

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS034
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Name of Service:	Kathy B's Montessori and Afterschool
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Address of Service:	1 Walnut Drive, Kingswood Heights, Tallaght, Dublin 24, Co. Dublin
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Eircode:	D24 FY54
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Name of Registered Provider:	Katherine Lynch
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	18/09/2025
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No of pre-school children:	AM	25	PM	26
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Address of the Early Years Inspectorate:	Level 7, Brunel Building, Heuston South Quarter, Kilmainham, Dublin 8
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Inspection undertaken by:	R Phillips
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Title:	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).

Conditions if applicable	N/A
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Description of service

Kathy B's Montessori and afterschool service provides full day care, and sessional care for children from 2-6 years of age.

The service currently operates from 08:00 to 17:00 for preschool children, five days per week. The service is located in a residential area of Kingswood, Tallaght. The premises is an adapted house, with two distinct care rooms on the ground floor and an outdoor area to the rear of the building available to the preschool children. The larger care room facilitates ECCE 1 and 2 in the morning session and ECCE 3 and ECCE 4 in the afternoon session. The smaller Montessori room facilitates the younger children in the morning and full day care children in the afternoon.

Staffing

The service employs seven staff currently, including the registered provider who manages the service, and a deputy manager. There are two school age childcare employees who facilitate after school service and breakfast club.

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)(4)(7) Management and recruitment,
- 11(1)(2)(4) Staffing levels,
- 15(1)(a)-(i), (3)(c) Records of a preschool child,
- 19 (1)(a) Health Welfare and Development of the child,
- 23 Safeguarding health, safety and welfare of child,
- 25 (1)(2)(a)(b) First Aid, and
- 26 (1)(a)(b) (2)(c) (4) Fire Safety measures.

On inspection, non-compliances which posed a risk were identified under regulation 16(1)(a) and 23. These findings are outlined within the relevant regulations within this report.

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.

Additional Information

Immediate Action Notice:

Regulation 25: An immediate action notice was issued on 18.09.2025 as contrary to the regulatory requirement there was no First Aid Responder (FAR) trained adult available to the children at all times.

A response was received on 18.09.2025 from the registered provider outlining actions taken to address the risk including evidence of payment for staff to enrol on the FAR training course.

Immediate Action Notice:

Regulation 23: An immediate action notice was issued on 18.09.2025 as a serious risk was identified to the health and safety of a child within the service, as the child's emergency medication was out of date. The inspector brought this to the person in charge's attention and the staff immediately contacted the child's parents. A response to the immediate action notice was received on 18.09.2025 outlining the actions taken by staff to contact the child's parents who brought a new in date medicine into the service for the child. The actions taken addressed the risk.

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.

(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:

(a) the policies, procedures and statements of the service specified in Schedule 5;

(b) Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act, and

(c) these Regulations.

Compliance Information

(1)(a) The registered provider had appointed a designated person in charge and named persons to deputise as required.

(b) The designated person in charge was present throughout the inspection and attended the closing meeting at the end.

(c) It was evident that there was a clear management structure in the service.

All staff files were reviewed, seven in total.

(2)(a)(b) The following references were made available in respect of the seven staff files.

Fourteen written validated references, twelve from previous employers, two from reputable sources.

(c) Garda vetting disclosures were available for all seven staff. The Garda vetting records demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was not required for six staff. However past employment records were not available for all staff. The inspector was unable to determine whether police vetting was required for one staff member.

Please see regulation 16(1)(a)(3).

(4) Five staff members including the manager held a major award in Early Childhood Care and Education at level 6, or equivalent.

(7) A sample of induction training records were reviewed. Staff had signed that they had read the services policies. In conversation with staff, they had described the induction process they underwent, on commencing employment in the service, and stated they were given policies to read. Staff also stated that they have regular team meetings. Staff had supervision meetings with the registered provider who is the service manager, who maintained a record of these as per their staff supervision policy.

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.

(4) Subject to paragraph (5), where a registered provider contemporaneously provides-

(a) a sessional pre-school service, and

(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).

Compliance Information

(1) On the day of inspection, the inspectors observed that there was an adequate number of staff working directly with the preschool children.

