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# Legislation handbook for childcare providers

Compiled by Imelda Graham and Linda Lafferty

Legislation Handbook for Childcare Providers  
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Centre and Border Counties Childcare Network

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of legislation and should not be used as a  
substitute for professional advice.

Whilst every care has been taken to ensure the  
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Legislation Handbook for Childcare Providers

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Children Employers & Employees Health & Safety  
Buildings & Environment Finance Management & Governance

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# INTRODUCTION

This handbook is intended to act as a guide to the many areas of legislation that impact upon childcare providers in Ireland in the various sectors, such as day care, school-age childcare, or sessional pre-school services. Whether a provider is working in a very small setting, or in a large establishment, legislation plays an important role in shaping activities and the manner in which the setting is run. The purpose of legislation is primarily to ensure safe, ethical practices whether in connection with protecting children, with work practices or with financial rectitude.

For childcare providers, it is crucial that knowledge of relevant legislation is up-to-date and comprehensive. This is in order to ensure that the service operates effectively and in accordance with the law, thereby providing a safe and productive setting that can focus on providing effective services. It can seem a daunting task to wade through the many

relevant Acts, and even identifying which Acts apply to each service can be a challenge, so this handbook will serve as a useful reference to point people in the appropriate direction.

The handbook is divided into sections with a quick reference guide at the start for key pieces of legislation. Each section lists the main items of legislation, and gives a short description of its purpose. There is an indication of who the legislation applies to, and a listing of useful contacts or sources of further information.

Services need to be compliant, but they should ideally endeavour to adopt a proactive approach to all areas. Regular review of policies and procedures, and providing staff training where necessary will ensure that the service will be actively engaged in practice that seeks to set and maintain the highest standards for its service users and for the staff engaged there.

### Management Overview

The role of management in childcare services is a crucial one, encompassing responsibility for children, staff, parents and the public who may be upon the premises either in a professional capacity or a visiting one. The service can be privately operated, or a committee might manage the service, as in community pre-schools. Childminders are also managing a service, and certain legislation is relevant to them. The management responsibilities of those operating a childcare service fall under the following broad headings:

- Ensuring compliance with all relevant legislation.
- Ensuring that there is a clear management structure in place.
- Establishing and maintaining financial systems and administrative procedures.
- Acting as an employer.
- Devising and implementing policies and procedures.
- Monitoring and evaluating the service on an ongoing basis.

Management needs to thoroughly familiarise themselves with all of these areas, and to seek advice and assistance where necessary.

There are a number of changes in various Acts that may impact upon providers that they duly need to note, for example, the new Safety, Health and Welfare at Work Act that is due to come into force in 2005 places considerable responsibility on the shoulders of management and places liability for non-compliance directly with them. In terms of employment legislation, there are a wide number of Acts which impact upon providers, and, to quote from *Personnel Practice in Early Years Services – A Guide* Second Edition, 2005 'Services should also consider having access to professional support and advice in this complex area of employees' entitlements where non-compliance can leave the employer facing potential costly action in the courts'.

Management has a responsibility to ensure that their practices are as up-to-date as possible, allowing for changes that are introduced, perhaps through means such as the annual Finance Act, or judgments and directives from the EU that affect legislation. Their policies and procedures should acknowledge and incorporate any legislation that is appropriate, thus knitting it into the fabric of the operations of the setting they manage.

This section includes the Child Care Regulations; Child Protection Legislation; UN Convention on the Rights of the Child. Please also refer to The Freedom of Information Act in Section 6 and to the Equality Act, also in Section 6. Note: Insurance is covered in Section 6 Management and Governance.

# SECTION ONE

# CHILDREN

**Child Care Act 1991 (Part VII)  
Child Care (Pre-school Services)  
Regulations 1996  
Child Care (Pre-school Services)  
(Amendment) Regulations 1997**

**In Brief:**

Under common law in Ireland those having care of a child act *in loco parentis*. If the care of the child is regular, or is of a long duration then the carer may have additional duties, such as in medical emergencies. The Child Care Act is the main piece of legislation governing the care and protection of children in Ireland. It was the first Act to cover childcare services. The Act places a statutory duty on every health board to 'promote the welfare of children in its area who are not receiving adequate care and protection'; it strengthens the powers of the health boards to provide childcare and family support services; it enables the immediate intervention of health boards or An Garda Síochána where children are in danger; it enables the courts to place children who have been abused or who are at risk, in the care of or under the supervision of the health boards; it provides arrangements for the notification and inspection of pre-school services and it revises the provisions for registration and inspection of residential care centres.

Part VII of the Child Care Act facilitated the introduction of The Child Care (Pre-school Services) Regulations. The Regulations focus on the development of children, the physical environment for children's services, safety and emergency aspects, and appropriate record keeping. The purpose of these Regulations is to set minimum standards throughout the sector. While competency is mentioned as a

requirement (Article VII) for adults in childcare settings, this is not defined and basic standards for relevant training or experience are not identified. At the moment, there is no vetting procedure of staff to determine suitability based on previous history of working with children. This is likely to change in the near future as the Department of Health and Children has announced an extension to the Central Garda Vetting Unit to expand the availability of garda clearance.

Under the Child Care Regulations, pre-school providers are obliged to notify their local health board that they are proposing to carry on a pre-school service. They need to give a minimum of 28 days notice in advance. This would be good practice for school-age childcare services also. Childminders who cater for more than three children are also covered by these Regulations. The Regulations also apply to drop-in services. Areas covered by the Regulations include: development of the child; health, safety and welfare of the child; adult/child ratios; record keeping; notification procedures; premises and facilities; child/space ratios; and inspection. There are detailed requirements covering each area, such as safety measures for furniture and outdoor access; rest periods for children; insurance requirements; providing opportunities for development of children and requirements around food provision.

### Summary of Pre-school Regulations:

The Child Care (Pre-school Services) Regulations 1996 make the following requirements on the providers of childcare services:

'A person carrying on a pre-school service shall ensure that a sufficient number of competent adults are supervising the pre-school children in the service at all times. It is expected that persons caring for children under six years should have appropriate experience and/or an appropriate qualification in childcare'.

The Explanatory Guide to Requirements and Procedures for Notification and Inspection (1997) sets out the ratios recommended for staff working with children in various services. It also sets out the child/space and sanitary accommodation ratios required.

These are as follows:

### Sanitary accommodation for all categories of pre-school service

No of Persons	Water Closets	Wash-hand Basins
For every 10 children	1	1
For every 8 adults	1	1

### Space requirements per child

(clear floor space minus fixtures and furniture)

Category	Age of child	Floor area per child
Sessional	0-6 years	2.00 sq metres
	0-1 year	3.70 sq metres
Full day care	1-2 years	2.80 sq metres
	2-6 years	2.32 sq metres
Drop-in centre	0-6 years	2 sq metres
Childminder	0-6 years	In line with code of practice

### Adult / Child ratios recommended

Type of Service	Age of Children	Adult/Child Ratio recommended
Full day care	0-1 year	1:3
	1-3 years	1:6
	3-6 years	1:8
Sessional	0-6 years	1:10
Drop-in	0-1 year	1:3
	1-6 years	1:8
Childminder	0-6 years	1:6 (no more than 3 under 1 year of age)

### **Premises and Facilities**

A person carrying out a pre-school service shall ensure that:

- The premises are of a sound and stable structure and are suitable for the purposes of providing a pre-school service.
- Adequate space for the child is provided in the premises.
- The fixtures and fittings are kept in a proper state of repair and in a clean and hygienic condition and are protected from infestation.

The space requirements relate to clear floor space per child. Clear floor space means that areas available for children's play and movement should not include furniture or permanent fixtures. Extraneous areas such as kitchens, toilet, sleeping and other ancillary areas are deemed to be separate.

A review of the Regulations is currently underway and is due for completion in the near future.

