

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CC168
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Name of Service:	Glenfields Community Childcare Ltd.
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Address of Service:	1A Glenfields Park, Ballyvolane, Cork, Co Cork
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Eircode:	T23 PW68
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Name of Registered Provider:	Katherine McCleverty
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	24/07/2025
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No of pre-school children:	AM	4	PM	5
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate, 13 Market Square, Mallow, Co Cork, P51 DD5Y
Inspection undertaken by:	N O'Donoghue
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
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Description of service

Glenfields Community Childcare Ltd. is a community based early years service in operation since 2006. This service provides education and care to children from 1 to 6 years and to children attending the Early Childhood Care and Education (ECCE) scheme. The current opening hours are from 08:30 to 15:30 each day Monday to Friday. The service operates from a purpose-built single storey childcare facility located at the entrance to a residential estate located in Ballyvolane, Co Cork.

There are three care rooms in the service, the Creche room, Preschool 1 and Preschool 2. The sleep room is located adjacent to the Creche room. There are adequate adults and children's sanitary facilities and nappy changing facilities. Each care room has their own designated outdoor play area.

Staffing

There are 16 adults attached to the service. Of these 16 adults, 13 adults work directly with the children, 1 adult was identified as the cleaner of the service and 1 was a family support worker. The registered provider is not service based.

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. 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 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 service had a designated person in charge and a deputy person in charge on the premises on the day of inspection. In the event the person or deputy person in charge were not on the premises a named person able to deputise was available.

(b) A person in charge or named deputy person in charge were on the premises at all times during the operation of the service.

(c) There was a clearly identified management structure in the service. This included person in charge, deputy person in charge and early years educators.

(2) Sixteen staff were attached to the service; all 16 staff files were open to inspection.

(a) Of the 32 references required, 28 validated references were from past employers.

(b) Of the 30 references required, 4 validated references were from a source other than a past employer.

(c) Garda vetting disclosures had been obtained for 16 staff. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under Regulation 23 of this report.

(d) Police vetting was deemed to be required for two of the adults working in the service and copies of the relevant documents were maintained on file.

(4) The 13 staff working directly with the 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. It was deemed a qualification was not required for the other three adults.

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.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 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) thereof at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

Compliance Information

(1) There was an adequate number of adults working directly with the children at all times.

(3) On the day of inspection, the adult to child ratios were in adherence to the requirements of the regulation. One room was in operation on day of inspection. The Preschool 1 and Preschool 2 room were not in operation during the summer months.

- In the morning session, there was three staff working with four children aged between 2 years and 3 months and 3 years and 7 months of age, all attending part-time care. In the afternoon, there was three staff working with five children aged between 2 years and 9 months and 3 years and 7 months of age.

(8)

(a) The person in charge ensured there were at least two staff on the premises at all times.

Part IV – Information and Records

Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

(1) All records in relation to the service (1)(a-k) were inspected, all required information was available. The information was available through the parents handbook, staff files and statement of purpose and function.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

Compliance Information

(1)(a) On the day of inspection, the following information was obtained through:

- Direct observation and discussion with staff
- Examination of relevant documentation.

Basic needs:

- Staff encouraged children to express their emotions freely and supported them to express them in a safe manner.
- Children had access to a cosy corner or rest area which consisted of a wooden couch and sponge cushions. Children were observed to use this area throughout the session.
- Children had access to jugs of water and cups throughout the inspection. Staff brought fresh water outdoors for a water break during outdoor play.
- Staff sat with the children during mealtimes and engaged in conversations about colours, holidays and the activities of the day.
- Children could move freely about the room and choose activities they wished to participate in. Children had the option to opt out of activities and play something else.
- Children were observed to choose which breakfast they would like. Mealtimes were observed to be relaxed and not rushed.
- Children had access to tissues throughout the day. Children were observed using tissues with the support of the staff.

Supporting relationships:

- Staff spoke with children at their level, in a calm and relaxed tone. Staff used positive reinforcement when interacting with the children.
- Children engaged in parallel play and were observed to check in on their friends and include them in play.

- Staff were observed meeting with parents at the end of the session, updating them on the activities of the day.
- Staff supported children to freely express their emotions in a safe environment. This was observed when children were asked their feelings during story time.
- Staff were observant of the children's needs and would remind children of toileting.
- Staff would use positive language and actions when children accomplished tasks. This was observed when a child called for the staff member to look at their balancing skills. Staff responded cheering and clapping for the child.

Physical environment:

- Gross motor development was supported through outdoor play through a variety of outdoor equipment such as bikes, trikes, balance bikes, slides, outdoor kitchen play and rock climbing walls.
- The indoor environment allowed for children to freely move about and choose activities and equipment linked to their personal interests. The creche room had a clear layout of areas such as construction area, role-play area and creative area.
- Sensory play was encouraged with sand play areas.
- Children's artwork was displayed throughout the service.
- The materials and equipment were age appropriate and well kept.

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.

Compliance Information

General safety:

- The main entrance to the service was secured to prevent unauthorised access or unsupervised exit of a child.
- All low laying cables were safely secured out of reach of the children.
- The outdoor area was secured to ensure no unsupervised exit of a child.
- Each door had a high handle, out of reach of children.
- Cleaning materials were stored out of sight and reach of children.
- Staff conducted risk assessments prior to children going outdoors.

Infection control:

- Regular handwashing was observed by staff and children. Children's hands were washed prior to mealtimes and after outdoor play. Staff hands were washed prior to meal times, after outdoor play and after supporting children with toileting.
- Windows were open for natural air ventilation.
- Staff cleaned the tables between activities and mealtimes.
- Pedal operated bins were observed in the main room and sanitary facilities.

Administration of medication:

- No administration of medication was observed on the day of inspection. Discussion with staff ensured staff were aware of the correct process for administering medication in the event it was required.

Safe sleep:

- The sleep room adjacent to the Creche room consisted of two cots fitted with waterproof mattresses. There were also three stackable beds. Children attending the service on day of inspection were not observed sleeping, as children were attending part-time hours and did not require sleep.
- Staff advised the inspector of the sleep check book kept in the sleep room and advised of the 10-minute sleep checks that would be conducted.

Fire safety:

- Fire exits were clear of any obstruction and were clearly identified in the room.
- Firefighting equipment was available in the event it was required.

Non-Compliance Information

General safety:

Garda vetting was available for 15 staff members. However, one vetting disclosure was not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

Action submitted by the Registered Provider

Corrective & Preventive Action

General safety:

The person in charge applied for the Garda vetting for the registered provider. Regular checks of staff garda vetting will be conducted going forward.

Supporting documentation submitted

General safety:

Photographic evidence of the application for the Garda vetting was submitted.

Summary Comment

All correspondence including photographic evidence was examined. The non-compliance has been rectified, and the requirement has been met.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

A copy of the insurance certificate for the service was furnished to the inspector. The information provided on the insurance certificate included:

- The contact details for the insurance provider.
- The name and address of the service insured.
- The categories of insurance cover for the service.

The expiry date of the current insurance cover was 27 March 2026.