Tusla Web Portal

A Short Guide to Making an Early Years School Age Service (SAS) Registration Submissions

Contents

Introduction to the Tusla Portal

The Tusla Portal allows Early Years School Age Service (SAS) providers to securely interact with Tusla. School Age Service (SAS) providers can now use the Tusla Portal to make submissions to have their School Age Service registered with Tusla.

The registration of School Age Services is a requirement in Ireland from the 18th February 2019. The Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 provides for the registration of school age services.

For more information on Tusla's services please visit our website at www.tusla.ie.

Over time more Tusla services will be available on this Portal as an alternative to current paper based forms.

The Benefits of Submitting Online

The Portal provides School Age Service providers with the following benefits when making submissions to Tusla:

- Provides an immediate digital channel to safely and securely make Submissions to have their service registered with Tusla.

- The Portal provides instructions and validation checks to assist the School Age Service provider in successfully completing their application.

- Provides easier and reduced data entry for service providers.

- The School Age Service provider receives an acknowledgement of receipt of their submission and also a unique tracking number.

- The Portal can process payment quickly and securely.

- Facilitates the upload of all supporting documentation to Tusla, thus avoiding the need for creating paper copies and posting them to Tusla.

The Portal and Data Privacy by Design

The Portal has been designed using the principle of Data Privacy by Design.

This means the process asks for the minimum amount of personal information required and that the Portal is designed to keep this person data secure, with all personal data encrypted and only retained on the Portal for the minimal amount of time.

The Portal's data privacy statement can be accessed on the Tusla website at http://www.tusla.ie/children-first/tusla-web-portal- privacy-statement

Logging in to the Portal

For details on how to register and logon to the Tusla Web Portal, please refer to the [Logging on to the Portal Guide](#).

Submitting a Report

Submissions Menu

The "Submissions" menu is available from the menu on the left-hand side, and this is highlighted in figure 3 below.
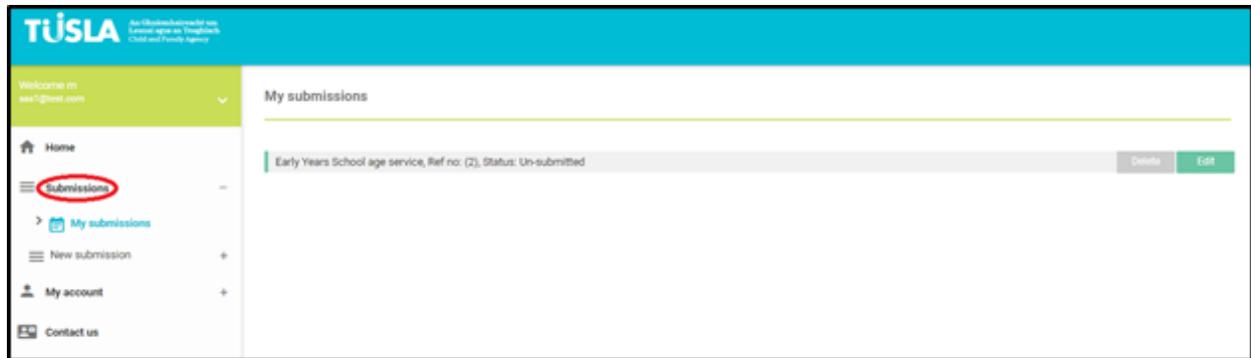
Figure 3

