

Early Years Inspectorate Regulatory Report

Pre School

| | |
|--------------------------|-------------|
| TUSLA Identifier: | TU2015CC039 |
|--------------------------|-------------|

| | |
|-------------------------|--|
| Name of Service: | Ballygarvan Tiny Tots Community Playschool CLG |
|-------------------------|--|

| | |
|----------------------------|---|
| Address of Service: | Ballygarvan G.A.A. Hall, Ballygarvan, Co Cork |
|----------------------------|---|

| | |
|-----------------|----------|
| Eircode: | T12 WC8V |
|-----------------|----------|

| | |
|-------------------------------------|--------------------|
| Name of Registered Provider: | Susan McGillicuddy |
|-------------------------------------|--------------------|

| | |
|----------------------|-----------|
| Service type: | Sessional |
|----------------------|-----------|

| | |
|----------------------------|------------|
| Date of Inspection: | 05/02/2026 |
|----------------------------|------------|

| | | | | |
|-----------------------------------|----|----|----|-----|
| No of pre-school children: | AM | 19 | PM | N/A |
|-----------------------------------|----|----|----|-----|

| | |
|---|--|
| Address of the Early Years Inspectorate: | Administration Office, St. Mary's Health Campus, Gurrabraher, Cork. T23X440. |
| Inspection undertaken by: | D Cotter |
| Title: | Early Years Inspector |

Authority to Inspect

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

| | |
|---------------------------------|-----|
| Conditions if applicable | N/A |
|---------------------------------|-----|

Description of service

Ballygarvan Tiny Tots Community Playschool CLG is situated on the grounds of the Gaelic Athletic Association (GAA) in a rural setting at Ballygarvan, Co Cork. The service is open from Monday to Friday and provides morning sessions from 09:00-12:00pm, and afternoon sessions from 12:30 -15:30pm. It caters for children aged between two and six years. The service operates from a single storey prefabricated unit which has one care room that was specifically adapted as a childcare service. There is a designated outdoor play area located to the rear of the premises.

Staffing

There were six adults attached to the service. This included the registered provider who was not service based and two students who were supernumerary. There were three staff working directly with the children during the inspection who were all qualified to QQI level 5 or above. .

Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the

registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit 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.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered 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,*
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*

(d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

- (1)
- (a) The registered provider had ensured that a person in charge and a deputy were assigned to the service. This information was displayed in the main entrance area.
- (b) Both the person in charge and deputy were working at the setting when the unannounced inspection commenced. The staff roster indicated that the service was operated with both the person in charge and the deputy present.
- (c) Information regarding the service's management structure was available and clearly set out the names and roles of each staff member attached to the service.
- (2) A total of six recruitment files were reviewed. Two of the files related to students.
- (a) Nine of the 12 required written and validated references on file were from past employers.
- (b) Three of the 12 references had been provided by sources other than previous employers and had been validated.
- (c) Garda vetting disclosures had been obtained for all six adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.
- (d) Police vetting was not required as none of the adults had lived outside of the state for a period of longer than six months.
- (4) All staff working directly with children held relevant qualifications in Early Childhood Care and Education at least at Level 5 on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent. A qualification was not required for the students associated with the service.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

The healthy eating policy for the service was inspected and found to contain all the necessary details to meet regulatory compliance. Through discussion with staff, it was noted that the service was operating in line with its policies and procedure with regard to healthy eating.

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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.

Compliance Information

(1) The registered provider ensured that there were an adequate number of adults working directly with the children.

(3) On the day of inspection, the adult to child ratios were in adherence to the requirements of the regulation with three staff working with 19 children of preschool age. There was also a student who was supernumerary.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child's registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (c) an authorised person.*

Compliance Information

(1) The person in charge advised that a total of 34 children were enrolled at the service. A sample of 10 child record forms were assessed. Each form included all of the information, as listed from (a) to (i), which met the requirement.

(3) The records in relation to children were stored on site and open to inspection by an authorised person.

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.

(2) A registered provider-

- (a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, or
- (b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016,

shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

Compliance Information

1.

(a) The registered provider has ensured that there are adequate and suitable facilities for each child to play indoors and outdoors. It was observed on the day of inspection that the large playroom hosts a wide range of play equipment with ample numbers of resources available to children. The equipment is contained at child height making it accessible to all children.

There were clearly defined areas of play including, art, construction, tabletop activities, library and a home corner. The outdoor areas were observed to be accessible to children on the day of inspection.

(b) There were adequate and suitable facilities for a pre-school child to rest during the day in the library area. This area was away from the play area and was equipped with soft furnishings to create a quiet corner for a child to rest.

2.

(b) There was an enclosed outdoor area for children to explore throughout the day. This area was accessible directly from the care room. Through direct observation, this area appeared to be safe and secure with an abundance of play equipment. The outdoor area was covered to enable children to play outdoors regardless of the weather. The area was secured with gates and fences to ensure children's safety.

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.

Compliance Information

- On the day of inspection, examples of the mid-morning snacks were noted to include rice cakes, sandwiches, a selection of fruit and yogurts.
- The children’s water bottles were stored at child height and were accessible to the children at all times throughout the day.
- During discussion, staff confirmed that snacks would be offered to any child who became hungry outside of the allocated mealtimes.
- There was a selection of food available in the kitchen should any child forget their lunch.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

Compliance Information

(1) The person in charge ensured that each pre-school child attending the service was checked in and out of the service by an employee on the day of inspection.

(3)

(a) The registered provider has ensured that any person other than an employee, a preschool child of a person dropping the child off cannot gain entry to the premises.

(b) The Inspector was asked to sign the visitors book on arrival, and it was evident that a record is kept of any such person who enters the service.

Part VI - Safety

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.

Compliance Information

1. The registered provider has ensured that two members of staff who are trained in first aid responder (FAR) training are available to the children at all times. This was evidenced through the staff roster.

2. (a)(b) The fully equipped first aid box was stored in a conspicuous location within the main care room, easily accessible to staff and available to children at all times throughout the inspection.