

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DY031
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<b>Name of Service:</b>	T/A Bonnybrook Early Education Centre
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<b>Address of Service:</b>	Bunratty Drive, Coolock, Dublin 17.
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<b>Eircode:</b>	D17 F851
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<b>Name of Registered Provider:</b>	Leanne Carr
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<b>Service type:</b>	Full Day
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<b>Date of Inspection:</b>	03/12/2025
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<b>No of pre-school children:</b>	AM	29	PM	26
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St John's Road West, Kilmainham, Dublin 8   D08 X01F
<b>Inspection undertaken by:</b>	E. Griffin and J.A McKimm
<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

T/A Bonnybrook Early Education Centre is a community service and operates from a single storey purpose-built building in a residential development in Dublin North. The service is registered to provide a full-time and sessional care and education to children aged between 2 and 6 years old, from Monday to Friday between 8:45am to 3:15pm. The service currently operates three sessions: an 8:45am to 11:45am session, an 8:45am to 2pm session and an afternoon session from 12:15-3:15pm. The service also participates in the Early Childhood Care and Education (ECCE) scheme.

The service consists of three care rooms, namely the Green Room, the Yellow Room and the Blue Room. There are two additional rooms the Orange Room which offers a sensory experience for the children and the kitchen dining room where the children from the Yellow Room have their snack and the children from the Blue Room have their dinner. There is a kitchen, office, a reception area and two enclosed outdoor play areas to the front of the premises. There are sanitary facilities for children and staff.

### Staffing

There are seventeen adults employed to work in the service including the registered provider who works in the service as the person in charge. Other adults employed include the deputy person in charge, one receptionist who holds a childcare qualification, eight childcare staff two of which are employed through the access and inclusion model (AIM) and six ancillary staff including two cooks, one assistant cook, two housekeepers and one adult who oversees the maintenance of the service. In addition, there are three adults who work for an outside agency and provide support in one of the care rooms and one student who is on work placement providing support in a supernumerary capacity in one of the care rooms.

On the day of the inspection the registered provider, deputy person in charge, eight childcare staff including two adults who are employed through the access and inclusion model (AIM), three adults who are employed from an outside support agency, one student on work placement and two ancillary staff for cooking were present.

### 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.

A sampling process was used to assess compliance under Regulation 15 Record of a Preschool Child, Regulation 19(1)(a) Health, Welfare and Development of Child and Regulation 23 Safeguarding Health, Safety and Welfare of Child.

As a result, the scope of the inspection included the three care rooms.

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 inspectors wish to acknowledge the cooperation of the registered provider, deputy person in charge, staff, support agency staff, student 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 designated person in charge and named person to deputise as required.
  - (b) A review of the roster showed that there is a designated person in charge rostered to be on the premises during the service operational hours.

- (c) (c) There was a clear management structure in place, and staff reported being aware of this.
- (2) A review of paperwork and conversation with the registered provider that one new adult had been employed to work in the service since the last inspection on the 20 June 2024. The staff file of the one new adult, three staff from an outside support agency and one student was reviewed alongside Garda Vetting disclosures for fourteen adults whose files had been reviewed on the last inspection.
- (a) There were six written and validated references available from past employers.
- (b) There were four written references available from a source other than a past employer.
- (c) Garda vetting disclosures had been obtained for the nineteen adults. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.
- (d) Police vetting was available in relation to one adult who had lived outside of Ireland for a period of more than 6 months as an adult.
- (4) Evidence was available to show that the three support agency staff who worked 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 a qualification deemed by the Minister to be equivalent.

### Non-Compliance Information

- (2) (d) The curriculum vitae of one adult did not contain sufficient detail to establish whether they required police vetting or to provide the registered provider with sufficient information to adequately vet the person prior to commencement.

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

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

The employee is a community employment participant in an auxiliary role. The employee's curriculum vitae (CV) has been updated to reflect their employment history, and this CV has been added to the employee's file. The updated CV has shown that the person did not require any additional information to adequately vet the employee or for a police check to be completed. The recruitment policy has been updated to outline that all employees must provide a Curriculum Vitae detailing all employment roles and dates consecutively with an unbroken career.

