

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR173
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<b>Name of Service:</b>	Manorbrook Montessori & After School Club
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<b>Address of Service:</b>	Monkstown Park Junior School, Upper Mounttown Road, Monkstown, Co. Dublin
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<b>Eircode:</b>	A96 X096
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<b>Name of Registered Provider:</b>	Lisa Kenna
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<b>Service type:</b>	Part Time
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<b>Date of Inspection:</b>	06/10/2025
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<b>No of pre-school children:</b>	AM	15	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	The Brunel Building, Heuston South Quarter, St John's Road West, Dublin 8.
<b>Inspection undertaken by:</b>	S. Early O'Brien
<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

Manorbrook Montessori and After School Club was first established in 2013 and is privately operated. The early years' service is registered to provide part-time care and includes the Early Childhood Care and Education (ECCE) Scheme for children aged from 2- 6 years. The service operates Monday to Friday from 08:30 to 12:30. The ECCE scheme is offered between 09:30 to 12:30. The early years' service is in a building on the grounds of Monkstown Park Junior School and consists of one Montessori room. An outdoor play area is available for the children on the school grounds to the front of the building.

### Staffing

There are three adults employed to work in the service. The registered provider does not work directly with the children and was not present 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 areas of governance, health, welfare and development of child, safety and records. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under the following regulations:

Regulation 9 (1)(a)(b)(2)(4) - Management and recruitment

Regulation 11 (1)(2)(8) - Staffing levels

Regulation 15(1) – Record in relation to a pre-school child.

Regulation 16 (1)(a)(h)(i)(j)(k) - Record in relation to pre-school service

Regulation 19 (1)(a)(b) - Health, welfare and development of child

Regulation 23 - Safeguarding health, safety and welfare of child

Regulation 25 – First Aid

Regulation 26 – Fire Safety Measures

Regulation 28 – Insurance

A sampling process was used to assess compliance under regulation 15(1) – Record of a pre-school child and regulation 16(1) - Record in relation to pre-school service.

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,

(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 manager is the designated person in charge of the service and there is a named person appointed to deputise as required.
  - (b) The service manager was present and in charge of the service when the inspector arrived at 10:00 on the morning of the inspection and was present in the service for the duration of the inspection.

(2)

The files of three adults were reviewed as part of the inspection. This included two staff members who had commenced employment in the service since the last inspection on 09 October 2023.

Documentation was reviewed in respect of these adults and met regulatory requirements as follows:

- (a)(b) Four validated and written references were required and available from a past employer.
- (c) Garda vetting disclosures were on file and had been obtained for three staff members, demonstrating that the service adhered to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.
- (d) Police vetting was required and available for one staff member who had lived outside of the State for a period of more than six months as an adult.
- (4)  
Records were available demonstrating that all adults employed in the service held a major award in Early Childhood Care and Education at Level 5 or above on the National Qualifications Framework.

### 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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

#### Compliance Information

- (1)  
An adequate number of adults were working directly with the children at all times during the inspection.
- (2)  
The minimum ratio of adults to children for part-time day care services was adhered to at all times during the inspection. There were fifteen children attending the service being supervised by three adults on the morning of inspection.

(8)

(a)

There was a minimum of two adults on the premises at all times during the inspection. This was confirmed on review of the staff roster.

### 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)-(i) Ten children's records were sampled and reviewed. The records detailed the information as required by the 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;*
- (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.*

### Compliance Information

- (1)
- (a) Curriculum Vitae were available on file and reviewed for two staff members employed in the service since the last inspection on 09 October 2023.
  - (h) Children’s attendance was recorded in a hardcopy notebook on the day of inspection. These records included details of each child’s arrival and departure times from the service.
  - (i) A record of the staff roster was available and was reflective of the staff present on the day.
  - (j) Three medication records were available on file and reviewed. These were found to be completed appropriately with signatures from both staff and parents.
  - (k) There were two accident and incident records available on file. These were reviewed and found to be completed appropriately with signatures from both staff and parents.