#### **Applies to:**

All settings providing pre-school childcare services, including pre-schools; play groups; day nurseries; crèches and day care services; childminders caring for more than three children; and drop-in services.

#### **Further Information:**

Department of Health and Children (1997) *Child Care (Pre-school Services) Regulations 1996 and Child Care (Pre-school Services) (Amendment) Regulations 1997*. The Stationery Office.  
Explanatory Guide to Requirements and Procedures for Notification and Inspection (1997). The Stationery Office.  
Local City and County Childcare Committees (see Sources of further information for list)  
Shannon, G. (2005) *Child Law*. Dublin  
Thompson Round Hall (Chapter 7 part V)

### **Child Protection Guidelines**

N.B. There is at this time no provision in Ireland for mandatory reporting of child abuse or suspected child abuse. For reference on the current position please see *Children First: National Guidelines for the Protection and Welfare of Children* (Stationery Office, 1999) and also *Our Children First – A Parent's Guide to the National Child Protection Guidelines* (Barnardos' National Children's Resource Centre, 2004)

#### **In Brief:**

Child protection is dealt with under the Child Care Act Part 2 Section 4, and the Government has published guidelines for this in *Children First*. This is supported by the Department of Health and Children's publication *Our Duty to Care*, which sets out principles of good practice that aim to foster a listening environment that is supportive of children and also of parents, volunteers and staff. The Health Service Executive recommends the development of a Child Protection Policy and has Information Officers readily available to provide information to services.

#### **Applies to:**

All persons working with children, and any adult who is in contact with children.

#### **Further Information:**

*Children First: National Guidelines for the Protection and Welfare of Children 1999*  
Dublin: Stationery Office  
*Our Duty to Care: The Principles of Good Practice for the Protection of Children and Young People* available from the Department of Health and Children

### Protection of Persons Reporting Abuse Act, 1998

#### **In Brief:**

This Act provides for the provision of immunity from prosecution to any person who reports child abuse 'reasonably and in good faith' to designated officers of the Health Service Executive or any member of An Garda Síochána. It provides for the provision of significant protection for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal. It creates a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities 'knowing that statement to be false'. This is a new criminal offence designed to protect innocent persons from malicious reports.

#### **Applies to:**

All persons working with children, and any adult who is in contact with children.

#### **Further Information:**

Department of Health and Children (1999) Children First: National Guidelines for the Protection and Welfare of Children, Dublin: Stationery Office.

### The UN Convention on the Rights of The Child 1992

#### **In Brief:**

The Convention is essentially a 'bill of rights' for all children, outlining rights relating to every aspect of children's lives, such as the right to survival, development, protection and participation. Principles such as:

- Non-discrimination – all rights apply to all children.
- The best interests of the child – all actions concerning the child shall take account of his or her best interests.
- Survival and development – every child has the inherent right to life and the state has an obligation to ensure the child's development.
- The child's opinion – the child has the right to express his or her opinion and have it taken account of in any matter or procedure affecting him or her.

In addition the Convention recognises the critical role of the family. In accordance with the Convention, an Ombudsman for Children has been appointed. Her role has two main functions: to promote the rights and welfare of children and to examine and investigate complaints against public bodies such as Health Service Executive, voluntary organisations, hospitals and schools.

**Applies to:**

All children in Ireland,  
and elsewhere when ratified.

**Further Information:**

Government Publications Sales Office  
Sun Alliance House, Molesworth Street,  
Dublin 2.

The Ombudsman for Children, currently  
Emily Logan, can be contacted at Millennium  
House, 52-56 Great Strand Street, Dublin 1.  
T: Lo-call 1890 654 654 or 01 8656800  
E: oco@oco.ie www.oco.ie

Barnardos' National Children's  
Resource Centres:

**Athlone** River Court, Golden Island,  
Athlone, Co Westmeath  
T: 090 6479584 F: 090 6479585  
E: nrcr@athlone.barnardos.ie

**Cork** Bowling Green, White Street, Cork  
T: 021 4310591 F: 021 43106915  
E: nrcr@cork.barnardos.ie

**Dublin** Christchurch Square, Dublin 8  
T: 01 4530355 F: 01 4530300  
E: nrcr@barnardos.ie

**Galway** 41-43 Prospect Hill, Galway  
T: 091 565058 F: 091 565060  
E: nrcr@galway.barnardos.ie

**Limerick** 10 Sarsfield Street, Limerick  
T: 061 208680 F: 061 440214  
E: nrcr@limerick.barnardos.ie

This section includes the Payment of Wages Act and National Minimum Wage Act are included in Section 5, Finance.

# SECTION TWO

# EMPLOYERS &

# EMPLOYEES

## EMPLOYMENT REGULATIONS (IN ALPHABETICAL ORDER)

(PLEASE NOTE THAT THESE LISTS ARE NOT EXHAUSTIVE)

### Adoptive Leave Act, 1995 and Adoptive Leave Act, 1995 (Extension of Periods of Leave) Orders 2001 and 2004

#### In Brief:

The Act applies to: adopting mothers under a contract of employment; all sole male adopters under a contract of employment; all adopting fathers under a contract of employment where the adopting mother has died before or during the period of adoptive leave or additional adoptive leave.

The entitlements are 16 consecutive weeks beginning at the date of placement and additional adoptive unpaid leave of 8 weeks.

The Adoptive Leave Bill, 2004 is in the final stages of the Dáil and Seanad and is likely to be enacted later in 2005. It will include the following:

- Entitlement to time off without loss of pay to attend pre-adoption classes or meetings that the employee is obliged to attend.
- Termination of additional adoptive leave where the employee is ill, to transfer to sick leave. This would be treated in exactly the same way as any employee's absence from work due to sick leave.
- Allows for postponement of the adoptive leave or additional adoptive leave where the adopted child is hospitalised. The same principles apply as outlined under the same circumstances for maternity leave.

### Carer's Leave Act, 2001

#### In Brief:

This Act allows employees to take time off to care for people deemed relevant by the Department of Social Community and Family Affairs. There is an allowance of a total of 65

weeks that may be taken. However, any time taken after 13 weeks will not be allowed as reckonable service for annual leave entitlement.

#### Data Protection Act

(see: Section 6, Governance).

#### Employment Equality Acts 1998 and 2004

(see Section 6, Governance)

### Force Majeure Leave – Section 13 of the Parental Leave Act, 1998 and Parental Leave (Notice of Force Majeure Leave) Regulations

#### In Brief:

An employee is entitled to leave with pay for imperative (urgent) family reasons, owing to an injury or illness to certain persons:

- Person to whom the employee is a parent or adoptive parent
- Spouse of an employee or common law person
- Person to whom the employee is *loco parentis*
- Brother or sister
- Parent or grandparent
- Other where relevant

The interpretation appears to be that in this situation the employee's presence is imperative. As soon as is reasonably practicable, notice of force majeure leave should be given to the employer. This notice should contain details of why the employee needed to take the force majeure leave. Employees will be entitled to up to 3 days paid force majeure leave in a 12-month period or up to 5 days in a 36-month period. An employee who takes part of a working day will be seen to have taken 1 day's entitlement.

**Note:** There are various criteria regarding the administration of the request for force majeure leave, which must be followed. A sample of the form may be obtained from the Department of Enterprise, Trade and Employment.

## Juries Act, 1976

### In Brief:

Section 29 of this Act applies whereby employees are provided with paid leave during their period of absence from the work place to attend jury duty. There are some circumstances whereby an employer may be able to request that an employee is not released from work to undertake jury duty.

## Maternity Protection Acts, 1994-2004

### In Brief:

These are the main Acts in relation to legislative provisions on maternity leave. The following statutory regulations also apply: Maternity Protection (Time Off for Ante-Natal Classes) Regulations, 2004; Maternity Protection (Protection of Mothers who are Breastfeeding) Regulations, 2004; Maternity Protection (Postponement of Leave) Regulations, 2004.

