

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

**Tusla I.D.:** TU2015DL029

**Name of Service** CPI Community Childcare

**Address of Service:** CPI Centre, Knockraver, Castlefinn, Lifford Co. Donegal,  
F93YDR9

**Email Address:** cpchildcare@gmail.com

**Name of Registered Provider:** Stephen Kennedy

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

**Proposed change:** The service proposes to increase the number of children that can be accommodated from 86 to 104 at any one time. It is proposed that the children will be accommodated in an additional care room.

**Proposed Number of Children:** 104

**Recommended Change Following Inspection:** Change in Number of Children that can be accommodated from 86 to 104 Children

**Registered change:** Change in number of children that can be accommodated from 86 to 104

**Date of Inspection:** 2 7 0 3 2 0 2 5

**Inspection undertaken by:** L McGlynn

**Title:** Early Years Inspector

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<b>Tusla Early Years Inspectorate Address:</b>	Donegal Early Years Inspectorate, St. Conal's Campus, Letterkenny, Co. Donegal. F92 TD92
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<b>Rationale for Inspection:</b>
<b>Proposed Change of Circumstance</b>

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

<b>Registration Status:</b>	<b>Registered Full Day, Part Time and Sessional Service for 104 children.</b>
<b>Date of Registration</b>	<b>23/04/2025</b>

<b>Authority to Inspect</b>
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).

<b>Description of Service</b>	CPI Community Childcare is a not-for-profit service located in the border town of Castlefinn in County Donegal. The service offers full day, part time and sessional preschool care to children aged 0-6 years. The service operates between the hours of 8.00am and 6.00pm each weekday with a sessional preschool operating from 9.00am to 12.00md.
<b>Premises</b>	There are four preschool rooms, two of which are in the main building and two are on the first floor of the adjoining building. There are two sleep rooms, a kitchen and relevant sanitary facilities on site. There is a large outdoor area to the rear of the premises that has been subdivided for use by different groups of children.  The service proposes to operate from an additional room adjacent to one of the current preschool rooms on the first floor.
<b>Staffing</b>	The registered provider does not work in the service on a daily basis. There is a named person in charge and a deputy in their absence. The services proposes to employ 29 staff members to work directly with the proposed 104 children in attendance on a daily basis.
<b>Methodology</b>	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)

	<b>Child and Family Agency Act 2013</b> <b>Child Care Act 1991 (Early Years Services) Regulations 2016</b>	<b>Version 05</b> <b>Implemented- Aug 2022</b> <b>EYI-IR12.23 F07 FFP (CIC)</b>	<b>2 of 10</b>
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	<p>(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 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.</p>
<b>Acknowledgements</b>	The Inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

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### 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:

(1) (a) This requirement has been met. There is a named staff member in charge of the daily operation of the service and named persons who can deputise in their event of their absence.

### 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 requirements of this regulation have been met.  
(1) The service proposes to accommodate a maximum of 104 children ranging in age from 0 to 6 years with 29 staff members employed. The person in charge confirmed their knowledge of the required adult child ratios and their adherence to same dependant on the numbers of children enrolled to attend each day.

### 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.

(2) A registered provider—

(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

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*and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*

**Requirement met:**

This requirement has been met.

(1)(a) Adequate and suitable indoor play facilities were in place for the number and age range of children proposed to be catered for. There were five large playrooms within the service, all of which presented as bright and visually appealing spaces.

There was an orderly arrangement of play equipment and materials set into clearly defined areas of interest within the proposed new care room. These included arts and crafts, construction, small world toys, dressing up props, play kitchen area, library, messy play area, rest area, problem solving and wide range of manipulate play resources. Open low level shelving units enabled all items to be readily accessible to the children. Suitable sized tables and chairs were to be delivered in the coming days for tabletop activities and proof of purchase was provided on inspection.

(1)(b) Adequate and suitable rest facilities were provided. A supply of 12 stackable floor beds were available and the room was equipped with a cosy area of floor mats and cushions for children to relax during the day.

