

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS067
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<b>Name of Service:</b>	The Village Day Care & Montessori School Ltd
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<b>Address of Service:</b>	64 Laurel Park, Clondalkin, Dublin 22, Co. Dublin
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<b>Eircode:</b>	D22 FD37
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<b>Name of Registered Provider:</b>	Therese Monks
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	17/09/2025
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<b>No of pre-school children:</b>	AM	47	PM	26
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<b>Address of the Early Years Inspectorate:</b>	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.
<b>Inspection undertaken by:</b>	Sarah Quigley & Linda Magee
<b>Title:</b>	Early Years Inspectors

### 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

The Village Daycare and Montessori School Ltd. is a privately owned full day care service which was first established by the registered provider in 2001. The service is located in an urban, residential area of Clondalkin, Dublin 22. Care and education are provided to children aged between 6 months and 6 years and the service is registered to open from Monday to Friday between 07:30 and 18:00 hours. The Village Daycare is a two-storey, purposely adapted residential property which comprises of 6 care rooms, 5 of which were in operation on the day of inspection. The children have access to an outdoor play area to the rear of the premises.

### Staffing

A total of 15 staff members are currently employed in the service including the registered provider and two centre managers. On the day of inspection, 12 staff members were present including 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/information and records/ health, welfare and development of child/ safety. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under regulation 19 Health, Welfare and Development of Child. As a result, the scope of the inspection included the Toddler room, the Playgroup room, the Naionra room, and the Montessori 2 room.

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

Regulation 9 – Management and recruitment

Regulation 11 - Staffing levels

Regulation 15 – Record of pre-school child

Regulation 16 – Record in relation to pre-school service

Regulation 19 - Health, welfare and development of child

Regulation 23 - Safeguarding health, safety and welfare of 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

Corrective and preventive actions were submitted by the registered provider on the 30 October 2025 in response to non-compliance identified on the day of inspection under the relevant regulations. The actions submitted did not address all of the non-compliance identified on inspection. The registered provider was afforded a further opportunity to provide corrective and prevent actions to address the non-compliance identified on inspection. These actions were submitted by the registered provider on the 13 November 2025. The actions outlined did not address areas of non-compliance which remain outstanding and are detailed below under Regulation 9.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, 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

*(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

(2)

Following a discussion with the person in charge, it was confirmed that 8 adults had commenced working in the service since Regulation 9 was last inspected on the 14<sup>th</sup> June 2022. Documentation required under regulation 9(2)(3)(4) was reviewed in respect of the 8 adults as detailed below. Regulation 9(2)(c) was assessed for all 15 adults employed in the service.

(a) (b) There were 2 references available for 1 of the adults, and 1 reference available for 2 other adults which had been appropriately verified.

(c) Garda vetting disclosures were available for the fifteen adults. However, the service did not demonstrate compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years for all adults employed to work in the service, as detailed under Regulation 23.

(4) Five of the 8 adults held at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework. Two of the adults who did not hold a recognised qualification held a letter of qualification recognition from the Department of Children, Disability and Equality (DCDE).

### Non-Compliance Information

- (2)
- (a) (b) There were no appropriate, validated references available for 5 of the new staff members. Two other new staff members required an appropriate second validated reference.
  - (d) International police vetting was not available for 5 of the adults who required it whom had lived outside of Ireland for a period exceeding 6 months as an adult.
- (3) Documentation reviewed evidenced that the procedures specified above under 9(2) had been carried out prior to the adult commencing employment in the service, as detailed above.
- (4) There was no evidence available to show that one adult who was working directly with the children on the day of inspection held a recognised qualification on the National Qualifications Framework.

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

The registered [provider submitted the following response:

#### Corrective and Preventive Action

- (2)
- (a)(b) The registered provider has obtained and verified all references.
  - (d) The registered provider stated they do not think it is practical to obtain vetting from the country the staff member resided in.
- (3) The provider stated they have purchased a recruitment package from an external company which includes a pre-employment induction checklist to future proof the services recruitment process in the future.
- (4) A letter of qualification recognition was applied for and received from the relevant department.

#### Supporting documentation submitted

Some supporting documentation was submitted and was reviewed by the early years inspector.

### Summary Comment

The requirements of Regulation 9(3) and 9(4) have been met.

Two references remain outstanding for one staff member and have not been submitted by the registered provider in the two corrective and preventive actions (CAPA) submitted to the inspectorate.

International Police Vetting remained outstanding for one staff member following two CAPA submissions from the registered provider. Evidence of an application for the staff member was subsequently received following the issuance of a letter to the registered provider on the 19 November 2025. A copy of the completed International Police vetting was subsequently submitted on the 26 November 2025.

The non-compliance in relation to regulation 9(2)(d) has now been met and 9(2)(a)(b) remains outstanding.

### 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) An adequate number of adults were working directly with the pre-school children attending the service during the inspection.
- (2) The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were 47 children present in the service being supervised by 9 adults during the inspection.

### 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)

Records were reviewed for 12 children attending the service by the inspector.