The statutory entitlement is 18 weeks, together with additional entitlement to a further 8 weeks unpaid leave.

### Recent amendments include:

- Employees are now entitled to commence their maternity leave not later than 2 weeks before the expected date of confinement.
- In the event of sickness of the employee (if this occurs during her last four weeks of maternity leave or if she is already on additional maternity leave) the employee may request to end her maternity leave and that her absence from work is sick leave. This would be treated in exactly the same way as any employee's absence from work due to sick leave. The employee is not then entitled to revert back to take the untaken period of additional maternity leave.

- If the child (for whom the maternity leave has been taken) is hospitalised the employee may request that her employer postpones her maternity/additional maternity leave and that she can return to work on an agreed date. The maternity leave may only be postponed where the employee has taken at least 14 weeks maternity leave, 4 of which are after the end of the week of confinement. The resumed maternity leave must be taken in one continuous block referred to as "resumed leave" to commence not later than 7 days after the discharge of the child from hospital. The employee will be required to furnish appropriate evidence to her employer.
- Pregnant employees are entitled to paid time off from work for the purpose of attending one set of ante natal classes (other than the last 3 classes in such a set) and that these classes may be attended during one or more pregnancies.
- A once off entitlement to the expectant father to attend the last 2 ante natal classes, with pay, in a set of classes attended by the expectant mother.
- An increase in entitlements for fathers under the legislation, mainly if the mother of the children has died.
- A breastfeeding mother; without loss of pay, is entitled to: breastfeeding breaks, where facilities for breastfeeding are provided in the workplace; or reduction of working hours.

The breastfeeding breaks apply to an employee up to 26 weeks after the date of confinement and who has informed the employer of their intention to avail of the breaks. The breaks may be taken as follows:

- One break of 60 minutes
- Two breaks of 30 minutes each
- Three breaks of 20 minutes each
- Any other duration of the time as agreed by the employee and her employer:

An employee, who chooses a reduction of working hours, is entitled to identical periods, without loss of pay.

Under this Act employees are required to give the employer at least four weeks written notice of their intention to take maternity leave together with confirmation from their GP or hospital. An employee must advise the employer of their return to work in writing four weeks before they are expected to return to work.

### **Minimum Notice and Terms of Employment Acts, 1973-2001**

#### **In Brief:**

The Minimum Notice and Terms of Employment Acts, 1973-2001 covers employees who have 13 weeks or more service. There are certain categories to which these Acts do not apply. An employee's notice depends on the length of their continuous service and outlines the required minimum notice for terminating their employment, and also the rights of the employees and employers regarding periods of notice.

<b>Length of Service</b>	<b>Minimum Period of Notice</b>
13 weeks-2 years	1 week
2-5 years	2 weeks
5-10 years	4 weeks
10-15 years	6 weeks
15 years and over	8 weeks

Continuous service is usually calculated from the date of commencement of employment to date of termination. There are situations where continuity of service will/will not be broken. Length of service is calculated where an employee is expected to work 8 hours or more.

An employer or employee may waive the right to notice and an employee may accept payment in lieu of notice. If an employee accepts payment in lieu of notice the date of termination will be the date on which the notice would have expired. This option should be cited in contracts of employment.

If employers indicate a specific notice period in their contract of employment, e.g. one month, this is acceptable.

### **Organisation of Working Time Act, 1997 (Rest Periods)**

#### **In Brief:**

Employees are entitled to either:

- A break of 15 minutes for every 4 hours worked
- or
- A break of 30 minutes for every 6 hours worked

NB: Not both

Note: Employers should be aware if they have a part-time employee who is working elsewhere that their accumulative hours should not exceed 48 hours. Weekly working time can be averaged out over a 4, 6 or up to 12 month reference period. The reference period for the childcare sector would normally be a 4-month period. Employers are prohibited from employing employees to work on any day or during any week where the employee has worked for another employer(s), where the aggregate of the periods worked exceeds that permitted by legislation. Both the employer and the employee may both be liable to prosecution if this legislation is breached.

To ensure that both the employer and the employee are in compliance with the legal requirements, it is necessary for all employees to provide the service they are employed with details of any other employment(s) that they are engaged in. Employees who are self employed are excluded as are some other categories.

Where employees may be working in two employments they are entitled to be paid under public holiday entitlement by both employers should they meet the criteria.

### **Organisation of Working Time Act, 1997** **Section III (Holidays/Annual Leave and Public Holidays)**

#### **In Brief:**

The statutory leave entitlement is 20 days since 1 April 1999. Some childcare services provide a greater annual leave entitlement than the statutory minimum, e.g. 23 or 25 days annual leave. Calculations of annual leave entitlements are as follows:

- Where staff are working more than 1,365 hours in a leave year they are entitled to 4 working weeks (i.e. 20 days) annual leave.
- If the number of hours worked by an employee is less than 1,365 hours annual leave must be calculated on a monthly basis as follows:

Where staff work at least 117 hours in a month they are entitled to  $\frac{1}{3}$  of a working week for that month.

Where staff work less than 117 hours they are entitled to 8% of the hours worked in the leave year, subject to a maximum of 20 days (4 working weeks) per annum.

Note: Some employees will fall within each of the last 2 entitlements. Whichever calculation provides the employee with the greater entitlement should be applied (subject to the 4 working weeks maximum).

Leave can be calculated on a pro-rata basis where staff work part-time hours, for example if 20 days is full entitlement, and employee works 4 days a week, then they are entitled to 16 days leave (20 divided by 5 X 4 = 16).

For further details see *Personnel Practice in Early Years Services – A Guide*. (Barnardos' National Children's Resource Centre, 2005)

Note: Employees on maternity, adoptive, or parental leave maintain their entitlement to public holidays for the duration of their absence.

**Organisation of Working Time Act, 1997  
Organisation of Working Time (Records)  
(Prescribed Form and Exemption)  
Regulations, 2001**

**In Brief:**

These Regulations imposed a duty on employers to keep records which showed compliance with the provisions of the Act, and the above Regulations stipulate the manner in which these records should be recorded. The records to be retained are:

- Details of the days and total hours worked in each week by each employee.
- Annual leave and public holidays and the payment received in respect of that leave.
- 'Additional day's pay' paid to employees in respect of public holiday entitlements.
- A copy of any notice given to employees in relation to information about starting, finishing times and notice of additional working hours.
- The name and address, P.R.S.I. number and a brief statement of duties (this can be a reference to a job description) of each employee.

- A copy of the statement of terms and conditions of employment given to each employee under the Terms of Employment Information Act, 1994 (i.e. contract of employment).

In the absence of "clocking in" facilities the employer must record the days and hours worked by each employee using a Form OWT 1. Employers may design their own form once it contains the same information as the OWT 1 Form.

**Parental Leave Act, 1998**

**In Brief:**

This Act entitles an employee who is the natural or adoptive parent of a child to take unpaid leave from their employment for a period of 14 working weeks to take care of their child. The employee must have one year's continuous service with the employer from whom the leave is being taken. Where an employee has more than 3 months' service but less than 12 and where the child is approaching the age threshold, the employee will be entitled to 1 week for every month of continuous service with the employer. Parental leave will end on the day on which the child reaches its fifth birthday. In the case of adoptive leave where the child has reached three years of age but not eight years of age on or before the date of making of the adoption order, not later than the expiration of the period of two years beginning on that date.

An employee may request to take parental leave in a number of ways: a continuous period of 14 weeks or; with the agreement of the employer, one or more days at a time or a combination of hours. An employee who is entitled to parental leave with regard to more than one child (except in the case of multiple births) will only be entitled to 14 weeks leave in a 12-month period, unless the employer agrees otherwise.

In the case of multiple births the entitlement is 14 weeks per child.

Part-time employees may take parental leave, however, they must have 1 year's continuous service in order to qualify for leave. The leave is calculated based on the number of hours worked in the previous 14-week period.

