



# Tusla

# Registration

## Information for Childminders



**National Action Plan  
for Childminding**  
2021-2028



**An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige**  
Department of Children, Equality,  
Disability, Integration and Youth

This document has been developed by the Childminding Development Officer Team, October 2021

The Childminding Development Officers provide support to the local City and County Childcare Committees to work with existing and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities.

The Childminding Development Officer Team would like to acknowledge that the material in this pack reflects Tusla guidance and frequently refers to Tusla publications which can be accessed via [Tusla](#) website.

**Disclaimer:**

The Childminding Development Officers have made every effort to ensure that all the information included in this publication is accurate and correct. However, under no circumstances will the board of any City/County Childcare Committee be liable in respect of any error(s), omissions, typographical errors or incorrect information therein.

The Childminding Development Officers assumes no liability whatsoever for any damage resulting from use of this publication, associated resources or its contents.

## CONTENTS

What is a Childminder?.....	4
Who are Tusla? .....	4
Tusla Exemptions for Childminders .....	4
Tusla Registration .....	5
Registering an Early Years Childminding Service .....	7
Registering a School Age Childminding Service .....	8
How do I Register if I Care For a Mixed Age Group of Children? .....	9
What Happens Next?.....	9
Tusla Support Guides.....	9
Quality and Regulatory Framework.....	10
Additional Information .....	10
Useful Links.....	10
Checklist.....	11

## WHAT IS A CHILDMINDER?

A childminder cares for a small group of children of mixed ages in the childminder's own home. Childminding is governed by two pieces of legislation:

### [Childcare Act 1991 \(Early Years Services\) Regulations 2016:](#)

A childminder means a person who provides a childminding service. A childminding service means a pre-school service, which may include an overnight pre-school service, offered by a person who single-handedly takes care of pre-school children, which may include the person's own children, in the person's home for a total of more than 2 hours per day, except where the exemptions provided in section 58L of the Act apply.

### [Childcare Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018:](#)

A childminding service means a school age service, which may include an overnight school age service, offered by a person who single-handedly takes care of school age children, which may include the person's own children, in the person's home for a total of more than 2 hours per day, except where the exemptions provided in section 58L of the Act apply.

## WHO ARE TUSLA?

Tusla the Child and Family Agency is responsible for improving wellbeing and outcomes for children. It has responsibility for child protection, early intervention and family support services.

Tusla is responsible for inspecting pre-schools, play groups, day nursery, crèches, day-care and certain childminding Services (see below) which cater for children aged 0-6 years.

## TUSLA EXEMPTIONS FOR CHILDMINDERS

There are many childminding services who are not required to register with Tusla (see below). These childminders may choose to contact their local City/County Childcare Committee (CCC) or/and Childminding Ireland to avail of information, support, network and training opportunities and grants.

CHILDMINDERS EXEMPT FROM TUSLA REGISTRATION UNDER SECTION 58L OF THE CHILDCARE ACT (1991) ARE AS FOLLOWS:

- (a) the care of one or more children undertaken by a relative of the child or children or the spouse of such relative
- (b) a person taking care of one or more children of the same family and no other such children (other than that person's own such children) in that person's home

- (c) a person taking care of not more than 3 children of different families (other than that person's own such children) in that person's home.

A childminder is **exempt** from registering with Tusla if they care for a mix of Early Years and School Age children (up to a maximum of 6 children) as set out below:

No. of pre-school children being cared for	Maximum no. of school age children
0	6
1	5
2	4
3*	3
3*	0

\*no more than 2 babies under 15 months

## TUSLA REGISTRATION

Certain categories of childminders are legally obliged to register their childminding service with Tusla and are subject to Inspection. Childminders who wish to care for 4 or more preschool children **or** care for 7 or more school age children **or** a mix of both.