To begin creating a new Submission to get your School Age Service registered, choose 'New Submission' from the sub menu highlighted in figure 4 below.
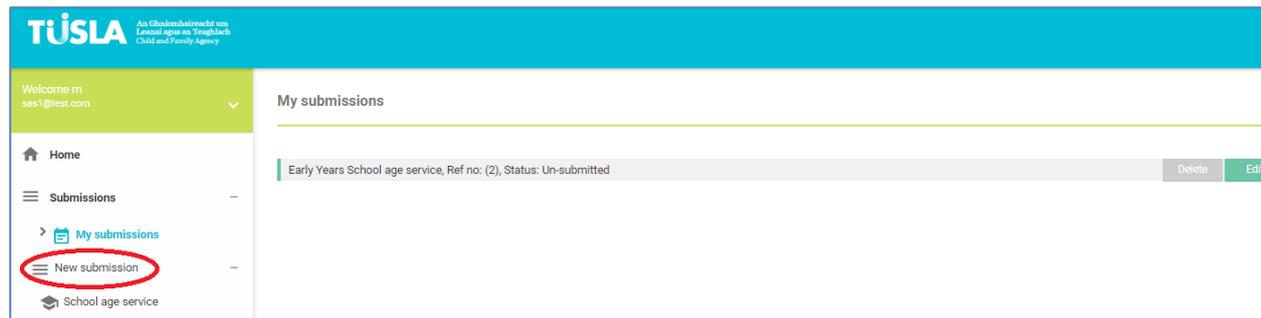
Figure 4

If you had previously started a submission but did not complete and submit it, you can see it and edit that submission by choosing it from the 'My Submissions' sub menu. One such submission is highlighted in figure 5 below.
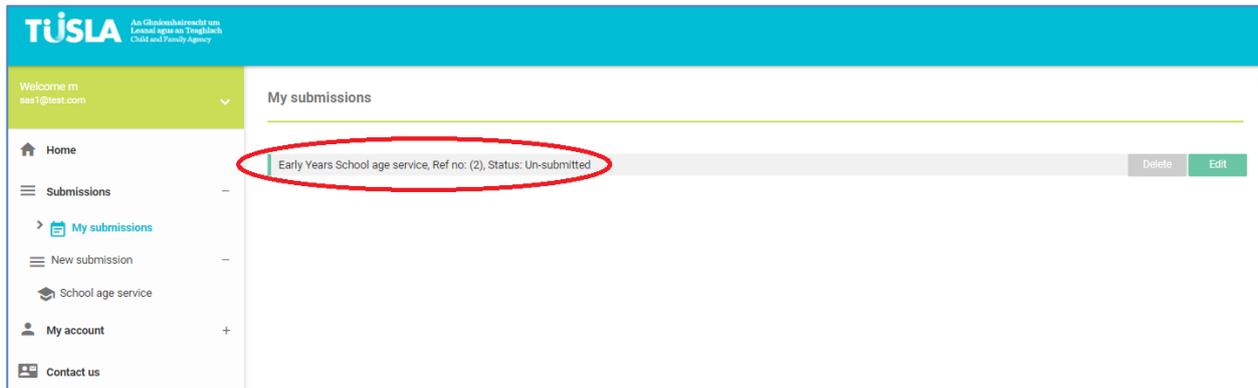
Figure 5

Completing the School Age Service Registration Submission

To complete the Submission to have your School Age Service registered, the submitter is provided with a Step by Step Wizard. Guidance on completing steps is available by clicking the information buttons [i]. Click on the blue 'Next Step' button [Next Step] or 'Save & Next Step' button [Save & Next Step] in the bottom right corner to proceed through each step of the Wizard.

As the user steps through the Wizard the progress bar will advise on how much of the form is now completed [20%]. When you click the blue button after each step the data entered so far is saved.

Below is described each of the steps in the wizard.