Annual leave entitlement is retained for employees on parental leave.

There are various criteria regarding the administration of the request for parental leave, which must be followed. A sample of forms may be obtained from the Department of Enterprise, Trade and Employment.

The Parental Leave (Amendment) Bill 2004 is likely to be enacted later this year. The following changes are indicated:

- The age of the child for which parental leave can be applied for will go from 5 years to 8 years.
- In respect of a child within two years of an adoption order where the child was between the ages of 6 and 8 years when that order was made.
- In the case of a child with a disability up to the age of 16 or when the child ceases to have that or any other disability, whichever comes first.
- The 14 weeks may be taken in two blocks.

## Unfair Dismissals Acts, 1977-2001

### Applies to:

All persons employing staff and in employment.

### Further Information:

Comhairle (2003) *Employment Rights Explained* available from Comhairle.

T: 01 6059000 [www.comhairle.ie](http://www.comhairle.ie)

Byrne, M. (2005) *Personnel Practice in Early Years Services – A Guide*. Second Edition. Barnardos' National Children's Resource Centre

Department of Trade Enterprise and Employment T: 01 6312121 [www.entemp.ie](http://www.entemp.ie)

Irish Business and Employers Confederation (IBEC) (note: IBEC also have regional offices) Confederation House, 84/86 Lower Baggot Street, Dublin 2. T: 01 6051500 F: (01) 638 1500 [www.ibec.ie](http://www.ibec.ie)

(Note: Health and Safety is dealt with in Section 3) (Please also refer to Section 6 on Data Protection)

Irish Small and Medium Enterprises Association  
17 Kildare Street, Dublin 2  
T: 01 662 2755 F: 01 661 2157  
E: [info@isme.ie](mailto:info@isme.ie)

Small Firms Association  
84 Lower Baggot St, Dublin 2  
T: 01 6051500 F: 01 6612861  
E: [info@sfa.ie](mailto:info@sfa.ie) [www.sfa.ie](http://www.sfa.ie)

Irish Congress of Trade Unions  
31/32 Parnell Square, Dublin 1  
T: 01 8897777 F: 01 8872012  
E: [congress@ictu.ie](mailto:congress@ictu.ie) [www.ictu.ie](http://www.ictu.ie)

Legislation is available from Government Publications Sales Office, Sun Alliance House, Molesworth St., Dublin 2. T: 01 6476879 [www.irishstatutebook.ie](http://www.irishstatutebook.ie)

This section includes: Health and Safety Regulations; Tobacco Regulations; Fire Safety Regulations; Infectious Diseases; Food Regulations; and Toy Safety. Note: Rules for electrical and gas installations/appliances are included in Section 4.

# SECTION THREE

# HEALTH & SAFETY

## HEALTH & SAFETY REGULATIONS

Safety, Health & Welfare at Work Act, 1989

Safety, Health & Welfare at Work (General Application), 1993

Safety, Health & Welfare at Work (Miscellaneous Welfare Provisions), 1995

### In Brief:

This Act aims to promote the health, safety and welfare of all in the work place. It places responsibility/duty on the management to provide a safe place of work for employees. It is the duty of management to:

- Identify the hazards
- Assess the risks
- Prepare a written safety statement
- Make arrangements to protect health, safety and welfare
- Make provision for update and review

Consultations on Health, Safety and Welfare issues should be undertaken at the place of work between the management and the employees or management and a safety representative nominated by the employees. The Act places responsibility on management to inform employees of health, safety and welfare issues. The Act places a duty on employees to comply with management in matters of health, safety and welfare issues, for example the use of protective clothing where needed. Management must nominate a person to be responsible for health, safety and welfare issues. Management must notify the Health and Safety Authority of any workplace accident resulting in an absence of 3 days or more.

The Safety, Health and Welfare at Work Bill, 2004 expands considerably on the 1989 Act

that it is designed to replace. This new legislation should be in force later in 2005. Some of the important issues raised by the Bill include:

- A competent person must be employed to manage safety in the workplace.
- Hazards must be identified and risk assessments carried out which are thorough and reviewed on a regular basis.
- Training has to be relevant and understood and there is a duty on the employee not to misrepresent any training he/she has received.
- Employers will have new rights to test employees for intoxication.
- Employers must demonstrate that safety is managed appropriately, and that the company is in compliance with its legal safety obligations.

Under the new Bill there will be new procedures for health and safety complaints, including references to the Rights Commissioners and Employment Appeals Tribunal. The penalties have been increased and the Bill is drafted in such a way as to make it easier to successfully prosecute directors and senior officers involved in health and safety management.

### Applies to:

The Act and Regulations apply to every workplace in Ireland.

### Further Information:

Contact the Health and Safety Authority for publications such as *A Short Guide to Health and Safety Law*. Health and Safety Authority, 10 Hogan Place, Dublin 2.  
T: 01 6147000 [www.hsa.ie](http://www.hsa.ie)

### TOBACCO REGULATIONS

Tobacco (Health Promotion & Protection) Regulations, 1995  
Public Health (Tobacco) Act, 2002-2004  
(Sec. 47) Regulations, 2003

#### In Brief:

From March 29th 2004 smoking has been prohibited in all workplaces.

#### Applies to:

All workplaces in Ireland.

#### Further Information:

Legislation is available from Government Publications Sales Office, Sun Alliance House, Molesworth St., Dublin 2.T: 01 6476879 and [www.inshstatutebook.ie](http://www.inshstatutebook.ie)

Information is also available from the Office of Tobacco Control, Willow House, Millennium Park, Naas, Co. Kildare  
T: 01 45852700 F: 01 45852799  
E: [info@otc.ie](mailto:info@otc.ie) [www.otc.ie](http://www.otc.ie)

### FIRE REGULATIONS

Fire Services Act, 1981  
Fire Safety for Furniture

#### In Brief:

This Act applies to all premises used for instruction or recreation, teaching or training, and to premises used for any purpose involving access to the premises by members of the public, whether on payment or otherwise. Persons in control of these premises are required firstly to take 'all reasonable measures' to guard against the outbreak of fire on the premises and secondly in the event of a fire occurring, to ensure 'as far as is reasonably practicable' the safety of the children and staff on the premises.

This broadly translates as ensuring the following:

- Properly constructed buildings
- Fire safety programme
- Fire prevention measures
- Staff training
- Emergency procedures and evacuation drills
- Written public notices of fire evacuation procedures
- Maintenance of fire protection equipment
- Maintenance of building services
- Furnishing and fittings compliant with requisite safety standards
- Adequate escape routes
- Fire safety records
- Fire safety register
- Mains smoke alarms
- Proper waste paper management

**Applies to:**

All services in Ireland. It would be good practice to apply these Regulations to school-age services also.

**Further Information:**

Department of the Environment (1999)  
Fire Safety in Pre-schools,  
[www.irishstatutebook.ie](http://www.irishstatutebook.ie)

**Fire Safety for Furniture**

The Industrial Research and Standards (Fire Safety) (Domestic Furniture) Order 1995, S.I. Anyone manufacturing, selling or repairing furniture in Ireland is obliged to ensure materials used (including foams, fillings, coverings and frames) comply with safety standards. Specifically, furniture must pass the 'cigarette test'. This test proves that covers, foam and lining materials are not likely to go on fire by a lit match or a cigarette. All furniture passing this test should be clearly labelled to indicate that it complies with Irish fire safety laws. The Office of the Director of Consumer Affairs checks that items comply with the law. If you think that a product is unsafe you should contact the office to report it.

The Act covers furniture of any description which is ordinarily intended for use in a dwelling and includes beds and divans (including the bases and headboards of both), sofa beds, children's furniture, cots (including carry-cots, playpens, prams and pushchairs and other articles of a like nature and use designed to contain a baby or small child), cushions, high chairs, mattresses and pillows but does not include bedding or floor coverings (including carpets and mats).

