

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR133
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<b>Name of Service:</b>	Barnardos Tivoli Child & Family Centre
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<b>Address of Service:</b>	14 Tivoli Terrace South, Dun Laoghaire, Co. Dublin
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<b>Eircode:</b>	A96 Y008
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<b>Name of Registered Provider:</b>	Martin Hannigan
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<b>Service type:</b>	Part Time
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<b>Date of Inspection:</b>	09/10/2025
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<b>No of pre-school children:</b>	AM	7	PM	
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<b>Address of the Early Years Inspectorate:</b>	Level 7 Brunel Building, Heuston South Quarter, Kilmainham Dublin 8
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<b>Inspection undertaken by:</b>	R Phillips
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<b>Title:</b>	Early Years Inspector
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### 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

Barnardo's Tivoli Child and Family Centre is a registered charity and offers a Family Support service and an Early Years service out of their premises in a three-story Georgian house in Dun Laoghaire Co. Dublin.

The early years' service provides part time care and education to children from 2-6 years of age and operates currently from 09:00 -12:45 Monday to Friday.

There are three care rooms within the service. The younger children are accommodated in the ground floor room, and older preschool children attend the Busy Bees and Butterfly rooms in the basement. There is an outdoor play area available to the children at the rear of the service.

### Staffing

The service employed ten adults, including a manager, seven childcare practitioners, a cook and a person providing administrative support. There was also a student working with the children on the day of inspection.

### 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.

The inspection focused on an examination of compliance under regulations:

9 (1)(2)(3)(4) Management and recruitment,

11(1)(2) Staffing levels,  
15(1)(a) -(i), (3)(c) Records of a preschool child,  
16 (1)(i) Records of a Preschool service,  
19 (1)(a) (b) Health Welfare and Development of the child,  
23 Safeguarding health, safety and welfare of child,  
26 (1)(a)(b) (2)(c) (4) Fire Safety measures.  
28 Insurance

A sampling process was used to assess compliance under regulation 15 Records of a preschool child.

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 person in charge and a named person to deputise as required.
  - (b) The service manager and deputy person in charge were on the premises during the inspection. The staff roster provided for the person in charge or a person who could deputise to be present at all times of opening.
  - (c) The employees in the service demonstrated an awareness of the lines of authority and accountability within the service.
- (2) Documentation was reviewed in respect of four staff employed to care for the preschool children since the last inspection on 04. December 2023 and met regulatory requirements as follows:

- (a)(b) There were eight validated references, seven from previous employers and one from a reputable source available in respect of the four staff files.
- (c) Garda Vetting had been sourced for all adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years for ten adults employed, and the student who was on placement.
- (d) Records of police vetting were not required as none of the new staff lived outside the Irish jurisdiction for six months or more as an adult.
- (3) The procedures specified in paragraph 2 were carried out prior to the adult's commencing employment in the service for all new staff files inspected.
- (4) A record was available evidencing that in respect of the four staff files inspected, all adults working directly with the children held at least a major award in Early Childhood Care and Education at level 5 on the National Qualifications Framework or equivalent.

## 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, the staff: child ratios met the requirement for the Childcare Act 1991 (Early Years Services) Regulations 2016.
- (2) The adult to child ratio surpassed the minimum requirement in the service. There were eight adults working directly with the seven children in attendance.

### 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-*  
*(c) an authorised person.*

#### Compliance Information

- (1) A sample of 10 registration records for children were reviewed. The information required was documented as outlined below:
- (a) The name and date of birth of each child.
  - (b) The date when each child first attended the service.
  - (c) A section was available for recording the date when the child ceases attending.
  - (d) The name, address and telephone number of parents and information where parents can be contacted.
  - (e) Names and contact details of other adults authorised to collect the child.
  - (f) Medical information, allergies, dairy preferences, additional needs, and other information specific to the child.

- (g) The name and telephone number of the child’s medical practitioner.
- (h) Immunisation details.
- (i) Signed parental consent for medical treatment in the event of an emergency.

(3)(c) The above records were made readily available for inspection.

### 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:*

*(i) details of staff rosters on a daily basis;*

*(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) (i), (3) The staff roster was available and reflected the adults working in the service on the day of inspection.

### 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*

*(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

(1)(a)(b)

#### Basic needs:

The service promoted healthy eating and provided regular meals and snacks throughout the day. All food was prepared in the kitchen in the service. The children had access to drinking water at all times.