The registered provider ensured that a record in writing was kept of the details relating to (a) to (h), and (i) of the above Regulation for each of the 12 records reviewed.

## Non-Compliance Information

(1)(h)

The 12 records reviewed did not contain particulars of immunisations which had been received by the children.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

A new child record form has been introduced which includes details of immunisations received by each child.

### Supporting documentation submitted

Supporting documentation was received and reviewed by the early years inspector.

## Summary Comment

The actions as stated by the registered provider will address the non-compliance. These actions will be assessed on the next inspection of the service. The regulatory requirement has been met.

### 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:

- (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)
- (h) A record was available in each care room detailing the attendance of each preschool child on the day of inspection. A review of documentation evidenced that attendance records had been maintained daily in the service.
  - (j) Written records of the administration of medication were available in the service. The sample reviewed contained all of the necessary details.
  - (k) Records of accidents and incidents which had occurred in the service were available. The sample reviewed on the day of inspection contained the required information, including record that parents/guardians had been appropriately informed.

#### Non-Compliance Information

- (i) A staff roster was not available in the service on the day of inspection detailing the staff members present in the service and the hours of work undertaken.

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

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

The registered provider stated a staff roster is in place daily in the service and this was misplaced on the day of inspection. It is now on display on the notice board in the service.

##### **Supporting documentation submitted**

Supporting documentation was submitted and reviewed by the inspector.

#### Summary Comment

The regulatory requirement has been met.

## 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 inspector observed appropriate care practices in place in the service during the inspection.

The routine and play experiences in the service were observed to be mostly child-led, and children were visibly content and engaged in their play based activities during the inspection. The children were all afforded the opportunity to play outdoors, and staff dressed children appropriate to the weather in light coats and jumpers. Staff were observed using positive reinforcement when resolving minor conflicts and encouraging children to use their words, take turns, and problem solve. Children were comforted promptly when upset and staff demonstrated kindness during all interactions observed by the inspector and provided warm individual engagement when assisting children with personal care. Younger children's nappies were changed regularly and staff supported older children in using the toilet independently.

Breakfast, snacks and a hot meal are provided by the service for children attending on a full day care basis. Older children took morning snacks in from home. The hot meal is provided by an external catering company and re-constituted on site. Mealtimes were observed to be relaxed and sociable with staff sitting with the children, engaged in conversation. Drinking water was accessible to the children in each care room throughout the inspection. Staff assisted children in cleaning their hands and faces after meals. Younger children were provided with the opportunity to sleep after lunch time.

### 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 the registered provider, and inspection of the premises that the following steps were taken to safeguard children attending:

##### General Safety:

The entrance door into the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons gaining access or children exiting unsupervised. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. Cleaning products and hazardous materials were stored securely out of reach of the children.

##### Infection Control:

An infection control policy was in place to inform practice. Staff supported children to wash their hands at regular intervals including after using the toilet, and before lunch. Schedules were in place and maintained to ensure the service, equipment and materials are regularly cleaned. Staff members outlined appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy.

##### Administration of Medication:

There was written evidence of prior parental consent for the administration of temperature reducing medication, and there were procedures in place to safely administer and document such medication if required, including in the case of an emergency. Staff members detailed the procedures for administering medication when required during discussions with the inspector.

##### Fire Safety:

The designated fire escape routes were clearly indicated and free from obstruction on the day of inspection. Staff members adequately outlined the evacuation procedures in place in the event of a fire and stated that fire drills are practiced regularly on a monthly basis.

#### Non-Compliance Information

### General Safety:

1. The service did not demonstrate compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years for 3 adults employed to work in the service.
2. A low-level wire shelf was on the wall in the Playgroup room where children were playing posing a risk of a head injury to a child.

### Infection Control:

3. Perishable items contained in the children's lunch boxes were not refrigerated prior to lunch time and remained in their bags in the care room which during the inspection, posing the risk of gastrointestinal illness.
4. The nappy changing table in use had accumulations of dirt and debris in the crevices and required a deep clean.
5. Unlidded bins were observed in use throughout the care rooms and children's bathrooms in reach of children. The bins contained soiled nasal tissues and hand paper towels, posing a risk of cross contamination.
6. Accumulations of dirt and rubbish including used plastic gloves and tissues were observed around the children's outdoor play area posing a risk of cross contamination.

The corrective and preventive actions submitted following the last inspection of the service on the 14<sup>th</sup> June 2022 did not prevent the re-occurrence of the non-compliances above under points 3 and 5.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

### General Safety:

1. Updated Garda vetting has now been obtained.
2. The shelf has been removed.

### Infection Control:

3. Two fridges have been purchased and are now in use. Parents have been provided with bags to place perishable items in to place in the fridges.
4. A new cleaning checklist has been introduced which includes the nappy unit.
5. The bins have all been replaced with pedal operated bins.
6. A new cleaning checklist has been implemented for the outdoor area, and it is now being checked morning and evening to ensure it is clean.

### Supporting documentation submitted

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Supporting documentation was submitted and reviewed by the early years inspector.

## Summary Comment

The regulatory requirement has been met.