

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D.: TU2015CC033

Name of Service Ballincollig Early Years Pre-School

Address of Service: The Village Centre, Station Road, Ballincollig, Co Cork, P31 AE86.

Email Address: childcaremanager@ballincolligfrc.org

Name of Registered Provider: Gary O' Brien

Type of Proposed Service:	Full Day Care	<input type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input checked="" type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change:	Adding an additional service type: from sessional to part time and sessional. Change in hours of operation from 8.45am - 11.45am and 12.15am - 3.15pm to 8.30am -1.30pm.
Proposed Number of Children:	54 sessional– no change 22 part time
Recommended Change Following Inspection:	54 sessional and 22 part time
Registered change:	Adding an additional service type: from sessional to part time and sessional Change in hours of operation from 8.45am - 11.45am and 12.15am - 3.15pm to 8.30am -1.30pm.

Date of Inspection:	0	3	0	7	2	0	2	5
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Inspection undertaken by: D Prendergast & S O' Brien

Title: Early Years Inspectors

Tusla Early Years Inspectorate Address: Early Years Inspectorate, Administration Building, St Mary's Health Campus, Gurrabraher, Cork T23 X440.

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Rationale for Inspection:

Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Part-Time & Sessional Service for 54 Children
Date of Registration	28th July 2025

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	<p>Ballincollig Early Years Pre-School currently provides a sessional category service, for children aged 2 to 6 years. It is registered to accommodate two daily sessional services; the first from 8.45am to 11.45am and the second from 12.15pm to 3.15pm.</p> <p>The registered provider has put forward a proposal to accommodate part time care and to increase the service's hours of operation.</p>
Premises	<p>The premises is situated in the town of Ballincollig in Co Cork and operates from a single storey building. It includes three care rooms, sanitary facilities, a kitchen and offices. The children have the use of an enclosed outdoor play space, located adjacent to the building.</p>
Staffing	<p>At present, there are 11 adults attached to the service. This includes the registered provider, a cook and a caretaker, who are not involved in the direct care of the children.</p>
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. The Inspectorate reserves the right to edit</p>

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	responses received for reasons including clarity; completeness; and compliance with administrative and legal processes. The contents of the report are compiled by the inspectorate body.
Acknowledgements	The inspectors wish to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

Part III - Management and Staff

Regulation 9 – Management and Recruitment

(1) A registered provider shall ensure that—

(a) the service has a designated person in charge and a named person who is able to deputise as required.

Requirement met:	The requirement has been met. (1) (a) The early years service has a designated person in charge and a named deputy.
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Part III - Management and Staff

Regulation 11 -Staffing Levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

Requirement met:	The requirement has been met. (1) During the sessional service, it is proposed that: <ul style="list-style-type: none"> the Enchanted Forest room will accommodate up to 10 children, aged 2 to 3 years, with 2 adults available. in the Under the Sea room, 3 adults will be working with a maximum of 20 children, aged 2 years and 8 months to 5 ½ years. there will be 3 adults working directly with up to 22 children in the Outer Space room and these children will be aged 2 years and 8 months to 5 ½ years. It is proposed that the part time service will be accommodated in this care room, with the same number of children and adults proposed. <p>A minimum of two adults will be on the premises at all times, when the service is in operation.</p>
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Part V - Care of Child in Pre-school Service

Regulation 20 - Facilities for Rest and Play

- (1) *Subject to this Regulation, a registered provider shall ensure that—*
- (a) *having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*
 - (b) *there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*
- (3) *A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—*
- (a) *a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises or*

Requirement met:

The requirement has been met.

(1)

(a) A variety of materials, suitable for the age and stage of development of the children, are available in each care room. Examples include handheld vehicles, dolls and accessories, play kitchens, connectable shapes, construction materials and art and craft supplies. The low-level shelving and storage units used to display said resources are easily accessible to the children.

The equipment within the outdoor play space offers children opportunities to participate in a range of play and exploration, such as climbing, crawling, tabletop activities and imaginary play.

(b) Each of the three care rooms includes a cosy area, to support children’s need to rest and relax, as needed throughout the day. These spaces are furnished with vinyl sofas and are positioned next to book areas.

Four stackable beds are accessible to accommodate any child who may require sleep while in attendance. Suitable bed linen has been ordered, and delivery is awaited.

(3)

(a) The designated outdoor play area available on the premises, is suitable, safe and secure.

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Part V – Care of Child in Pre-school Service

Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Requirement met:

The requirement has been met.
A Healthy Eating policy is in place. All meals and snacks will be supplied by the service, including breakfast, a mid-morning snack and lunch. Suitable menus are available to this effect. Perishable foods will be stored in a refrigerator. Drinking water will be freely accessible to children throughout their hours of attendance. Suitable crockery and cutlery will be provided for children at mealtimes.

