

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DL144
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<b>Name of Service:</b>	Tir na nOg Naionra
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<b>Address of Service:</b>	Gaelscoil na gCeithre Maistri, Drumbar, Donegal Town, Co. Donegal
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<b>Eircode:</b>	F94 T863
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<b>Name of Registered Provider:</b>	Eibhlín O'Donnell
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<b>Service type:</b>	Part Time, Sessional
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<b>Date of Inspection:</b>	27/05/2025
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<b>No of pre-school children:</b>	AM	12	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
<b>Inspection undertaken by:</b>	K Folan
<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>	Not applicable
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### Description of service

Tír na nÓg Naíonra is a preschool service located on the ground floor of a newly constructed Gaelscoil, on the outskirts of Donegal town. The service offers a sessional service for children between the hours of 9.30am and 12.30pm and a part-time service from 9.30am to 2.30pm. The service is also registered to provide school age care.

### Staffing

There were two adults employed to work in the service with the children on a daily basis, which includes the registered provider and one additional staff member.

### 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, safety, premises and facilities*. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9,11,15,16,23,26, and 28.

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 provider, 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.*

*(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) There was a designated person in charge and a named person who was able to deputise as required.  
(b) The designated person in charge was on the premises throughout the inspection.
- (2) The staff files of two adults were reviewed on this inspection.  
(a) Two references were available from past employers and were validated.  
(b) One reference was available from a reputable source.  
(c) Two Garda Vetting disclosures received from the National Vetting Bureau of an Garda Síochána had been obtained for the two adults.
- (4) Documentary evidence showed that the adult held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework.

### Non-Compliance Information

- (2) (a)(b) One of the four references from a past employer or a reputable source was not available for one adult that was working directly with the children.
- (d) It could not be determined if police vetting from other jurisdictions were required in respect of one adult due to the absence of an employment record.

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

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

- I have followed up on the missing reference listed on the staff members CV and she has brought it in. I have verbally confirmed the reference. I have drafted a tick box cover sheet for each CV, this will make it immediately obvious, at a glance, that everything has been done.
- Staff member has updated her CV and all dates are accounted for and run consecutively without any gaps. This will be part of the tick box cover sheet mentioned above.

### **Supporting documentation submitted**

1. Photographic evidence submitted.
2. Employment record submitted.

### **Summary Comment**

The evidence the registered provider submitted has met the requirements of this regulation. This regulation is now compliant.

## **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.*

### **Compliance Information**

(1) On the day of inspection there were an adequate number of adults working directly with the preschool children attending the service.

(2) The minimum adult to child ratio was maintained throughout the inspection. On the inspector's arrival at the service, 12 children were being cared for by two adults in one care room.

### 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-*

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.*

#### Compliance Information

(1) (a)-(i)

Ten records of the children attending the service were reviewed. The required information from (a) to (i) were completed for each child.

(3) (c)

The records in writing were available for inspection to the inspector.

(4)

The person in charge confirmed the records are retained for the required period as set out by regulation.

## 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.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

## Compliance Information

1 (a)-(k)

On the day of the inspection, it was found that the service kept a record of the required information (a) to (k) as outlined below.

- (a) The name, position, qualifications and experience of the person in charge and employee was available.
- (b) The class of service and age profile of the children for which the service is registered for was 2-6 years.
- (c) Details of the adult to child ratios were available on the daily attendance records and on the parents

information board.

(d) The type of care programme provided which was an Irish language preschool service.

(e) The facilities available were part time care and a sessional service which offers the Early childhood care and education programme (ECCE).

(f) The opening hours and fees were displayed on the wall in the care room.

(g) The policy book was reviewed, and the service was found to keep a record of the policies, procedures and statements required under Regulation 10.

(h) Daily attendance records containing the time of the children's arrival to and departure from the service were observed in a sample of records reviewed on a digital application.

(i) The staff roster and sign in sheet detailed staff attendance.

(j) There were no records of medicine administration on file as the registered provider informed the inspector that no medicine has been administered in the service.

(k) There were no accident or incident forms on file as the registered provider advised the inspector that no incidents or accidents had occurred in the service.

(3) The person in charge made the records available to the inspector on request 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 door to the service was secure upon the inspector's arrival preventing unauthorised access by an adult or a child exiting unsupervised.
- The equipment in the preschool was in a good state of repair.
- Cleaning materials were stored out of reach of children.
- Blind cords were secured to the wall.
- Windows were fitted with restrictors to prevent the children exiting or falling.

##### Infection Control:

- Warm water, soap and individual cloth towels were available for effective handwashing.

- Children were prompted by the adults to wash their hands prior to eating lunch and after using the bathroom.
- Foot operated pedal bins were available for the disposal of waste.
- Ventilation was provided for by means of openable windows.
- The preschool room and sanitary facilities were in a clean and hygienic condition.

### Administration of Medication:

- The person in charge explained to the inspector that no medication is administered to any child currently attending the preschool service, and where a child is unwell the parents are requested to keep their child at home until they recover.

## 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.*

### Compliance Information

- (1) (a) A written record was available detailing fire drills had taken place in the service. Fire drills were carried out monthly which was evidenced through fire drill records with the most recent fire drill taking place on 10 April 2025.
- (b) There was a record to show that the firefighting equipment had been serviced on 20 February 2025 and the smoke alarms had been serviced on 01 May 2025.
- (4) The procedures to be followed during a fire evacuation were displayed in a conspicuous position in the service.

## 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 that adequate insurance was in place for 22 children up until 27 March 2026.