Step 1: Start

The 'Start' screen informs the submitter about what they will need to do to complete a Submission, this is shown in figure 6 below.
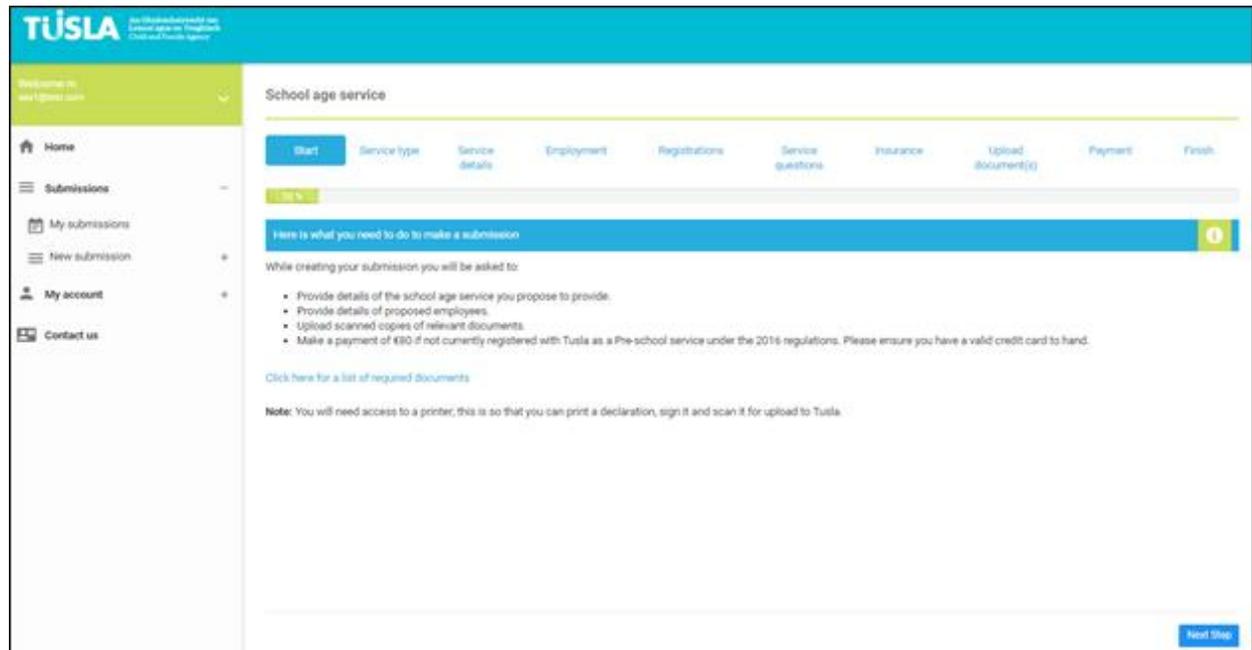
Figure 6

The list of documents that the user will to provide in order to make a Submission is shown when the submitter chooses 'Click here for a list of required documents'. Once clicked, the list shown in figure 7 is displayed.

Required documents

- Garda vetting/Police vetting for proposed registered provider, person in charge (if different)
- Garda vetting/Police vetting for the "second person", where the person in charge operates the service single-handedly
- Evidence of registration from Companies Registration Office where applicable
- Proof of identity of the proposed registered provider (copy of passport or driving licence or Public Service Card are the only acceptable documents)
- Copy of the Certificate of Insurance or written confirmation of insurance cover
- Copy of Statement of Purpose and Function
- Copy of Safety Statement (if applicable)
- Copy of Child Safeguarding Statement
- Copy of Policy on Managing Behaviour
- Copy of Complaints Policy
- Copy of Policy on Administration of Medication
- Copy of Policy on Infection Control
- Copy of Policy on Dropping Off and Collection of Children
- Copy of Fire Safety Policy
- Signed Declaration

Close

Figure 7

Step 2: Enter Details about the Service Type:

Here you must consent to the collection of information as part of the Submission. You must also provide various details on the nature of the School Age Service.

Figure 8

Note that the service type (i.e. type of business) must be selected, and this can be any of those shown in figure 9.

Figure 9

Step 3: Service Details:

On this screen, the submitter must enter details about the service under the section entitled 'Details of school age service'. This section is highlighted in red in figure 10 below.

<u>Figure 10</u>

The submitter then specifies if the address of the Organisation or Registered Company is different to the address of the School Age Service. The user does this by using the tickbox highlighted in blue. If this box is ticked, another address must be entered.

The submitter then enters the name and contact details of the 'Registered Provider', by clicking the button highlighted in green.

The submitter enters the name and contact details of the 'Person in Charge' (if the Person in Charge is different from the Registered Provider); they can do this by clicking the button highlighted in pink and providing the requested information.

Next, both 'Adults' and 'Second Persons' are specified, by clicking the two buttons highlighted in orange. Note: The meanings of these two roles are explained in the two adjacent information buttons.

