

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015CC357
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<b>Name of Service:</b>	Scoil Ursula Creche
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<b>Address of Service:</b>	Scoil Ursula Primary School, Blackrock Road, Cork, Co. Cork
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<b>Eircode:</b>	T12 XC91
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<b>Name of Registered Provider:</b>	Catriona Bn Ui Shuilleabhain
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<b>Service type:</b>	Part Time, Sessional
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<b>Date of Inspection:</b>	24/06/2025
<b>Date of Regulatory Compliance Meeting:</b>	04/09/2025

<b>No of pre-school children:</b>	AM	7	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Administration Building, St Mary's Health Campus, Gurrabraher, Cork T23 X440
<b>Inspection undertaken by:</b>	M Creagh
<b>Title:</b>	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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Scoil Ursula Creche is a non- profit, part-time service based in a suburban area of Cork city. The early years service operates from Monday to Friday and has the capacity to accommodate 11 children, aged between two and six years.

The service operates out of a room situated in a one storey prefabricated building located on the grounds of Scoil Ursula Primary School. It shares the main entrance, the foyer area and the outdoor play area available to the front of the prefabricated building with a second registered early years service.

### Staffing

The service employs three staff members, including the registered provider who is not service based. There is an additional relief staff member available if required. All adults have the required qualifications in Early Childhood Care and Education.

### 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.

The inspection focused on an examination of compliance under Regulations 11: Staffing Levels, Regulation 15: Record of Pre- School Child, Regulation 19: Health, Welfare and Development of Child, and Regulation 28:

Insurance; however, on inspection additional non-compliances which posed a risk was identified under Regulation 23: Safeguarding Health, Welfare and Development of Child and Regulation 25: First Aid. These findings are outlined within the relevant regulations within this report.

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.

## Additional Information

An Immediate Action Notice was issued to the Registered Provider in relation to Garda Vetting. The response was adequate to mitigate the risk identified.

Following the receipt of a Corrective Action and Preventative Action plan (CAPA), a Regulatory Compliance meeting was held on 04 Sept 2025 with the Registered Provider in order to clarify non-compliant issues which had not been addressed via the CAPA process.

## 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

(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 person in charge confirmed that they or their deputy are present at all times while the service is open.
  - (b) The person in charge was present when the unannounced inspection commenced and facilitated the inspection process.
- (2)(c) Garda vetting disclosures had been obtained for three 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.
- (4) Certificates of qualifications for the staff working directly with children were available on file demonstrating that they held a qualification at level 5 or above on the national qualification framework of qualification.

### Non-Compliance Information

(2)(a)(b)

The inspector reviewed four staff files. While it is acknowledged that validated references were available for three staff members, there were no references available for one relief staff member who was working directly with the preschool children on the day of inspection. Not vetting staff prior to them having access to the children may allow staff who are not appropriate to have access to children.

(c)

An Immediate Action Notice was issued 24 June 2025 as Garda vetting was not available for one staff member who was working directly with the preschool children on the day of inspection.

(2)(d)

One adult who had lived outside the State for a period longer than six consecutive months did not have a record of police vetting on file. Not appropriately vetting staff prior to them having access to the children may allow staff who are not appropriate have access to children.

### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action**

2(a)(b) The two references were sought and validated in relation to the staff member. The service will make sure that all references will be on file and validated prior to any new staff member starting. The manager of the service will review all documents annually to make sure all are in order.

(c) The service undertook to not allow the staff member access to the children until the Garda vetting was received and assessed. The service subsequently forwarded the Garda vetting once they received it.

(d) The police clearance certificate is now on file for the relief staff. The service stated they will check all CV's going forward for any new staff and ensure any required police clearance certificates are in place prior to employment commencing.

#### **Supporting documentation submitted**

2(a)(b) two written and validated references were submitted.

(c) Garda Vetting was received.

(d) A police clearance certificate was forwarded.

### Summary Comment

The requirement of Regulation 9 has been met. This will be reviewed at the next inspection

### 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) There were adequate staffing levels to respond to the children’s needs on the day of inspection.
- (3) On the day of the inspection there were seven preschool children present with two adults. The minimum adult to child ratio was correct.

### 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.*

## Compliance Information

(1) A sample of eight children's record were assessed, and all records were completed and contained the required information outlined from (a) to (i).