#### **Supporting documentation submitted**

- Documentary evidence of updated curriculum vitae.

- Documentary evidence of updated Recruitment policy.

### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 9 (2)(d) has been adequately addressed.

### 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) There was an adequate number of adults working directly with the children attending the service. On the morning of the inspection there were ten adults working directly with twenty-nine children aged from 2 ½ to 5 years of age. During the afternoon of the inspection there were six adults working directly with twenty-six children aged from 2 ½ to 5 years of age. In addition, the two designated persons in charge were available to provide support to the care rooms when required during the inspection.
- (2) The adult child ratios were correct when the inspectors arrived unannounced to the service and throughout the inspection. Staff were aware of the required ratios for the age range of children.

### 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 ten children's registration records were reviewed as part of the inspection. The registered provider ensured a record (1) (a),(b),(d),(e),(f),(g),(h) and (i) was maintained for each child. In addition, a space was available on the form to record the date the child ceased the service as required under (c).

(3) Records were open to inspection by an authorised person. All records requested by the inspectors were available for review.

### 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 provided meals and snacks at regular intervals one of which was a hot meal for the children. All food was prepared in the kitchen of the service. Discussion with staff showed that children are offered breakfast between 8:45am to 9:15am. Different dietary requirements were catered for, for example, at dinner time the children were observed to be served beef stew followed by a selection for fruit. There was an alternative vegetarian pasta dish available if required and extra portions were offered.
- Water was available for drinking in the care rooms and milk was observed to be available for drinking at mealtimes.
- There were cosy areas observed in each care room for the children to relax in as required. Each cosy area was equipped with a soft seating area, several cushions, a soft mat and a selection of books for reading

and relaxation. In addition, the two outdoor play areas had a partially sheltered area with tables and seating available for rest and relaxation for the children during outdoor play time.

- A sense of identity was promoted throughout the care rooms. For example, there were 'Family Wall' displays, 'Birthday Time' displays and a 'Class Helper' wall display. The children's artwork was displayed on the walls throughout the service and stored in individually labelled scrap books. In addition, the children had their own individually photographically labelled coat hooks.
- The presence of a sensory room provided the children with a safe space to go accompanied by a staff member if they were feeling overwhelmed, over stimulated or just wanted some quiet time with dimmed lighting. Staff discussed the benefits of using this room to help children to regulate their emotions.
- The children were observed to play outdoors during the inspection. This supported their social, cognitive, gross and fine motor development. In addition, children were provided with suitable outdoor clothing to support a comfortable outdoor play experience.

### Supporting Relationships:

- Staff were observed to interact continuously with the children. For example, at outdoor play time and mealtimes were observed to be a sociable event and staff chatted amicably with the children.
- Children's language development was supported through the delivery of an evidence-based literacy programme, singing songs, storytelling at circle time which were observed during the inspection.
- The service used an electronic application to communicate with parents daily and update them on their child's food, sleep, toileting and fun activities. In addition, staff discussed how parents are welcome into the service and the inspectors observed staff greeting parents at collection time and updating parents verbally on their child's day in the service.
- Staff were able to discuss how they support children with the transition from home to the service by offering a settling-in period. In addition, there was evidence to show that the service supported children to transition to school. For example, staff discussed how they link in with local schools and show digital images of the local school uniform and what is inside the classroom including materials and equipment.