Step 4: Employment:

On this tab the submitter can optionally enter details of the previous employment records of the Registered Provider. If the Person in Charge is different to the Registered Provider, then the details of the previous employment of the Person in Charge can also be entered on this screen. The type of data collected on each employment can be seen in figure 11 below.

Figure 11

Step 5: Registrations:

On this screen the submitter can optionally enter details of the Professional Registrations of the Registered Provider, and also the Person in Charge if the Person in Charge is different to the Registered Provider. They can do this by choosing the buttons highlighted in red in Figure 12.
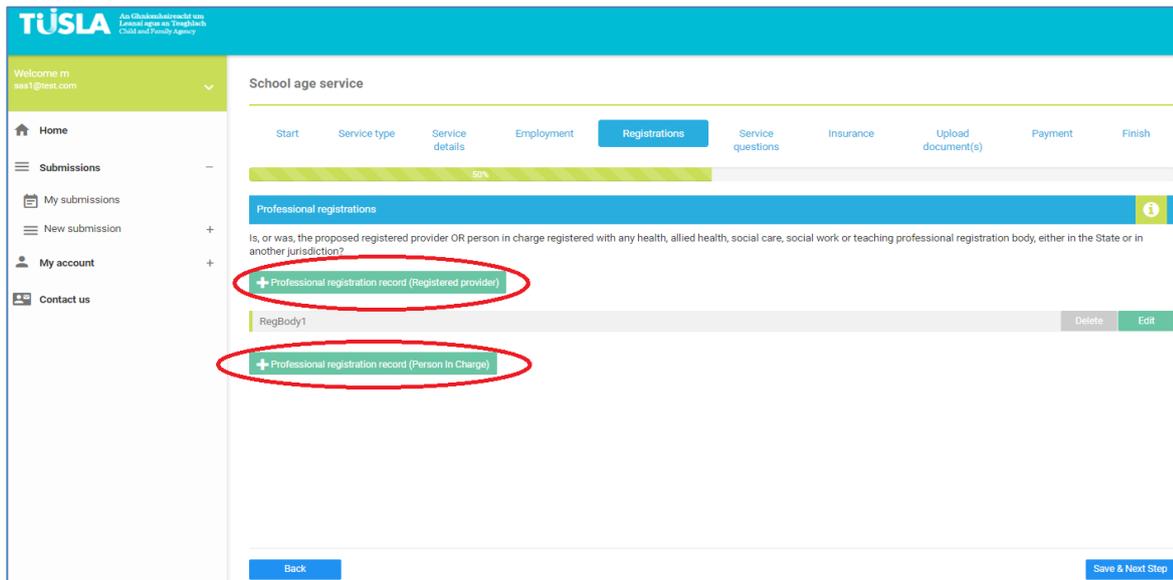
Figure 12

Once one of these highlighted buttons is clicked, a screen like that shown in figure 13 is displayed.

Figure 13

On this screen, various details about the registration must be provided by the user as seen in the figure.

Step 6: Service Questions:

On this screen the submitter answers various questions relating to the service. Depending on the answer to an individual question, the submitter may be prompted to answer additional details. See figure 14 for the questions posed.

Figure 14

Step 7: Insurance:

On this screen the submitter provides details of the insurance cover of the School Age Service. Details of several different types of insurance can be specified, and all policies relevant to the service should be detailed. See figure 15.

Figure 15

Note that the types of Insurance (which can be selected via the highlighted dropdown menu in figure 15) are shown in figure 16.

Figure 16

Step 8: Upload Documents:

This screen is where the submitter uploads the documents needed for their submission, see figure 17. The list of documents is available from the link highlighted in red. One of those documents is the declaration form, which is available from the link highlighted in green. Note that the declaration form must be signed prior to upload. Individual documents are added to the submission by using the button highlighted in pink.

Figure 17

Step 9: Payment:

This is the screen where the submitter makes a payment, if payment is applicable. Note: If the submitter had earlier answered 'Yes' to the question: "Is your service currently registered as a Full Day, Sessional, or Part-time Pre-school service with Tusla under the Child Care Act 1991 (Early Years Services) Regulations"…then a fee is not payable.