**Further Information:**

The Office of the Director of Consumer Affairs  
(ODCA) 4 Harcourt Road, Dublin 2  
T: 01 402 5555 Lo-Call: 1890 220 229

### TOY SAFETY

The European Communities  
(Safety of Toys) Regulations, 1990

#### Further Information:

PSOP Managing Authority &  
General Standards Policy Section  
T: 01 6312486

#### Agency/Policing:

The Office of the Director of Consumer Affairs  
(ODCA) 4 Harcourt Road, Dublin 2.  
T: 01 402 5555 Lo-Call: 1890 220 229

### INFECTIOUS DISEASES

*Infectious Diseases Regulations, 1981*

#### In Brief:

These Regulations permit health authorities to take almost unrestricted measures to prevent the spread of infectious diseases. This includes diseases that might be food borne. The Regulations detail the illnesses that are notifiable to the health board including Salmonella and Paratyphoid. Persons excluded from work as a result of being treated for certain infectious diseases may be paid an allowance by the health board.

#### Further Information:

The Health and Safety Authority  
T: 01 6147000 [www.hsa.ie](http://www.hsa.ie)

The appropriate Health Service Executive can be contacted for information; local general practitioners can also provide information.

### FOOD REGULATIONS

Food Safety Authority Act, 1998  
E.C. (Official Control of Foodstuffs)  
Regulations, 1998  
E.C. Hygiene of Foodstuffs Regulation, 2000  
Food Hygiene Regulations, 1950-1989

#### In Brief:

This Act established the Food Safety Authority of Ireland and outlines its functions and responsibilities, which includes promotion of standards, collection and assessment of data giving advice regarding food safety. The powers of the Authority to enforce food safety standards in food legislation is detailed with reference to the Official Agencies who will carry out inspections for the Authority in order to ensure compliance with food legislation, such as the health board or the Local Authority.

The Regulations of 1998 set out the various items which are subject to inspection by the health board. These include the site; premises; offices; raw materials; semi-finished products; infestations of rats and mice; cleaners and materials coming into contact with foodstuffs. They also set out the frequency of inspections and powers of entry for Officers authorised under the Regulations.

The E.C. Hygiene of Foodstuffs Regulation 2000 sets down the obligations on proprietors of food businesses to include the requirement that such business is operated in a hygienic way. The rules of hygiene cover requirements for premises; rooms where food is prepared; foodstuffs; transportation; equipment; food waste; water supply; personal hygiene and training. Proprietors are also obliged to identify steps in the activities of the business, which are critical to ensuring food safety and ensure that adequate safety procedures are identified, implemented and reviewed (HACCP). The Regulations also provide for the Food Safety Authority of Ireland to approve Guides to Good Hygiene Practice, which may be used voluntarily by food businesses as a guide to compliance with these Regulations.

**Applies to:**

All childcare services where food is prepared. There is also a requirement to ensure that catering suppliers who provide food for the childcare service operate under the Regulations.

**Further Information:**

Food Safety Authority of Ireland (FSAI),  
T: 01 8171300 [www.fsai.ie](http://www.fsai.ie)

This section includes Building and Planning Regulations; Water Supply Regulations; Electricity and Gas Installation Rules; and requirements regarding Radon Gas

# SECTION FOUR BUILDINGS & ENVIRONMENT

## BUILDING REGULATIONS

Building Control Act, 1990  
Building Regulations, 1997 & 2000  
Building Control Regulations, 1997 & 2000  
Technical Guidance Documents, 1997

### In Brief:

All new buildings, material changes of use, and material alterations and extensions to existing buildings must comply with the building regulations (note: building regulations do not apply to buildings constructed prior to 1992). The building regulations are constantly being revised. Building regulations are made to provide for the health, safety and welfare of people in and about buildings, to make provision for the special needs of the disabled and to provide for the conservation of fuel and energy in relation to buildings. The basic technical and administrative pieces of legislation are there for the proper guidance and interaction between designers, contractors and the State/Local Authorities. It is necessary to inform the Local Authority that work is about to commence. Planning permission requirements must be met (voluntary organisations may be exempt from planning fee). Some Local Authorities operate a pre-planning service.

A Fire Safety Certificate also has to be submitted and approved before work can begin.

## PLANNING REGULATIONS

Local Government (Planning & Development) Acts, 1963-1993  
Local Government (Planning & Development) Regulations, 1994-1997

### Applies to:

The responsibility for compliance with Building and Planning Regulations rests with designers, builders and building owners. Childminders catering for up to six children are exempt from planning regulations.

### Further Information:

Contact the Department of the Environment, Heritage and Local Government  
T: 01 8882000 [www.environ.ie](http://www.environ.ie) or  
the relevant Local Authority

Legislation is available from  
Government Publications Sales Office,  
Sun Alliance House, Molesworth St., Dublin 2.  
T: 01 6476879 and [www.irishstatutebook.ie](http://www.irishstatutebook.ie)

National Children's Nurseries Association  
(2002) *We Like This Place. Guidelines for Best Practice in the Design of Childcare Facilities.*  
Dublin: ADM

### **WATER SUPPLY E.C. (Quality of Water Intended for Human Consumption) Regulations, 1988**

#### **In Brief:**

These Regulations specify standards in respect of water quality and include 55 parameters which must be adhered to. The Regulations are policed by Local Authorities under the supervision of the Environmental Protection Agency which prepares and publishes annual reports on the results of monitoring programmes carried out by the Local Authorities. Therefore the service provider must ensure that they are connected to an approved water scheme.

#### **Applies to:**

All childcare services.

#### **Further Information:**

Contact the relevant Local Authority. Information may also be obtained from the Environmental Protection Agency, EPA Headquarters, PO Box 3000, Johnstown Castle Estate, Co. Wexford  
T: 053 60600 Lo Call: 1890 335599  
F: 053 60699 E: [info@epa.ie](mailto:info@epa.ie) [www.epa.ie](http://www.epa.ie)

### **ELECTRICITY AND GAS**

#### **In Brief:**

There are rules governing the installation and use of electrical and gas appliances and systems. For example, since 1 January 1997 this has included the requirement to place a CE Mark on gas appliances. This mark is an assurance to the consumer that the product has passed the quality standards set out for that class of product and complies with the essential safety requirements of all relevant Directives. The CE mark should also be on any electrical appliance being used in a service.

#### **Applies to:**

All premises and workplaces.

#### **Further Information:**

National Rules for Electrical Installations (ET1020) (2nd Edition 1991); I.2.813 Code of Practice for Gas Installations. [http://www.odca.ie/cfndocs/c\\_query/safety\\_elec.cfm](http://www.odca.ie/cfndocs/c_query/safety_elec.cfm) has details for electrical and gas appliances.

## **RADON**

**Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000" (Statutory Instrument 125 of 2000) (Statutory Instrument 125 of 2000).**

### **In Brief:**

Exposure to high radon levels may occur in the home, in school or in the workplace. Indoor radon levels vary greatly from one building to another and in some workplaces radon may be a significant source of occupational exposure to ionising radiation.

Since May 2000, occupational exposure to natural radiation sources, including radon, has been subject to regulatory control in Ireland. This change is in line with the most recent revision to the Euratom Basic Safety Standards Directive (Council Directive 96/29/EURATOM), which establishes a common basis for radiation protection legislation in all European Union Member States. The Radiological Protection Institute of Ireland (RPII) is the designated competent national authority for the purpose of the Order.

### **Applies to:**

All workplaces where there may be sources of radiation.

### **Further Information:**

Radiological Protection Institute of Ireland  
3, Clonskeagh Square, Clonskeagh Road,  
Dublin 14

T: 01 2697766 [www.rpii.ie](http://www.rpii.ie)  
<http://www.rpii.ie/radon/building.html>

Office of the Director of Consumer Affairs 4,  
Harcourt Road, Dublin 2  
T: 01 402 5500 F: (01) 402 5501 E:  
[odca@entemp.ie](mailto:odca@entemp.ie)

Note: Fire Safety Regulations are in  
*Section 3 Health and Safety*

This section includes Tax Regulations; National Minimum Wage Act; Payment of Wages.