(2)(4) There were 25 children being cared for by 4 adults in the morning with the person in charge also working directly with the children as required. There were 26 children being cared for by 4 adults in the afternoon.

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. The above information was also recorded on an application, for the staff to easily access as required.

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;

(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.

Non-Compliance Information

(1)(a)(3) A record was not available of the information required under the regulation for one staff member.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The Curriculum Vitae is available now in a new format now and it is in our employee file.

The Manager / Assistant Manager will check all employee files twice yearly to ensure all information for all employees is in their file using our checklist

Supporting documentation submitted

A copy of the CV was submitted containing the relevant information as required.

Summary Comment

The actions taken by the registered provider and evidence submitted were reviewed and deemed to address the noncompliance.

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

Compliance Information

(1) (a)

Basic Needs:

The service promoted healthy eating. The children were observed enjoying a packed lunch, sent from home. The staff sat with the children at low level tables and chairs and engaged in conversation while they ate, promoting a relaxed atmosphere. Staff were observed to support children who needed additional help at mealtimes.

Children who were availing of full day care were observed enjoying their hot meal prepared onsite. Drinking water was available to the children, at all times.

The staff promoted independence with handwashing before eating, after blowing their noses and after using the toilet. The sanitary facilities were suitable with warm water (23° and 22.6° Celsius), liquid soap and paper towels. The children used the two children's toilets independently, with supervision by sight and sound as appropriate. There were nappy changing facilities for those children requiring same.

Supporting Relationships:

The inspector observed teamwork among the childcare staff, as they communicated well with one another regarding the children's individual needs. The inspector observed evidence that the staff knew the children and their families well, promoting continuity of care. The use of a child profile form in the children's file was evidence of this collaborative approach as the staff had knowledge of the children's likes, dislikes, daily routine interests and family. The staff demonstrated warmth and affection.

Information was shared with parents at drop off and collection times and via a phone messaging application.

‘Our family’ photos were displayed over the calming corner, providing a connection and sense of identity and belonging for the children between home and the service.

Physical and Material Environment:

The care rooms were adequately stocked with equipment, toys, and arts and crafts materials.

There were some defined interest areas, such as playhouses and a fire station, baby dolls kitchen utensils and a wooden kitchen to encourage imaginative play. Small world toys and puzzles were available on low level shelves to promote fine motor activity. The children were observed enjoying sensory messy play, some of them played with homemade modelling dough in the afternoon.

The outdoor play area facilitated gross motor development, with climbing structures, and a large slide. The children were engaged in imaginative play in a covered area between the indoor and outdoor areas. The ground was covered in artificial grass, suitable for all weather play, and the children were observed going outdoors to play, supported by the staff to independently put their outdoor clothes on.

Programme of Activities

The play observed was child led in terms of the children’s choice of activity being facilitated, and the freedom to opt out of an activity respected.

Children’s language development was supported through one-to-one conversations, and group discussions, songs and storytelling which were observed during inspection.

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 following are examples of the measures undertaken by the registered provider, manager and staff members to safeguard the health, safety and welfare of the children attending the service:

General Safety:

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

There was artificial grass in the outdoor area, providing a safe all-weather surface for outdoor play.

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

Thermostatically controlled warm water was available in the children’s sanitary facilities, and did not exceed the maximum safe temperature of 43°C.

Cleaning agents were stored appropriately in locked cupboards, and up on high shelving out of reach of children.

Children did not have access to the kitchen or storage rooms.

Infection Control:

The children were observed washing their hands before eating and were prompted by staff to wash their hands on return from outdoor play and after using the toilet.

Inspectors observed staff cleaning tables before and following meals and snacks.

Waste was managed appropriately with the use of lidded pedal operated bins.

Administration of Medication:

Medicines were stored out of reach of children.

Medicine was stored in the original packaging as required.

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

A sample of medication records were reviewed. The forms were completed correctly including the name and dose of medicine given, written parental consent, and a staff members signature who gave and witnessed same, and parents’ signatures.

Care plans for two children who may require medication were reviewed, they were comprehensive and included provisions for emergency procedures.

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

Fire Safety:

The fire exits were unobstructed throughout the service.

Signage clearly marked fire exits throughout the service. Each room had fire safety information signs with the fire evacuation procedure clearly outlined on each.

