

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR034
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<b>Name of Service:</b>	Glenalbyn Montessori
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<b>Address of Service:</b>	Glenalbyn House, Stillorgan, Co. Dublin
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<b>Eircode:</b>	A94 E7K8
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<b>Name of Registered Provider:</b>	Patricia Pleass
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<b>Service type:</b>	Part Time, Sessional
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<b>Date of Inspection:</b>	15/01/2026
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<b>No of pre-school children:</b>	AM	20	PM	20
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St. John's Road West, Kilmainham, Dublin 8
<b>Inspection undertaken by:</b>	H Sutherland
<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

Glenalbyn Montessori is a private service located in Stillorgan, Co. Dublin. The service operates a part-time early years service from two rooms on the first floor of Glenalbyn House sports club and conference centre. Care and education are provided for children from 2 years and 8 months to 5 years of age. Opening hours are 8.00am to 1.00pm Monday to Friday.

### Staffing

There are currently four adults employed to work in the service including the registered provider. On the day of inspection, there were four adults present working directly with the children, including three childcare staff and the registered provider.

### 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 and 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 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, 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.*

*(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.*

*(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 named person to deputise as required.
  - (b) The designated person in charge was present when the inspector arrived unannounced at the service.
  - (c) There was a clear management structure in place within the service, which was confirmed with staff members and the person in charge during discussions with the inspector.
- (2) Following a discussion with the person in charge, it was determined that two new staff members had been employed since the previous inspection. Documentation required under Regulation 9 (2), (3), (4) was reviewed in respect of the two adults as detailed below. The requirements of Regulation 9(2)(c) relating to Garda vetting were reviewed for all adults employed to work in the service.
- (a) Four written and verified references were available from past employers.
  - (c) Garda vetting disclosures had been obtained for four adults. 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) Documentary evidence showed that the two adults had lived in a state other than Ireland for more than six consecutive months as adults. International police vetting from the relevant countries was available for one adult.
- (4) Documentation was available to show that the two adults who worked directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications, or a qualification deemed equivalent by the Department of Children, Disability and Equality (DCDE).

### Non-Compliance Information

- (2)
- (d) Police vetting was not available in relation to one adult who previously lived outside of the state for a period of more than 6 months as an adult.

(3) Documentation reviewed showed that the procedures specified above under Regulation 9(2) (d) had not been carried out prior to the adult commencing employment in the service.

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

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

The registered provider submitted a document for the staff member however, the inspector was unable to determine whether it was Police vetting as it had not been translated.

#### **Supporting documentation submitted**

Recruitment and Garda vetting policy

Document submitted

### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance in relation to Regulation 9(2)(d) remains outstanding, as a translation of the record has not been submitted to date. The registered provider is required to furnish the required documentation to the Inspectorate upon receipt.

## 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 was an adequate number of adults working directly with the children attending the pre-school service.
- (2) The registered provider ensured that the minimum ratio of adults to children was maintained. There were 20 children present in the service, supervised by 4 adults.

## 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-*

*(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.*

#### Compliance Information

The atmosphere in the service was calm and nurturing for the duration of the inspection. Staff were observed to consistently model positive dispositions, demonstrating patience, kindness, and encouragement through their interactions with the children. They addressed children by their names, spoke in warm, engaging tones, and supported them to resolve conflicts through respectful guidance. Staff were observed to actively listen to children, dropping to their level, encouraging conversation, and promoting language development. The routine was guided by the children, and staff provided opportunities for decision making. For example, children moved freely around the care rooms, and staff encouraged them to have autonomy in choosing their preferred activities. All of the equipment and materials were stored at the children's level, allowing ease of access. Staff used a bell and verbal alerts to prepare children for transitions throughout the day.

Staff supported children to be responsible for their own personal care needs by serving themselves at rolling snack, putting on their coats, using the toilet, washing their hands, and cleaning their noses independently. In addition to the rolling snack, which was provided by the service, children brought their own lunch from home. Drinking water was stored on low-level shelves, allowing children to easily access it when required. The care rooms had an area with books and child-size armchairs, allowing children to take a break from activities. Children were provided with aprons during messy play to protect their clothing. The children had the opportunity to engage in outdoor play during the inspection and were dressed appropriately for the weather. Staff explained that parents have daily opportunities for both formal and informal conversations about their child, which supports continuity of care.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The inspector observed that the registered provider ensured that there was adequate and suitable furniture, play and work equipment, and materials available on the premises as follows:

- The furniture and equipment in the care rooms were observed to be adequate for the number of children in each care room.
- Low-level tables and chairs were available, allowing children to sit comfortably during meals and while participating in tabletop activities.
- Toys and equipment were available to support various forms of play including, imaginative, construction, physical and manipulative play. These were purposefully grouped into the specific types of learning, for example, practical life, sensorial, mathematics, language and cultural learning.
- The equipment was observed to be clean and well maintained.

### 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:

- On arrival to the service, the inspector found that both classroom entrances were secured, and access was granted by staff. Staff were observed to monitor the entrance doors for the duration of the inspection.
- Cleaning agents, such as disinfectant sprays were stored safely out of reach of children.
- Electrical cables were safely out of reach of children.
- Windows were fitted with safety restrictors and were inaccessible to children.
- Risk assessments for the indoor and outdoor environments were in place and documented on a daily basis.

### Infection Control:

- The service was visibly clean and well maintained.
- Facilities available in the children's bathrooms supported effective hand hygiene practices. Children were observed using warm water, liquid soap and single use paper towels during handwashing.
- There were pedal operated bins available throughout the service.
- All perishable food brought by the children from home for morning snack time was observed to be stored in a fridge, reducing the risk of bacteria multiplying.

### Administration of Medication:

- Staff demonstrated knowledge of the procedure to safely administer medication to a child and documentation was available for use should it be required.

### Fire Safety:

- Emergency exits were observed to be unobstructed throughout the inspection.
- Staff demonstrated knowledge of the procedure to safely evacuate children from the service in the event of a fire.
- Fire evacuation procedures were displayed in the care rooms.

### Outing:

- The service had an outings policy detailing the procedures to be followed to ensure children's safety on outings.
- Documentation was available to confirm that parental consent had been obtained for outings.

### Non-Compliance Information

#### General Safety:

1. Garda vetting was available for one staff member. However, the vetting disclosure was not dated within the previous three years in adherence with 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 registered provider has obtained an updated Garda vetting disclosure for the staff member and will set a reminder in the service diary to highlight when Garda vetting is due for renewal to ensure it is obtained within the required timeline.

### Supporting documentation submitted

#### General Safety:

Updated disclosure record

Recruitment and Garda vetting policy

### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 23 has been adequately addressed.

### Part VI - Safety

#### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

The inspector observed that appropriate supervision of children was consistently maintained for the duration of the inspection. Children were supervised during mealtimes, toileting, activities, outdoor play and transition periods.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

Documentation reviewed evidenced that the service is adequately insured for the type of service provided and the number of children in attendance. The service is insured to cater for 22 children attending on a part time basis.