# SECTION FIVE

# FINANCE

## TAX REGULATIONS

### Income Tax (& Finance Acts) 1967

#### In Brief:

A childcare service is regarded as a small business for revenue purposes and the responsibility is on the owner to register with the Local Tax Office. Committee managed services should register as employers with the Local Tax Office. If the service operates as a limited company it will be bound to comply with the Companies Act for tax purposes, and will need to prepare audited annual accounts.

Staff members are responsible for giving their employer their tax credit certificate (obtainable through local tax office). The employer is responsible for deducting due tax from the employee and forwarding these monies to the Revenue Commissioners. All childcare services should prepare annual accounts and balance sheets for submission to the Revenue Commissioners.

Services are advised to get professional guidance from a suitably qualified financial professional and if registering as a limited company will need to engage the services of an accountant and a registered auditor.

See also Taxes Consolidation Act, 1997.

#### Applies to:

All childcare services as appropriate (self-employed, limited companies and Committee managed). All employees of childcare services.

### National Minimum Wage Act, 2000

#### In Brief:

This Act provides a set minimum rate of pay for employees. From 1 May 2005 the rate is €7.65 per hour.

The Act provides for three sub-minimum rates in the following circumstances:

- Under 18: €5.36 per hour
- In the first year of employment since the age of 18 an employee is entitled to €6.12 per hour and if in the second year of employment since the date of first employment over the age of 18 an employee is entitled to €6.89 per hour;
- Trainee rate: an employee who is over 18 years and undergoing a course of structured training or directed study that is authorised or approved of by the employer:
  - First 1/3 of training course €5.74 per hour (75% of national minimum wage rate).
  - Second 1/3 of training course €6.12 per hour (80% of national minimum wage rate).
  - Final 1/3 of training course €6.89 per hour (90% of national minimum wage rate).

In relation to the above further information on the types of course that qualify should be accessed under the National Minimum Wage (Prescribed Courses of Study or Training) Regulations, 2000. Employers are obliged to keep records for a three-year period to ensure that they are meeting the requirements of the Act.

### Payment of Wages Act, 1991

#### In Brief:

A change in the method of payment of wages can only be made with the prior consent of the employee. An employer may not make a deduction from an employee unless the deduction is required by law (i.e. tax/PRSI under statute or legislation) or authorised under the employee's contract or is made with the prior consent of the employee. This also applies to receipt of any payment from an employee.

There are a number of other pieces of legislation relevant to childcare practices employing staff and these are listed below. In all cases, please note that employment legislation is regularly reviewed and updated and employers are recommended to check frequently with the Department of Trade, Enterprise and Employment. Their information section will assist queries and can be reached at Department of Enterprise, Trade & Employment, 23 Kildare Street, Dublin 2  
T: 01 631 2121 LoCall: 1890 220 222  
F: 01 631 2827  
E: [info@entemp.ie](mailto:info@entemp.ie) [www.entemp.ie](http://www.entemp.ie)

The other pieces of legislation relevant to childcare practices are:

- Pensions (Amendment) Act, 2002
- Protection of Employees (Fixed Term Work) Act, 2003
- Protection of Employees (Part-Time Work) Act, 2001
- Protection of Young Persons (Employment) Act, 1996
- Redundancy Acts 1967-2003
- Terms of Employment (Information) Act, 1994 -2001
- Companies Acts 1963-2003

**Further Information:**

Further information should be obtained from the local tax office.

Irish Small and Medium Enterprises Association  
 T: 01 6622755 E: info@ismie.ie

Small Firms Association  
 T: 01 6051500 E: info@sfa.ie www.sfa.ie

Institute of Chartered Accountants in Ireland  
 T: 01 637 7200 F: 01 6680842  
 E: ca@icai.ie www.icai.ie

Institute of Accounting Technicians of Ireland  
 www.iati.ie

Institute of Certified Public Accountants in Ireland  
 www.cpaireland.ie

This section includes Equality Regulations; Insurance Regulations; Freedom of Information and Data Protection; Companies Act. Please also refer to Data Protection under Employment Legislation in Section 2.

# SECTION SIX MANAGEMENT & GOVERNANCE

## **Companies Acts, 1963-2003**

### **In Brief:**

The Companies Acts cover a number of areas, such as the legal aspects of establishing and running a company; the roles and responsibilities of directors; articles of association (by-laws of the company) and financial duties and responsibilities.

### **Applies to:**

All limited private companies in Ireland.

### **Further Information:**

Local Tax Office  
Company Accountant/Auditor  
The Companies Registration Office  
Tel: 01 804 5200 Lo call: 1890 220 226  
E: [info@cro.ie](mailto:info@cro.ie) [www.cro.ie](http://www.cro.ie)  
[www.inshstautebook.ie](http://www.inshstautebook.ie)

## **EQUALITY REGULATIONS**

### **Equal Status Act, 2000**

### **Employment Equality Act, 2004**

### **In Brief:**

The legislation makes express provision for employer liability and prohibition of harassment in both the public and private sectors. It allows for positive actions to promote equality of opportunity and cater for special needs.

The Equal Status Act prohibits discrimination in the public arena where people buy goods, use services, obtain accommodation or participate in education.

The Employment Equality Act outlaws direct and indirect discrimination in relation to employment. The Act prohibits discrimination on the following nine grounds: gender; marital status; family status; sexual orientation; religion; age; disability; race; Membership of the Traveller Community.

The Act covers employees in both the public and private sectors including people employed through employment agencies and applicants for employment and training. It outlaws discrimination in all areas relevant to employment: discrimination by employers; in collective agreements; in advertising; by employment agencies; in vocational training; by certain vocational bodies.

There are three types of discrimination: Direct Discrimination, Indirect Discrimination and Discrimination by Association. The Equality Authority now deals with discrimination in the workplace – previously it was dealt with through the Labour Courts. Sexual harassment refers to harassment that is sexual in nature and same sex harassment is now covered. Employers should note the occasions when harassment is actionable.

These are when it is perpetrated by: the employer; another person employed by the same employer; service users, parents/carers or anyone with whom you do business; another person employed at the same place. For example, this last might occur if a service is based in a building that other people also work from and a staff member of another company or service allegedly harasses a member of staff of the first service. If an employee reports the alleged harassment to their employer and nothing is done the employer to whom the harassment is reported could be sued if they have not taken reasonable steps to prevent the harassment (Byrne, 2005).

**Applies to:**

All persons in Ireland.

**Further Information:**

The Equality Authority of Ireland  
'Equality in a Diverse Ireland Pack'  
Tel 1890 245 545

The Equality Authority of Ireland,  
Tel 01 417 3333 or 1890 245 545,  
[www.equality.ie](http://www.equality.ie)

'Opportunities for Change: Working with Diversity' (2005) TRED Equal Project  
Tel 01 462 2281 or email [tred@calmar.ie](mailto:tred@calmar.ie)  
published under the Community Equal Initiative from the European Social Fund.

**INSURANCE REQUIREMENTS**

Insurance companies stipulate minimum requirements. They are a minimum of 2 adults and an adult/child ratio of 1:3 for outings. An outing is regarded as anything off the premises, such as accessing local play areas. Transport in cars requires adequate insurance cover, whether on trips or for emergencies such as attending local doctor. Appropriate car seating should be in place, relevant to the age of the child being transported.

**FREEDOM OF INFORMATION REGULATIONS**

Freedom of Information Act, 1997

**In Brief:**

The FOI Act provides, that from 21 April 1998, every person has the following new legal rights:

- The right to access official records held by Government Departments or other public bodies listed in the Act.
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading.
- The right to be given reasons for decisions taken by public bodies that affect them.
- Regulations provide parents, guardians and next-of-kin with the above rights.