### 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

(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**

Children's care needs were observed to be met promptly in the service. Staff were observed engaging warmly with children when providing this care. Children were encouraged and supported to be independent including cleaning up after their play and meals.

Healthy eating was promoted in the service and staff reported that all snacks are provided by the parents of the children. Fruit is available as an alternative or if children are hungry throughout the session. Drinking water was accessible to children throughout the day and all children were given water with their snack. Children were encouraged to feed themselves and staff supported children who needed assistance. Children appeared happy and content within the care room.

#### **Supporting Relationships**

Staff demonstrated a good awareness of the needs of each child in their care and responded to children's cues promptly. Staff interacted warmly with the children throughout the inspection and were observed supporting children in their play. Staff were observed to use encouragement, gentle tones and praise when promoting positive behaviour. Staff were observed to support and nurture language development with the children, introducing new language and encouraging children to use words they already know. Staff provided an appropriate level of supervision whilst supporting the children's independence during play and mealtimes. Staff described how they record information about each child's learning and development and how information in relation to the child's day is shared daily with parents.

## **Physical and Material Environment**

The care room was arranged to provide a range of play materials supporting children with the freedom to play and explore. Areas of interest included Montessori materials, small world toys, construction toys, jigsaws, a rest area, books and a home corner. The care room provided a range of developmentally appropriate play experiences for the children and were adequately resourced with a variety of materials.

The environment was laid out to support the children's independence. Play materials were observed to be accessible to the children on low level shelving. Low level tables and chairs were available in the care room.

Children had access to an outdoor play area, located to the front of the building. This space is shared with a junior infant class from the primary school who are also located in the same building. This is a large, natural play space with a shock absorbent surface. On the day of inspection, children were observed to play in this space with blocks, buggies, dolls, a sensory board and musical instruments that the staff brought outside to support an interest that they observed earlier in the care room.

## **Programme of Activities**

Children were observed to make choices on their own play materials within the environment. Their learning and development were supported by the staff in the use of open-ended questions and materials. Children appeared to be familiar with and handled transitions between activities naturally, aware of their leadership roles on the day such as helping to distribute water bottles and snack. Several visual cues were observed to be used with the children with which they were also familiar.

Positive language was observed to be used across the staff team and with the children. Children shared their stories and ideas with the adults regularly and these were responded to.

### 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 to the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised.
- The toys and play equipment observed in use by the children during the inspection appeared in good working order.
- Cleaning agents and medicines were stored safely out of reach of children.
- All storage facilities were inaccessible to children.
- All blind cords were secured.

##### Infection Control:

- An infection control policy was in place to inform practice. The premises, equipment and materials appeared clean and maintained in good condition.
- Liquid soap, warm water and paper towels were available to facilitate handwashing for staff and children in the sanitary area adjoining the care room.
- Foot pedal bins were available throughout the service for the safe disposal of used hand towels and other waste products.
- Tables were observed by the inspector to be cleaned before and after snack time.

##### Administration of Medication:

- There was written evidence of prior parental consent for the administration of anti-febrile medication and prescribed medication and there were procedures in place to safely administer and document such medication if required with prior parental consent.
- Staff adequately detailed the procedures for administering medication if required in an emergency during discussions with the inspector.

##### Fire Safety:

- On the day of inspection, all emergency exits were observed to be clearly identifiable and were not obstructed.

#### Non-Compliance Information

### General Safety:

On inspection of the outdoor play area, the following were found to pose a risk to the safety of the children:

1. A wooden storage cabinet in an area of the outdoor play space, which was accessible to the children, was broken and presented with jagged pieces of wood.
2. Concrete steps, to the left-hand side of the outdoor play space, which lead down to another area of the school grounds had not been blocked off to prevent children from either falling down these steps or from accessing this area unsupervised.
3. On the perimeter of the outdoor play space, steps leading to what is known as “the castle” had not been blocked off to prevent children from accessing this area unsupervised. On the day of inspection at 12 noon, one child was observed climbing up these steps and a staff member had to leave the group to help her down.