Part VI – Safety

Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

Requirement met:

The requirement has been met.

General safety:

- Cleaning agents are stored on high-level shelving and are inaccessible to children.
- There are no cables or trailing flexes within the children’s reach.
- All of the examined play materials are in good working order and free from any pinch points.
- A shock absorbing surface is provided in the outdoor area, to reduce the risk of serious injury to a child.

Infection control:

- Children’s and adults’ wash hand basins have a supply of warm running water, liquid soap, paper towels and foot pedal operated bins.
- The nappy changing area is stocked with single use aprons and disposable gloves and the children’s toiletries are appropriately stored and labelled.
- Perishable foods are refrigerated.
- Wall hook storage is in place for children’s bags and coats.

Part VI - Safety

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Regulation 25 – First Aid

- (1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.
- (2) A registered provider shall ensure that a suitably equipped first aid box for children—
- (a) is safely stored in an easily accessible and conspicuous position on the premises, and
 - (b) is available to the children attending the pre-school service at all times.

Requirement met:

The requirement has been met.

- (1) Two staff members hold up to date certification in First Aid Responder (FAR) training. The person in charge is aware of the requirement for at least one of these adults to be available to the children throughout the hours of operation.
- (2)
 - (a) Three first aid boxes are accessible to adults, while maintained out of reach of children.
 - (b) Adequate first aid supplies will be consistently available, should they be required.

Part VI – Safety

Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- (a) any fire drill that takes place in the premises, and
 - (b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Requirement met:

The requirement has been met.

- (1)
 - (a) There is adequate provision in place to document the fire drills carried out at the service.
 - (b) A written record of the number and type of firefighting equipment and smoke alarms is ensured. Certification indicated that the firefighting equipment was last serviced on 30 January 2025 and the smoke alarm was tested on 3 April 2025.
- (4) Notices outlining the fire evacuation procedures are clearly displayed in each care room.

Part VI – Safety

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Regulation 28 – Insurance

A registered provider shall ensure that the pre-school service is adequately insured.

Requirement met:

The requirement has been met.
A record of insurance is available, for a maximum of 54 children to attend at any one time. A part time category of service is covered. The certificate is valid from 15 April 2025 until 31 December 2025.

Part VII – Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated,*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Requirement met:

The requirement has been met.

- (a) The proposed part time service is located within a single storey building, which, from a visual inspection, appears to be in a good state of repair.
- (b) The care room doors are secured from the exterior to prevent unauthorised persons from gaining access. The outdoor play area is enclosed by high-level fencing, walls and gates.
- (c)
 - The care rooms and sanitary facilities are provided with sufficient lighting, through a combination of windows, fluorescent tube lighting and LED lighting.
 - A heating/air conditioning split system is in place. Recorded air temperatures in all three care rooms fell within the required range of 18^oC to 22^oC. The air temperatures of the children’s sanitary facilities also met the requirements, with respective temperature readings of 21.9^oC and 21.5^oC recorded.
 - Openable windows are available in the Under the Sea room. Mechanical ventilation is provided through the air conditioning/heating system in the Outer Space room and in the Enchanted Forest room. The sanitary facilities are ventilated by means of openable windows or mechanical ventilation.
- (d) A cleaning programme has been devised, and cleaning records are maintained.
- (e) There are four children’s toilets and four wash hand basins serving the Outer Space and the Enchanted Forest care rooms. A nappy changing facility is also accessible in this sanitary area. A second children’s toilet facility is located

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adjacent to the Under the Sea room, consisting of two toilets and two wash hand basins. Two adult toilets and two adjacent wash hand basins are available for staff use. The premises is serviced by a public water supply.

Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.
- (2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.
- (4) Where a registered provider contemporaneously provides—
- a sessional pre-school service, and
 - a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).

Requirement met:

The requirement has been met.

- Sufficient clear floor space is provided within the care rooms for the free movement of the children during work and play.
- It is proposed that the part time service will be facilitated in the Outer Space room, which was measured at 88.49m². This allows for the proposed 22 children, aged 2 years and 8 months to 5 ½ years, to attend part time care.

(4)(a)&(b)

The registered provider proposes to contemporaneously cater for children attending the sessional service and the part time service. Each of the three care rooms allows for the children attending the sessional service, to have a minimum of 1.818 square metres of clear floor space during this time:

- The Enchanted Forest room was measured at 34.85m² and currently caters for up to 10 children.
- Up to 20 children currently attend the Under the Sea room, which was measured at 41.53m².
- The measurement of the Outer Space room is as per part (2).