The fire assembly point was identified for the inspector by the staff.

Outing:

The service had a risk assessment for and policy on outings which described measures to ensure the safety and welfare of children when on an outing. First aid measures and management of a critical incident such as a missing child or illness were included in the risk assessment for the outings policy. Safety measures included the children and staff wearing high visibility vests, bringing a charged mobile phone and up to date contact details

for parents/ guardians. An adequately stocked first aid kit is brought on outings. The person in charge showed the inspector parental consent given for the regular outing to the park. Individual consent forms are sent to parents for other outings.

Non-Compliance Information

Infection Control:

Handwashing practices observed at nappy changing were at variance with the hand washing and nappy changing policy in place in the service. One member of staff changed two children's nappies in a row and didn't wash their own or the children's hands, before returning the children to their room, where the children did wash their hands in the care room. There is a risk of cross contamination while the staff and child held hands between nappy changing and after the adult had changed another child's nappy.

Administration of Medication:

An immediate action notice was issued as one child's emergency medication was out of date.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

The Manager has spoken to all staff about our nappy changing and handwashing practice / policy. The Manager has gone through the correct nappy changing and hand washing practice and steps with all employees and will complete training with all EYE staff every quarter to ensure this doesn't happen again and all steps are very clear in the nappy changing practice.

Rather than just at the beginning of the school year, staff will now include hand washing as a lesson with all children every quarter under the Practical Life lessons in Montessori, using the safe food "Rufus" handwashing materials.

Training has been completed with all EYE staff regarding our hand washing practice and policy and our nappy changing practice. The manager has set up a new training form and will oversee training every quarter for all EYE staff, so they are all very clear on the correct nappy changing and hand washing practice.

Administration of Medication:

Room leaders are responsible for checking medication expiry dates on it and ensuring any replacement medication is requested in plenty of time from parents and in our Medical box and to update our Child Care Plan Form with new expiry date for any medication

Emergency Medication was received from parents and is in the medical box.

3 extra columns have been added to our “Child Care Plans Form, this form is displayed in each care room, one column indicates the expiry date to prevent a reoccurrence.

Supporting documentation submitted

Infection Control:

A new staff training form in Nappy Changing, Hand Hygiene & Infection Control and a signed sheet indicating attendance at training for nappy changing, hand hygiene and infection control dated October 2025 were submitted.

Administration of Medication:

Child Care Plan Form amended with 3 additional columns added, 1. Care Plan on Little Vista, 2. Medication Required and 3. Expiry Date of Medication

Summary Comment

The actions taken by the registered provider and the evidence submitted, have been reviewed by the early years inspector and have been deemed to address the noncompliance.

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

(2)(a) Adequately equipped first aid boxes were stored in conspicuous locations that were easily accessible.

(b) The first aid boxes were available to the children in the service at all times.

Non-Compliance Information

(1) Discussion with staff and review of staff files highlighted that someone with First Aid Responder (FAR) training was not available at all times that the service is operating.

The roster showed that no staff with FAR certification was going to be available between 16:00 -17:30hrs on the day of inspection. Only one staff member has FAR training and couldn't be available for all hours of opening.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

First Aid Responder training has been booked for 2 staff, 1 who works 8 am – 4 pm daily and the other who works from 10.30 am – 5.30 pm daily, so there is a member of staff with FAR training on the premises all the time.

Training will be booked for 2 more staff in the new year.

The Manager / Assistant Manager will review the training requirements of all staff twice yearly, once before the service reopens in September and again in January of each year, to ensure all staff training is up to date and in date.

Supporting documentation submitted

Invoice with FAR training details from Holland Safety marked paid.

Summary Comment

The actions taken by the registered provider and the evidence submitted have been reviewed by the early years inspector and have been deemed to address the noncompliance.

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-
- (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 written record was available detailing fire drills that had taken place in the service. The record showed that the last fire drills had taken place on the 09.09.25 and 10.09.2025, with children attending different sessions.
- (b) There was a record to show that the firefighting equipment had been serviced on 06.11. 2025. There was a record to show maintenance of the fire alarm and detection system had taken place on 25.06.2025.
- (2)(c) The records were made available for inspection.
- (4) The procedures to be followed in the event of a fire were displayed in conspicuous locations throughout the service.