### Infection Control:

4. On their return indoors from playing in the outdoor play space and to collect bags prior to home time, children were not supervised in handwashing, and the adults were not observed to wash their hands. One child was observed to rub their hands across the table and lift resources from the shelves to play with them. This poses a risk to staff and children in cross contamination and cross infection.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

### General Safety:

1. The damaged wooden cabinet was removed from the outdoor area as it was broken and unused. The surrounding area was thoroughly checked to ensure no remaining hazards were present as well as a full visual inspection of the outdoor area was completed on the following day by the manager, confirming no other remaining hazards and area was made safe.

A weekly and monthly structural inspection of all outdoor furniture and storage will be carried out by the manager and staff and the services daily and monthly risk assessments have been updated to include these.

2. The day after the inspection, the area was cordoned off to prevent children’s access until a permanent solution put in place. The area has now been securely blocked off with a foldable, durable and sturdy barrier to ensure ongoing safety and prevent any risk of unsupervised access.

Staff were reminded of the importance of supervising children at all times and of ensuring that the barrier is properly set up each morning before the children arrive. Additionally, children were reminded about

their play boundaries and the areas or lines they should not cross, as doing so would place them outside of staff supervision or at risk. This area and its control measures have also been included in the services daily and monthly risk assessments to ensure continued monitoring and compliance.

3. The steps leading to the area known as “the castle” were immediately cordoned off and blocked off with cones on the day following the inspection to prevent any further access by children. These cones will remain in place until the new secure barrier is delivered and installed to ensure the area remains inaccessible during outdoor play. Supporting evidence will be provided as soon as it is received and implemented.

Staff were reminded of the importance of always maintaining constant supervision of children, particularly in outdoor areas and of ensuring that the cones/barrier is properly set up each morning before children access the area. In addition, children were reminded of their play boundaries and of the areas they are not permitted to enter for their own safety.

This control measure has been included in the services daily and monthly risk assessments to ensure ongoing monitoring and compliance. The situation will continue to be reviewed regularly to confirm that all safety practices are consistently implemented and effective.

### **Infection Control:**

4. Handwashing is supervised daily and forms part of the routine as outlined in the services Hand Hygiene policy. On the day of inspection, the adults made a temporary adjustment to the children’s routine (bags were not collected directly from the outside bench) and as a result the usual supervised handwashing on re-entering did not take place. Supervised handwashing after outdoor play continues to be reinforced daily and remains an integral part of the services infection-control practices.

Staff were reminded of the importance of adhering to this policy for health and infection control purposes.

The manager and staff will conduct regular monitoring of hygiene practices and a record of this will be maintained in our handwashing record template, completed daily by the manager at the end of the day.

### **Supporting documentation submitted**

#### **General Safety:**

Photographic evidence has been submitted for numbers 1 and 2. Proof of purchase of the barrier has been submitted further to number 3.

### Infection Control:

A copy of the service "Hand Hygiene" policy has been submitted further to number 4.

### Summary Comment

The inspectorate has deemed that the actions submitted adequately address the non-compliance and will inform 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)  
A person trained in first aid responder (FAR) training was immediately available to the children attending the pre-school service.

(2)  
(a)(b) A suitably equipped first aid box for children was available and safely stored on the premises.

### 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) There was evidence of regular fire drills having taken place within the service. The last fire drill took place on the 15 September 2025.
  - (b) There was a maintenance record of the firefighting equipment and smoke detection system in the premises dated November 2024 and August 2025 respectively.
- (4)
- There was a notice of the procedures to be followed in the event of a fire, displayed within the pre-school rooms.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

The registered provider had a valid certificate of insurance which expires on 27 March 2026 for a part-time day care service which covers a maximum of 22 children.