These rights mean that from 21 April 1998 people can seek access to personal information held on them by the listed bodies no matter when the information was created, and to other records created after 21 April 1998. People have a right to correct this information if it is inaccurate. With regard to child protection, the exemptions and exclusions that are relevant include the following

1. Protecting records covered by legal professional privilege.
2. Protecting records which would facilitate the commission of a crime.
3. Protecting records which would reveal a confidential source of information.

**Applies to:**

All Persons in Ireland.

Further Information:

Office of the Information Commissioner,  
Tel 01 639 5689, [www.oic.gov.ie](http://www.oic.gov.ie)

## **DATA PROTECTION**

**Data Protection Acts, 1988 and 2003**  
**Data Protection (Amendment) Act, 2003**

### **In Brief:**

Data protection is about everyone's fundamental right to privacy. People are entitled to access and correct data about themselves. Providers need to be aware that these Acts cover any information they keep on file about a living person. It applies to data held on parents, children as well as employees. It applies to all written information, for example even 'stickies' which may have short notes made at recruitment interviews.

Those who keep data, data controllers, have to comply with data protection principles. A data controller is someone who controls and is responsible for the keeping and use of personal information about living people on computer (note: the later Act includes manual data, such as in filing systems). Data controllers can be either individuals or "legal persons" such as companies. Sole traders, which covers many childcare services, are classed as individuals in this instance. Being a data controller carries with it serious legal responsibilities, so service providers should be quite clear if these responsibilities apply to them or their organisation. If in any doubt, or are unsure about the identity of the data controller in any particular case, providers should consult their legal adviser or seek the advice of the Data Protection Commissioner:

### **Applies to:**

Every person in Ireland is covered by the Act.  
Every childcare service as a data controller.

### **Further Information:**

Office of the Data Protection Commissioner;  
Tel 01 874 8544 [www.dataprotection.ie](http://www.dataprotection.ie)

# Sources of further information

## ADM:

Hollbrook House, Holles Street, Dublin 2  
T: 01 240 0700 E: enquiries@adm.ie www.adm.ie

## Barnardos' National Children's Resource Centres

www.barnardos.ie

**Athlone:** River Court, Golden Island, Athlone,  
Co. Westmeath  
T: 090 647 9584 E: ncre@athlone.barnardos.ie

**Cork:** Bowling Green, White Street, Cork  
T: 021 431 0591 E: ncre@cork.barnardos.ie

**Dublin:** Christchurch Square, Dublin 8  
T: 01 453 0355 E: ncre@barnardos.ie

**Galway:** 41-43 Prospect Hill, Galway  
T: 091 565058 E: ncre@galway.barnardos.ie

**Limerick:** 10 Sarsfield Street, Limerick  
T: 061 208680 E: ncre@limerick.barnardos.ie

## Border Counties Childcare Network:

Unit 10d, M/TEK Building, Knockaconny,  
Armagh Road, Monaghan  
T: 047 72469 E: been@eircom.net www.been.ie

## Comhairle

7th Floor, Flame House, Ballsbridge, Dublin 4  
T: 01 605 9000 E: info@comhairle.ie  
www.comhairle.ie www.oasis.gov.ie

## City/County Childcare Committees

**Carlow:** 16 Dublin Road, Carlow  
T: 059 914 0244 E: carlowccc@eircom.net  
www.carlowccc.com

**Cavan:** Railway Station, Beltruber, Co. Cavan  
T: 049 952 9882 E: cavancecc@oceanfree.net  
www.cavancecc.ie

**Clare:** 1 Kilrush Road, Ennis, Co. Clare  
T: 065 686 4862 E: info@clarechildcare.ie  
www.clarechildcare.ie

**Cork City:** 29 Penrose Wharf, Cork  
T: 021 450 7942 E: corkcitychildcare1@eircom.net  
www.corkcitychildcare.ie

**Cork County:** Floor 2, The Mill,  
Castletownroche, Co. Cork  
T: 022 26648 E: corkchildcare@eircom.net

**Dun Laoghaire Rathdown:** 5a Woodpark,  
Sallynoggin, Co. Dublin  
T: 01 236 8030 E: dlrecc1@eircom.net  
www.dlrecc1childcare.ie

**Donegal:** Glenview Business Park, 1st Floor,  
Donegal Road, Ballybofey, Co. Donegal  
T: 074 913 2416 E: [info@donegalchildcare.com](mailto:info@donegalchildcare.com)  
[www.donegalchildcare.com](http://www.donegalchildcare.com)

**Dublin City:** Block 4, Floor 1, Dublin City Council,  
Civic Offices, Woodquay, Dublin 8  
T: 01 222 3073 E: [nuala.nicgiobuin@dublincity.ie](mailto:nuala.nicgiobuin@dublincity.ie)  
[www.dublincitychildcare.ie](http://www.dublincitychildcare.ie)

**Fingal:** Mainscourt, 23 Main Street, Swords, Co. Dublin  
T: 01 890 5027 E: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)  
[www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

**Galway:** 9B Liosban Retail Centre, Tuam Road, Galway  
T: 091 752039 E: [mail@galwaychildcare.com](mailto:mail@galwaychildcare.com)  
[www.galwaychildcare.com](http://www.galwaychildcare.com)

**Kerry:** 1 Powers Court, Boherbee, Tralee, Co. Kerry  
T: 066 718 1582 E: [kccor@eircom.net](mailto:kccor@eircom.net)  
[www.kerrycountychildcare.ie](http://www.kerrycountychildcare.ie)

**Kildare:** The Woods, Clane, Co. Kildare  
T: 045 861 307 E: [info@kildarechildcare.ie](mailto:info@kildarechildcare.ie)  
[www.kildarechildcare.ie](http://www.kildarechildcare.ie)

**Kilkenny:** Rear Choill Mhuire, Glendine Road, Kilkenny  
T: 056 7752 865 E: [kkeccc@eircom.net](mailto:kkeccc@eircom.net)

**Laois:** 6 Lismard Court, Portlaoise, Co. Laois  
T: 0502 61029 E: [laoischildcare@eircom.net](mailto:laoischildcare@eircom.net)  
[www.laoischildcare.ie](http://www.laoischildcare.ie)

**Leitrim:** Laird House, Church Street,  
Drumshanbo, Co. Leitrim  
T: 071 964 0870 E: [leitrimcountychildcare@eircom.net](mailto:leitrimcountychildcare@eircom.net)

**Limerick City:** City Hall, Merchants Quay, Limerick  
T: 061 407 427 E: [childcare@limerickcity.ie](mailto:childcare@limerickcity.ie)  
[www.limerickcitydb.ie/childcare](http://www.limerickcitydb.ie/childcare)

**Limerick County:** 32 Main Street, Croom, Co. Limerick  
T: 061 600 918 E: [clcc@eircom.net](mailto:clcc@eircom.net) [www.clcc.ie](http://www.clcc.ie)

**Longford:** Unit 17, Longford Shopping Centre,  
Longford  
T: 043 42505 E: [lcchildcare@eircom.net](mailto:lcchildcare@eircom.net)  
[www.longfordchildcare.ie](http://www.longfordchildcare.ie)

**Louth:** Unit 9 Ardee Business Park,  
Hale Street Ardee, Co. Louth  
T: 041 685 9912 E: [info@louthchildcare.ie](mailto:info@louthchildcare.ie)  
[www.louthchildcare.ie](http://www.louthchildcare.ie)

**Mayo:** 2nd Floor, Mill Lane, Bridge Street,  
Castlebar, Co. Mayo  
T: 094 903 4778 E: [jpowers@mayococo.ie](mailto:jpowers@mayococo.ie)  
[www.mayocdb.ie](http://www.mayocdb.ie)