Otherwise the required payment is 80 euro, see figure 18 below. Payment is made using a credit card, and details are securely handled.

Figure 18

Step 10: Finish

This is the final screen and is where the submission is sent to Tusla for processing and evaluation, see figure 19.
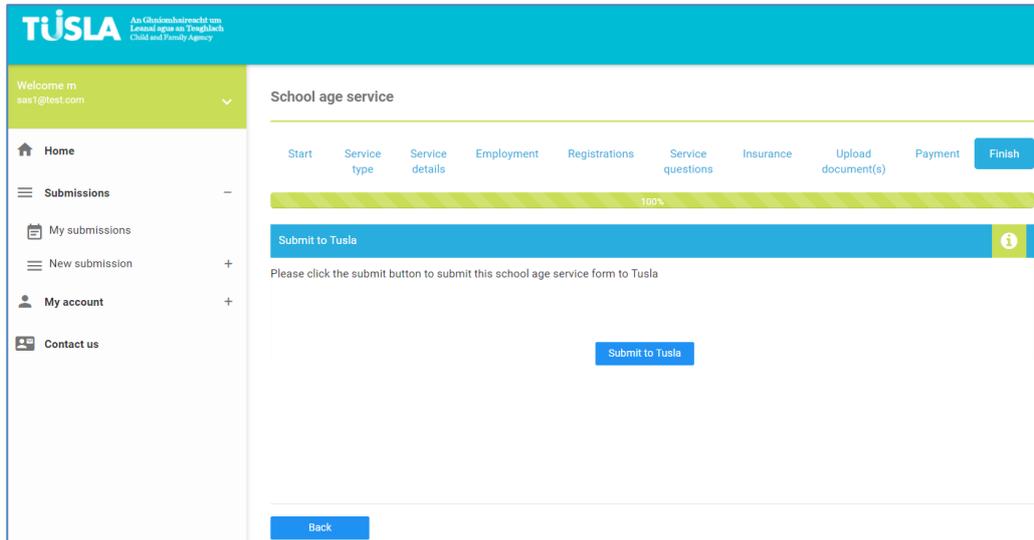
Figure 19

Once the submitter chooses the 'Submit to Tusla' button, and the submission is successfully sent, an acknowledgement message (with a unique tracking reference number) is provided. This is shown in figure 20.
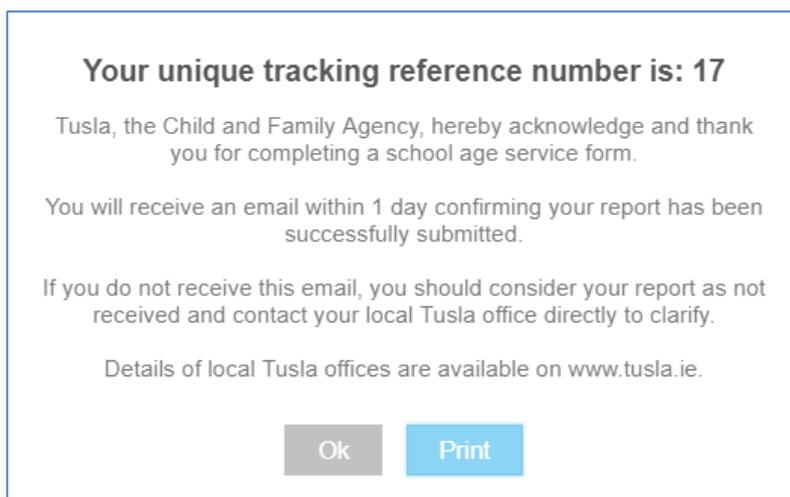
Figure 20

Exiting the Tusla Portal

The Portal will automatically log you out after 40 minutes of inactivity. This is a security feature to help ensure that submissions are not visible if a PC/laptop is left unattended.

You can also manually log out of the Portal at any time by clicking on the logout button, which can be seen in figure 21 below.

Figure 21