(2)(a) (b) A safe and suitable outdoor play area was provided. The area contained natural grass ground surfacing and included wooden climbing structures, a sand box and space for ball play and running. A large storage shed contained a range of play items that could be brought to the areas for children’s play including ride on toys, hoops, cones, balls and digging toys.

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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:

This requirement has been met.

It was stated that children would be provided with meals prepared on site in the service kitchen. There were adequate facilities for cooking, refrigeration and food storage available in the kitchen. The service has a healthy eating policy and a weekly menu plan in place detailing a range of nutritious meals and snacks at appropriately timed intervals.

### 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:

This requirement has been met.

- The main entrance was secured preventing unauthorised access or the unsupervised exit of a child. The doors leading to the proposed new care room contained a separate high level keypad security system.
- The outdoor play area was secured with surround fencing and a single exit gate.
- The emergency evacuation route from the pre-school room was easily identifiable by emergency exit signage. The designated emergency exit was observed to be clear and unobstructed.
- Thermostatically controlled warm water, liquid soap and single use paper towels were available at the wash hand basins in the sanitary accommodation.
- All toys and play resources were noted to be clean, in good repair and were appropriate for children's use.

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- There were no electrical hazards observed.
- Foot pedal operated bins were provided and the main waste storage bins were in a secure area away from the children’s play areas.
- Cleaning products were stored in areas out of reach of children.
- All windows were fitted with restrictors. Blind cords were secure.

### 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.*

#### Requirement met:

The requirement has been met.

(1) There were number of staff members with certification in first aid for children. A sample of four certificates were reviewed, all of which had an expiry date in August 2026.

(2) (a) A first aid box was available in the care room. The box contained all of the quantities and contents as recommended under current national guidance.

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### 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:

This requirement has been met.

- (1) (a) A record of all fire drills completed monthly were kept in the service. The most recent fire evacuation drill was completed on 21 March 2025.
- (b) A record of the number, type and maintenance record of the firefighting equipment and smoke alarms were maintained. The firefighting equipment was last serviced in January 2025 and the smoke alarms in March 2025.
- (4) The procedures to follow in the event of a fire were displayed in the care room.

### Part VI – Safety

#### Regulation 28 – Insurance

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

#### Requirement met:

Evidence of insurance for up to 130 children attending a full day care service was provided with an expiry date in March 2026.

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:**

This requirement has been met.

- (a) On superficial visual inspection, the building appeared of sound and stable structure with no visible defects. The person in charge confirmed that they had no concerns about the structure or stability of the building.
- (b) The main entrance door was secured with a lock mechanism, while the entrance door to the playroom contained a high-level keypad mechanism.
- (c) Adequate lighting was provided. Natural lighting consisted of two large glass windows. Artificial lights consisted of florescent ceiling lights with protective covers. An adequate source of heating was provided in the playroom and sanitary accommodation. This consisted of oil-fired central heating. The air temperature was within the recommended 18 -22°C range. The care room was ventilated via openable windows and there was mechanical ventilation in the sanitary accommodation.
- (d) The premises presented as clean and subject to routine maintenance work as required.
- (e) The sanitary facilities in the proposed care room were adequately equipped with wash hand basins and toilets for the number of children proposed to attend. There were three toilets and three wash hand basins with a nappy change bench in one of the toilet cubicles.

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.*

**Requirement met:**

The requirements for this regulation have been met.

(1) Adequate clear floor space was provided in the pre-school rooms for the work, play and movement of the 104 children that they are proposing to accommodate.

(2) The new care room measured 64.65m<sup>2</sup> which was adequate to provide for the proposed 24 children attending a full day care service. The service proposes to alter the age ranges cared for in other existing care rooms therefore the floor space of these care rooms was measured. In line with the proposed changes to the age of children currently occupying care rooms and the addition of the new room, the service was found to have a total floor space that can adequately accommodate up to 104 children.