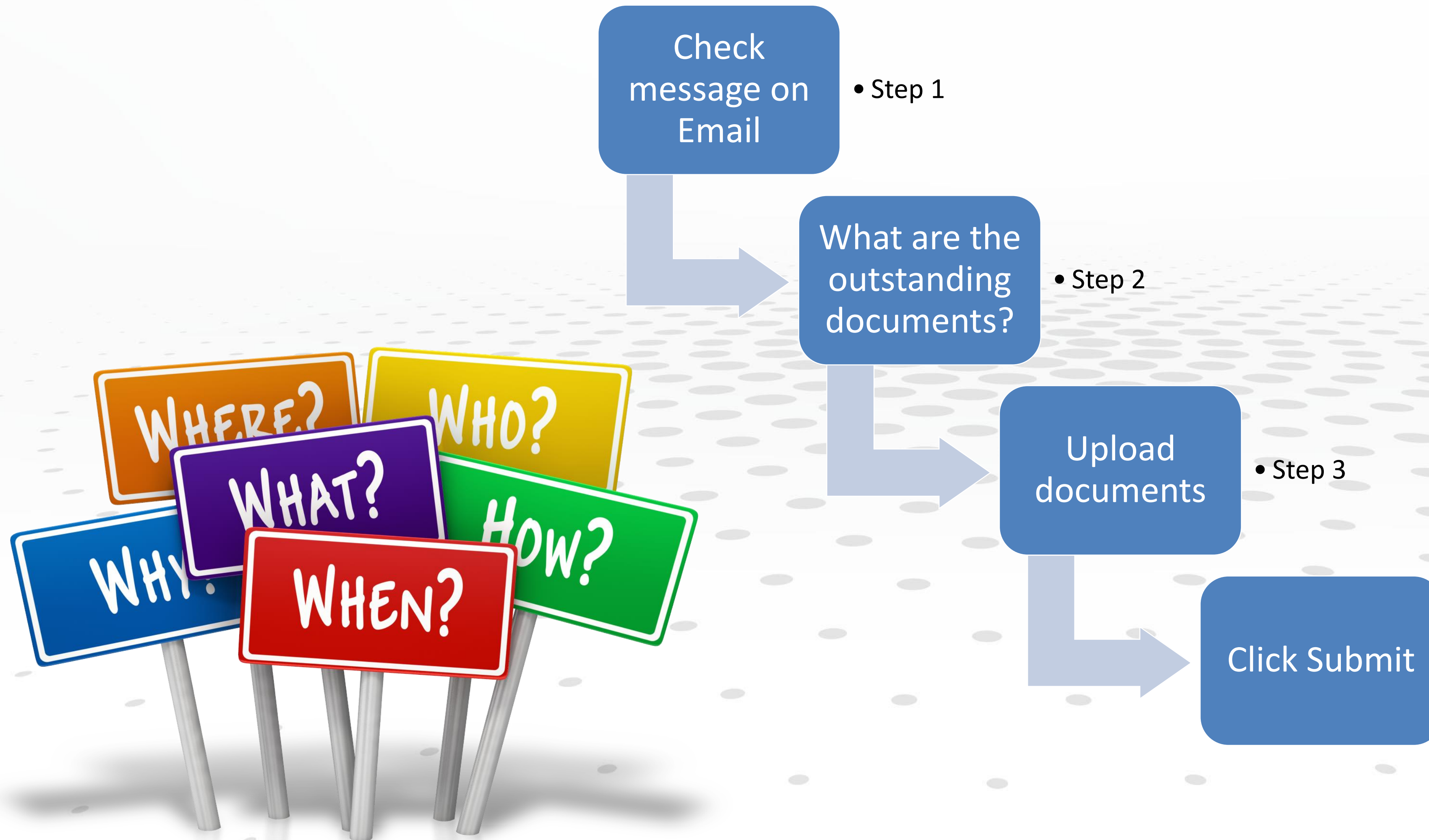
Portal Login

Email address or roll number

Password

[Forgot password?](#) [Next](#)

What Next?