## 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)

### Basic needs:

- On the day of inspection, children's snacks included sandwiches, a variety of fruits cut up, yoghurts, pasta and cheese. Children were given drinks of water at snack time and water was available from children's individual water bottles throughout the day.
- Children were observed handwashing before snack time. Staff supported and encouraged children to be independent, developing each child's self-help skills.
- Snack time atmosphere was observed to be sociable and relaxed; plenty of time was afforded for children to enjoy their snacks and staff were on hand to support the children's eating and drinking.
- The staff supported play time individually, in pairs and in small groups. They spoke to the children in a kind, comforting, warm manner and were responsive to their needs.
- Nappy changing was carried out at regular times throughout the day and as required.
- The children had opportunities for outdoor play during their time in the service.

## 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 entrance door leading into the prefabricated structure was secured to prevent children leaving unsupervised and unauthorised persons could not enter the area.
- The outdoor play area was secured with high fencing and a locked gate.
- The windows in the service were not accessible to children.
- All cleaning agents were stored inaccessible to children.
- No hot drinks were observed to be consumed by the staff near the children.
- All the play materials and equipment examined were noted to be maintained in good condition.

##### Infection Control:

- Staff wore gloves and aprons for nappy changing, in line with the nappy changing policy displayed on the wall in the nappy changing area.
- Wash hand basins were supplied with warm running water, liquid soap and paper towels. Foot pedal operated bins were also provided for the hygienic disposal of used paper towels. The adults were observed to ensure that children washed their hands before the mid-morning snack.
- Adequate ventilation of the care room and sanitary area was ensured through open windows and mechanical ventilation.
- The children's bags and belongings were stored off the floor on individual wall hooks and shelving.

##### Administration of Medication:

- Medication was not observed to be administered during the inspection.

##### Fire Safety:

- The fire exits were found to be unobstructed on the day of inspection.

#### Non-Compliance Information

##### General Safety:

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

2. There were two loose cables accessible to the preschool children, posing a risk injury to a child.

**Infection Control:**

3. Some of the children's perishable snacks were not stored in the fridge, which posed a risk of cross contamination and food spoilage.

4. The nappy changing unit in the sanitary facility was not observed to be cleaned between uses. This poses a risk of cross contamination and cross infection between the children.

5. Children's hands were not washed after nappy changing procedures. The inspector observed the procedure on a few occasions and did not see handwashing take place for these children. This increased the risk of cross infection at the service.

**Action submitted by the Registered Provider**

**Corrective & Preventive Action**

**General Safety:**

1. The renewed Garda vetting disclosures were submitted. The service undertook to ensure all Garda vetting disclosures were renewed every three years, going forward.

2. The service has removed the cables and have stated that no cables will be made accessible to children in the service again.

**Infection Control:**

3. The service has organized a system for perishable food items to be stored in the fridge each day.

4. The service has updated the nappy changing procedures to include wiping down the unit and displayed this above the unit, so all required steps are clear.

5. The service will ensure all children's hands will be washed following each nappy change. The updated procedures are displayed for all staff as a reminder.

**Supporting documentation submitted**

**General Safety:**

1. Updated Garda vetting for two staff was submitted.

2. The statement of the service is accepted.

**Infection Control:**

3. A photo of the perishable items stored in a basket for refrigeration was submitted.

4. + 5. A photo of the displayed nappy changing procedure was submitted.

### Summary Comment

The requirement of Regulation 23 has been met. This will be reviewed at the next inspection

## 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) There was a staff member trained in first aid responder (FAR) available to the children attending the service.

### Non-Compliance Information

(2)(a)(b)

While it was acknowledged that the first aid box was stored out of reach of the children, sufficient supplies were not maintained. There were no large or extra-large sterile wound dressings, no pocket face mask, no water-based burns dressings, only one glove, and no eye pads in stock. This issue was identified in the last inspection, dated 13/06/25. The previous CAPA response noted the first aid box had been restocked, was fully equipped and would be checked regularly to ensure it remained fully equipped. However, this had not been found in practice on inspection.

### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action**

The first aide box has been restocked to meet the requirements, and a checklist has been placed on the wall so staff can conduct a monthly check of contents, to replace anything that is required.

#### **Supporting documentation submitted**

A photo of the replenished contents of the first aide box was submitted.

### Summary Comment

The requirement of Regulation 25 has been met. This will be reviewed at the next inspection

### Part VI - Safety

#### Regulation 28 - Insurance

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

### Compliance Information

The registered provider ensured the early years service was adequately insured under the adjoining Scoil Ursula protection policy until 24<sup>th</sup> March 2026.