The children were supported to use the toilet independently, observed by sight and sound as appropriate.

Bibs and aprons were available to the children for messy play.

The staff supported the younger children to put on their outdoor clothing, prior to going outside to play.

#### Supporting Relationships around the child:

Interactions between staff and children were observed to be respectful.

The family tree photos were at children's eye level in the care rooms promoting a sense of belonging in the service and providing a link to home.

It was evident in conversation with staff that they know the children and their families well, the service is integrated into the local community with the staff at the centre providing a wrap around family support service also. The staff in the service work in partnership with parents, with the use of a child's profile informing the staff of children's needs and likes and dislikes. The staff also communicated with parents using a messaging application. There was a key worker system in place which promotes the development of relationships between the families and staff caring for the children.

The staff members were observed to work well as a team, collaborating and communicating with each other in relation to the children's needs and activities.

#### Physical and Material environment:

The care rooms were appropriately decorated for a preschool service. The rooms were laid out to promote sensory experiences with sand and water trays, sensory areas in each room and arts and crafts materials available to the children.

The interest areas were spacious and uncluttered and well resourced offering a wide range of toys and equipment to promote imaginative play and language development.

The rooms had a large variety of play based materials available for the children on low level shelving.

#### Programme of Activities:

Activities were observed to be child led with children being given the opportunity to take the lead, express their views, and choose games/songs/activities to participate in.

The daily routine was on the wall in each room.

There was also a list of jobs for the helpers, such as helping to set the table, first to go out the door, calling friends names to go outside to play and spray water on the plants, promoting the children’s self-esteem and independence.

### 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

The inspector found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider, manager of the service and staff had taken the following steps to safeguard children attending:

##### General Safety:

The entrance doors and outdoor area were appropriately secured preventing children from exiting the premises unsupervised and prevented unauthorised persons from gaining access to the service.

The toys and equipment observed in use by the children on the day of inspection were safe and in good working order.

Cleaning agents were appropriately stored in locked cupboards and on high level shelving in rooms the children didn’t have access to.

##### Infection Control:

The inspectors observed staff wiping down tables before and after eating.

The children washed their hands on return from playing outside, after messy play, after using the toilet and before eating, to prevent cross contamination.

There was thermostatically controlled warm water which didn’t exceed the safe maximum temperature of 43°C., and liquid soap and paper towels available in the sanitary areas and at children’s level sinks in each care room.

There were signed cleaning schedules in place, and staff were discussing extra cleaning procedures that had been carried out upon identification of a recent outbreak of an infectious illness.

The staff, in conversation with the inspector outlined the procedure in place in the younger children’s room for removing mouthed toys from circulation, cleaning and disinfecting them to prevent any spread of infection.

##### Administration of Medication:

Medicines were stored out of reach of children.

Medicines were stored in their original packaging as required.

Staff demonstrated an understanding of the appropriate measures to be taken to safeguard children if medicine administration was required.

One child who may require a medication to be administered had a comprehensive care plan stored with the medication, which had the pertinent details and was signed by the child's general practitioner and parents.

No child was observed having medicine on the day of inspection.

### **Fire Safety:**

Fire exits were signposted and unobstructed throughout the service.

Staff identified the fire assembly point.

Fire action signs were visible throughout the service.

There was a picture schedule for fire drills/fire actions in the preschool rooms for the children.

### **Outing:**

The service had a policy on outings which described measures to ensure the safety and welfare of children when on an outing.

The inspector observed consent forms for local outings, but the manager of the service stated individual consent forms are sought if the service is planning an outing.

## 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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
  - (b) an employee, and
  - (c) an authorised person.
- (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 record was available detailing fire drills that had taken place in the service. The record showed the last fire drill had taken place on 4 September 2025.
  - (b) There was a record to show that the firefighting equipment had been serviced on 28 November 2024, and that maintenance of the fire detection and alarm system was last carried out on 25. August 2025.
- (2) (c) The records were made available for inspection.
- (4) The procedures to be followed during a fire drill and in the event of a fire were displayed in conspicuous locations throughout the service.

## Part VI - Safety

### Regulation 28 - Insurance

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

### Compliance Information

Evidence of current insurance cover for the preschool was available and expires on 01. April.2026.