Tusla Support

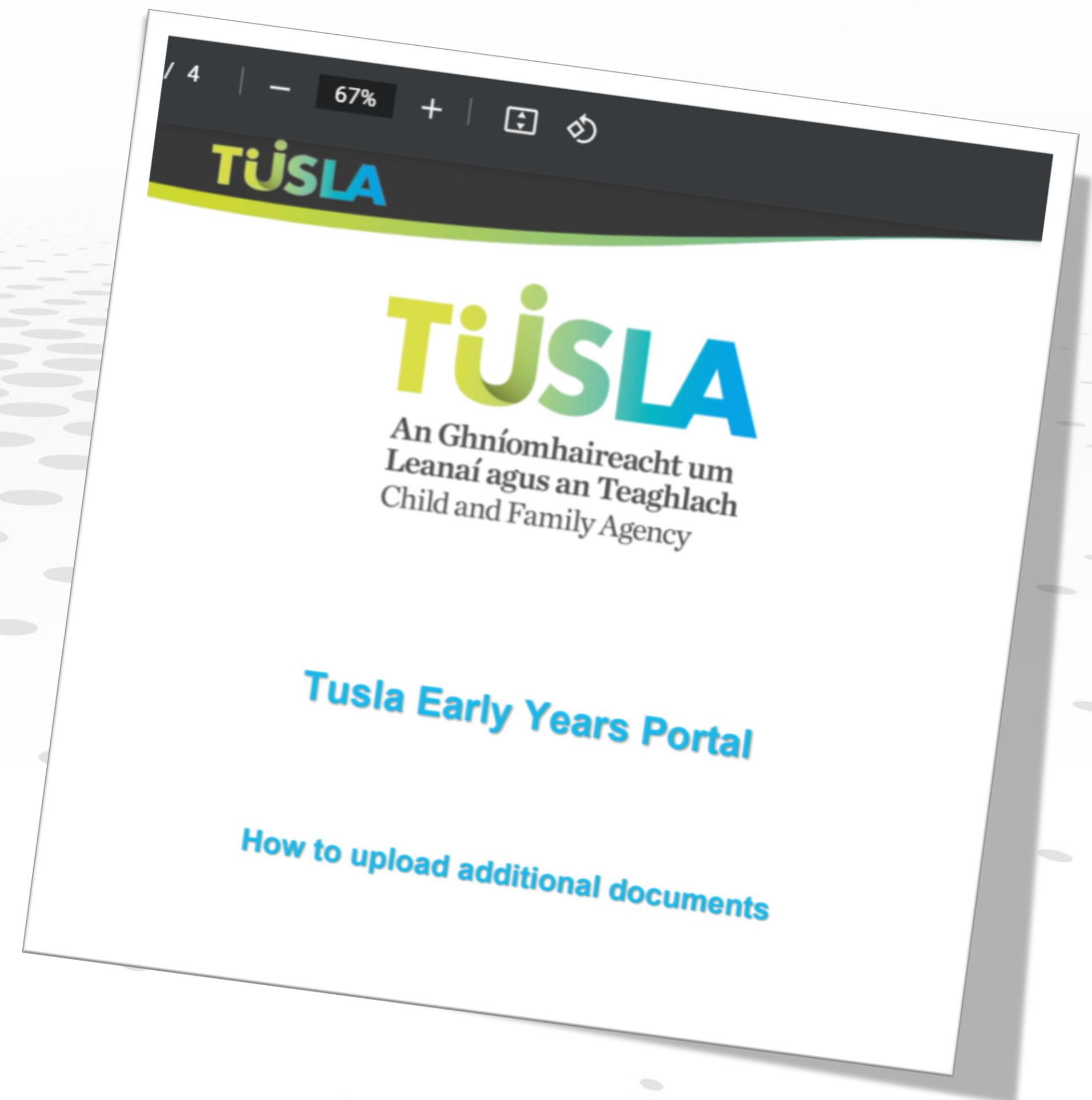
Contact Portal
support with any
Portal technical
issues:
portalsupport@tusla.ie



Uploading Documents

Uploading Documents

https://docs.tusla.ie/userguides/Tusla_EY_How_to_upload_additional_documents.pdf



Assistance

County Childcare
Committees
www.myccc.ie

Tusla SAC
Registration Team
[sac.registration@tusla.
ie](mailto:sac.registration@tusla.ie)

Assistance with Portal
portalsupport@tusla.ie

School Age Childcare
Registration FAQ

Registration of School
Age Services
Explanatory Guide

School Age Childcare
Policies
Registration Checklist

Recent Communication

- *Advised to submit in advance to allow time for any corrections or changes.*
- *All required documents must be uploaded by Friday 16th April*
- *All communication must be through the portal.*



Enforcement

*Applications not completed
after 16th April*

- ✓ *Communication to advise of
closure of application*
- ✓ *Must cease operation*
- ✓ *Enforcement procedures if
found to be operating after
this date.*