### WHO IS OBLIGED TO REGISTER WITH TUSLA?

- Childminders who wish to care for 4 or more preschool children (only preschool children)
- Childminders who wish to care for 7 or more school age children (only school age children)
- Childminders who care for a mix of preschool and school age children, i.e. if caring for 4 or more preschool children and a small number of school age children or 7 or more school age children and a small number of preschool children.

**Childminders must adhere to the ratios in the table below.**

It is a legal requirement that childminders **must apply at least 3 months in advance of registering with Tusla**. The registration process must be completed online.

**In relation to preschool age children:** A childminder should look after no more than 5 preschool children (birth – 6 years). Childminders who care for 4 or more preschool children are legally required to register their childminding service with Tusla prior to caring for the 4<sup>th</sup> minded child.

**In relation to school age childcare:** If a childminder cares for school age children only, the childminder can care for up to 12 children in the childminder’s home. A childminder can care for up to 6 school age children without having to register with Tusla, however the care of 7 or more school age children requires such childminders to register their childminding service with Tusla.

**Childminders who care for a mix of preschool and school age children:**

The maximum numbers of each that a childminder can care for at the same time is as follows:

<b>No. of preschool children cared for (0 – 6 years)</b>	<b>Maximum no of school age children than can be cared for (6+ years)</b>
1	10
2	7
3	5
4	2
5	1

**All scenarios in the table above will require a childminder to register their service with Tusla**

## REGISTERING AN EARLY YEARS CHILDMINDING SERVICE

Childminders registering with Tusla as a pre-school service are required to hold at least a major award in [Early Childhood Care and Education at Level 5](#) on the National Qualifications Framework prior to registration. This includes the care of a mix of preschool and school age children where the majority are preschool children (Please note that childminders who deliver the ECCE scheme must hold a major award in Early Childhood Care and Education at Level 6). See the DCEDIY approved list of [Early Years Recognised Qualifications](#)

Registration of an Early Years Service is an on-line process which can be accessed through the [Tusla Portal](#) following the link to [create a Portal Account](#).

The following documents are required to be uploaded to complete the on-line registration process:

- Garda Vetting/Police Vetting for the proposed registered provider and person in charge (if different)
- Garda Vetting/Police Vetting for the Emergency Person if required (Childminders/Single Person Operations only)
- Two references for the proposed registered provider
- Proof of identity of the proposed registered provider (copy of passport or driving licence or Public Service Card are the only acceptable documents)
- Certificate of Insurance or written confirmation of insurance cover
- Safety Statement
- Statement of Purpose and Function
- Signed Declaration

The following Policies & Procedures are required to be uploaded to complete the on-line registration process:

- Behaviour Management Policy
- Administration of Medicine Policy
- Infection Control Policy
- Safe Sleep Policy
- Complaints Policy (not required for registration, but you must have a Complaints Policy in place when operating)

**For further information, please request a copy of Childminding Sample Policies and Procedures which are available from your local [CCC](#) or see [Tusla Sample Policies and Procedures](#)**

## REGISTERING A SCHOOL AGE CHILDMINDING SERVICE

There is currently no qualification requirement for childminders registered with Tusla as a School Age Childcare service. This includes childminders who care for a mix of preschool and school age children where there is a majority of school age children.

Registration of school age settings is an online process which can be accessed through the [Tusla Portal](#) following the link to [create a Portal Account](#).

The following documents are required to be uploaded to complete the on-line registration process:

- Garda Vetting/Police Vetting for proposed registered provider and person in charge (if different)
- Garda Vetting/Police Vetting for the Emergency Person where the person in charge operates the service single-handedly
- Two references in respect of the proposed registered provider, and in respect of the person in charge if different
- Proof of identity of the proposed registered provider (copy of passport or driving licence or Public Service Card are the only acceptable documents)
- Certificate of Insurance or written confirmation of insurance cover
- Statement of Purpose and Function
- Safety Statement if applicable
- [Child Safeguarding Statement](#)
- Signed Declaration (downloaded as part of registration process)

The following Policies & Procedures are required to be uploaded to complete the on-line registration process:

- Behaviour Management Policy
- Complaints Policy (not required for registration, but you must have a Complaints Policy in place when operating)
- Administration of Medicine Policy
- Infection Control Policy
- Authorisation to Collect Children Policy
- Fire Safety Policy



**For further information, please request a copy of [Childminding Sample Policies and Procedures](#) which are available from your local [CCC](#) or see [Tusla Sample Policies and Procedures](#)**

#### HOW DO I REGISTER IF I CARE FOR A MIXED AGE GROUP OF CHILDREN?

A childminder registers on the portal based on the majority age group of children the childminder cares for i.e. if a childminder cares for a majority of preschool children they register on the Early Years' Service section; if the childminder cares for a majority of school age children they register on the School Age Childcare service section of the portal.

#### WHAT HAPPENS NEXT?

On receipt of an application the Early Years Inspectorate will:

- Acknowledge receipt of application. This acknowledgement is not an indication of registration/acceptance of the application
- Check and review the application for completeness
- Return an incomplete Registration Application Form (RAF)
- Request additional documentation/information, if required
- Issue the applicant with a further acknowledgement when all completed documentation is received
- Confirm with the proposed provider when the premises are ready for inspection
- Make an appointment with the proposed provider for a Fit for Purpose Inspection
- Complete onsite Fit for Purpose Inspection
- Issue a draft copy of the Fit for Purpose Inspection Report to the applicant
- When the regulatory requirements for the Fit for Purpose Inspection are met, the final report is presented to the Registration Panel for registration

A childminding service can operate as a Tusla Registered service when the applicant has been advised that the service has been deemed registered.

#### TUSLA SUPPORT GUIDES

Once you have set up a Tusla Portal account, the following guides are available to support you:

- [How to login to the Tusla Portal](#)
- [How to submit a School Age Service](#)

- [How to submit an Early Years Service](#)
- [How to submit a Combined \(Early Years and School Age Service\)](#)
- [How to submit an Early Years Service Re-Registration](#)
- [How to submit additional documents, for example, for Re-Registration or update documents which have been requested by Tusla admin staff](#)

## QUALITY AND REGULATORY FRAMEWORK

Tusla has the authority to assess compliance with the [Quality & Regulatory Framework: Childminding](#) also referred to as QRF. The aim of the QRF is to help and support best practice for Tusla registered childminders to meet the regulatory requirements.

## ADDITIONAL INFORMATION

There is a one-off application fee of €40.00 for a proposed new childminding service.

Childminders who mind no more than 6 children using existing rooms in their home, do not require planning permission.

Currently Tusla Registered childminders can offer [The National Childcare Scheme \(NCS\)](#).

## USEFUL LINKS

Contact details for Early Years Inspectorate's Registration Office are below:

- **Email:** [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie)
- **Telephone:** 061-461715

The following resources are available to support childminders:

- [Childminding Sample Policies and Procedures](#)
- [Childminding Sample Record Keeping Forms](#)
- [Quality and Regulatory Framework: Childminding](#)
- [Tusla Sample Policies and Procedures](#)
- [www.gov.ie/childminding](http://www.gov.ie/childminding)

## CHECKLIST

Required documents	Early Years Service	School Age Service
Garda Vetting for proposed registered provider and person in charge		
Garda Vetting for Emergency Person		
Reference 1		
Reference 2		
Proof of identity of proposed registered provider (drivers licence or public services card)		
Certificate of Insurance or written confirmation of insurance		
Statement of Purpose and Function		
Copy of Safety Statement		
Copy of Child Safeguarding Statement		
Signed Declaration		
<b>Required Policies and Procedures</b>		
Behaviour Management Policy		
Administration of Medicine Policy		
Infection Control Policy		
Safe Sleep Policy		
Authorisation to Collect Children Policy		
Fire Safety Policy		
Complaints Policy (not required for registration but must be in place when operating)		

**For further advice and support on Tusla registration please contact your local [CCC](#)**