**Meath:** 11 Watergate Street, Navan, Co. Meath  
T: 046 907 3010 E: [meathchildcare@eircom.net](mailto:meathchildcare@eircom.net)  
[www.community.meath.ie](http://www.community.meath.ie)

**Monaghan:** 7 The Grange, Plantation Walk, Monaghan  
T: 047 72896 E: [monaghancecc@eircom.net](mailto:monaghancecc@eircom.net)

**North Tipperary:** North Tipperary County Council,  
Civic Offices, Limerick Road, Nenagh, Co. Tipperary  
T: 067 44886 E: [childcare@northtippercoco.ie](mailto:childcare@northtippercoco.ie)  
[www.northtipperarychildcare.ie](http://www.northtipperarychildcare.ie)

**Offaly:** St Joseph's Community Centre,  
Kilcoormac, Birr, Co. Offaly  
T: 0509 35878 E: [offalychildcare@eircom.net](mailto:offalychildcare@eircom.net)

**Roscommon:** Antogher Road,  
Roscommon, Co. Roscommon  
T: 090 662 8669 E: [roschildcare@eircom.net](mailto:roschildcare@eircom.net)

**Sligo:** 50 The Mall, Sligo  
T: 071 91 48860 E: [sccc@eircom.net](mailto:sccc@eircom.net)  
[www.sligochildcare.ie](http://www.sligochildcare.ie)

**South Dublin:** Block D, Bawnogue  
Enterprise Centre, Bawnogue, Dublin 22  
T: 01 457 0122 E: [southdublinchildcare@eircom.net](mailto:southdublinchildcare@eircom.net)  
[www.southdublinchildcare.ie](http://www.southdublinchildcare.ie)

**South Tipperary:** 1 O'Connell Street,  
Clonmel, Co. Tipperary  
T: 052 82274 E: [ccadministrator@eircom.net](mailto:ccadministrator@eircom.net)  
[www.southtippecc.ie](http://www.southtippecc.ie)

**Waterford City:** Unit 15, Tycor Business Centre,  
Tycor, Waterford  
T: 051 860 444 E: [waterfordcitychildcarecom@eircom.net](mailto:waterfordcitychildcarecom@eircom.net)

**Waterford County:** Youth Resource Centre,  
Friary Street, Dungarvan, Co. Waterford  
T: 058 43601 E: [waterfordcochildcare@eircom.net](mailto:waterfordcochildcare@eircom.net)  
[www.waterfordcoco.ie](http://www.waterfordcoco.ie)

**Westmeath:** 6 St John's Terrace, Blackhall,  
Mullingar, Co. Westmeath  
T: 044 35454 E: [westmeathcountychildcare@eircom.net](mailto:westmeathcountychildcare@eircom.net)  
[www.westmeathchildcare.ie](http://www.westmeathchildcare.ie)

**Wexford:** 11 Weaver Street, Enniscorthy, Co. Wexford  
T: 054 37156 E: [Lindacountychildcare@eircom.net](mailto:Lindacountychildcare@eircom.net)  
[www.wexfordchildcare.ie](http://www.wexfordchildcare.ie)

**Wicklow:** Kilmantin Hill, Wicklow  
T: 0404 64455 E: [jeremywccc@eircom.net](mailto:jeremywccc@eircom.net)

**Companies Registration Office:**

Parnell House, 14 Parnell Square, Dublin 1  
T: 01 804 5200 E: [info@cro.ie](mailto:info@cro.ie) [www.cro.ie](http://www.cro.ie)

**Dept of the Environment, Heritage & Local Government**  
Custom House, Dublin 1  
T: 01 8882000 E: [department@environ.ie](mailto:department@environ.ie) [www.environ.ie](http://www.environ.ie)

**Dept of Enterprise, Trade and Employment:**

23 Kildare Street, Dublin 2  
T: 01 631 2121 E: [info@entemp.ie](mailto:info@entemp.ie) [www.entemp.ie](http://www.entemp.ie)

**Environmental Protection Agency:**

EPA Headquarters, PO Box 3000, Johnstown Castle  
Estate, Co. Wexford  
T: 053 60600 E: [info@epa.ie](mailto:info@epa.ie) [www.epa.ie](http://www.epa.ie)

**Equality Authority:**

2 Clonmel Street, Dublin 2  
T: 01 417 3333 E: [info@equality.ie](mailto:info@equality.ie) [www.equality.ie](http://www.equality.ie)

**Food Safety Authority of Ireland:**

Abbey Court, Lower Abbey Street, Dublin 1  
T: 01 817 1300 E: [info@fsai.ie](mailto:info@fsai.ie) [www.fsai.ie](http://www.fsai.ie)

**Government Publications Sales Office:**

Sun Alliance House, Molesworth Street, Dublin 2  
T: 01 647 6879

**Health and Safety Authority:**

10 Hogan Place, Dublin 2  
T: 01 662 0400 E: [info@hsa.ie](mailto:info@hsa.ie) [www.hsa.ie](http://www.hsa.ie)

**Institute of Chartered Accountants in Ireland:**

T: 01 637 7200 E: [ca@icai.ie](mailto:ca@icai.ie) [www.icai.ie](http://www.icai.ie)

**Institute of Accounting Technicians of Ireland:**

CA House, 87/89 Pembroke Road, Dublin 4  
T: 01 637 7363 E: [info@iati.ie](mailto:info@iati.ie) [www.iati.ie](http://www.iati.ie)

**Institute of Certified Public Accountants in Ireland:**

9 Ely Place, Dublin 2  
T: 01 676 7353 [www.epaireland.ie](http://www.epaireland.ie)

**Irish Business and Employers Confederation:**

Confederation House,  
84/86 Lower Baggot Street, Dublin 2  
T: 01 6051500 E: [info@ibec.ie](mailto:info@ibec.ie) [www.ibec.ie](http://www.ibec.ie)  
(note: IBEC also have regional offices)

**Irish Congress of Trade Unions:**

31/32 Parnell Square, Dublin 1  
T: 01 889 7777 E: [congress@ictu.ie](mailto:congress@ictu.ie) [www.ictu.ie](http://www.ictu.ie)

**Irish Small and Medium Enterprises Association:**

17 Kildare Street, Dublin 2  
T: 01 662 2755 E: [info@ismc.ie](mailto:info@ismc.ie) [www.ismc.ie](http://www.ismc.ie)

**Office of the Data Protection Commissioner:**

3rd Floor, Block 6, Irish Life Centre,  
Lower Abbey Street, Dublin 1  
T: 01 874 8544 E: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
[www.dataprotection.ie](http://www.dataprotection.ie)

**Office of the Director of Consumer Affairs:**

4 Harcourt Road, Dublin 2  
T: 01 402 5555 E: [odca@entemp.ie](mailto:odca@entemp.ie) [www.odca.ie](http://www.odca.ie)

**Office of the Information Commissioner:**

18 Lower Leeson Street, Dublin 2  
T: 01 639 5689 E: [info@oic.ie](mailto:info@oic.ie) [www.oic.gov.ie](http://www.oic.gov.ie)

**Office of Tobacco Control:**

Willow House, Millennium Park, Naas, Co. Kildare  
T: 01 45 852700 E: [info@otc.ie](mailto:info@otc.ie) [www.otc.ie](http://www.otc.ie)

**Ombudsman for Children:**

Millennium House, 52-56 Great Strand Street, Dublin 1  
T: 01 865 6800 E: [oco@oco.ie](mailto:oco@oco.ie) [www.oco.ie](http://www.oco.ie)

**Radiological Protection Institute of Ireland:**

3 Clonskeagh Square, Dublin 14  
T: 01 269 7766 E: [rpri@rpri.ie](mailto:rpri@rpri.ie) [www.rpri.ie](http://www.rpri.ie)

**Small Firms Association:**

84 Lower Baggot Street, Dublin 2  
T: 01 605 1611 E: [info@sfa.ie](mailto:info@sfa.ie) [www.sfa.ie](http://www.sfa.ie)