### Equipment and Materials:

- The furniture provided in the care rooms were low level and suitable to the needs of the children. There were appropriate chairs and tables in the care rooms to facilitate the children to eat comfortably and independently.
- The care rooms had defined areas of interest with supporting equipment. Areas of interest included a home corner, a dress up role play area, a transport area, a construction area, a building blocks area, an art area which was always accessible to the children and a fine motor skill area. Each area had supporting props for example the role play and home area included a range of real-life props which promoted meaningful play experiences and extended play opportunities. The variety of materials and equipment observed in the care rooms facilitated a range of play experiences including creative, imaginative and language play and promoted exploration and curiosity.
- Toys and materials in all care rooms were stored on low and accessible shelves and were themed and labelled which promoted spontaneous play opportunities.
- The Orange room is designed as a designated sensory room. This room had low mood lighting, a sensory fish lamp, a tunnel, a bean bag and soft flooring. There was an option to play low music.
- Two outdoor play areas were available for the children with a soft ground surface. Part of the two outdoor play areas was sheltered. This provided children with shelter and protected them from harsh weather conditions such as rain and direct sunlight. Equipment and toys available included a large wooden play structure with a slide and climbing wall, a mud outdoor kitchen with supporting props, art materials and a variety of ride on transport toys. The equipment and toys available promoted social, emotional and gross motor development learning opportunities for children.

### 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 main entrance door which leads into the service was appropriately secured by a reception area with a second entrance door with an electronic buzzer to prevent a child from exiting unsupervised and to prevent unauthorised access to the service.

- The outdoor play areas were securely gated reducing the risk of children exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- The kitchen area was inaccessible to the children throughout the inspection.
- Cleaning agents and medication were stored safely out of the reach to the children.
- There were no flexes or cables observed that were accessible to the children.
- Blind cords were secured safely out of reach of the children.
- The radiators in the care rooms had protective radiator covers.
- Toys and equipment used by the children were observed to be well maintained and in a good state of repair.

### Infection Control:

- The sanitary accommodation was equipped with warm running water, liquid soap, and hand drying facilities.
- The nappy changing mat was observed to be in good condition.
- Foot operated pedal bins were observed to be used by children and staff for the appropriate disposal of waste in the care rooms and sanitary facilities.
- An ambient temperature of 18-22°C was maintained throughout the care rooms, and the windows were open in the care rooms and sanitary accommodation to allow fresh circulation of air.
- The premises was observed to be clean and hygienic. There were cleaning schedules on the wall of the care rooms and sanitary accommodation.

### Fire Safety:

- The emergency exits were observed to be unobstructed throughout the inspection. The children's attendance book was monitored to ensure staff knew how many children were present. This ensured a safe evacuation of the children and staff in the event of an emergency evacuation.

### Non-Compliance Information

#### General Safety:

1. Garda vetting was available for one staff member. However, this vetting disclosure was not dated within the previous three years in adherence with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting. This posed a potential safeguarding concern.

### Administration of Medication:

2. Administration of medication practices observed in the service were at variance with best practice and the service's administration of medication policy. Evidenced by the following.
  - One child with a diagnosed medical condition which listed a prescribed medication did not have an individual medical care plan available for review in the care room or the office. It is acknowledged that one staff member in the care room was aware of the child's medical condition and the registered provider discussed how a care plan had been drawn up but must have been misplaced. However, the absence of an individual medical care plan which detailed guidance on administration of medication could have hindered the timely and appropriate administration of medical treatment by staff in the event of a medical emergency.
  - One child with a diagnosed medical condition which listed a prescribed medication did not have the prescribed medication stored in the original box. This posed a potential safety risk, as the absence of the original box which detailed the name of the child and prescribed dosage could hinder the timely and appropriate administration of medical treatment.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

##### General Safety:

1. The renewal of the Garda Vetting was submitted to the Garda Vetting Bureau before it was due for renewal however it was not completed before the inspection. The service received a completed Garda Vetting disclosure for the employee on 8th December 2025. A document containing the expiry date of Garda Vetting and mandatory trainings for all employees is in place to ensure that all remain in date. This document is displayed in the office for ongoing monitoring and ensuring all employees are fully compliant with regulations.

##### Administration of Medication:

2. The care plan for the child is now available for staff in a locked press in the child's class alongside the prescribed medication to ensure that, when required, the medication is given in an appropriate and timely manner. In relation to the child who did not have their prescribed medication contained in the original box, the service requested a new prescribed medication in the original box from the child's parents. This was provided by the parents. A copy of a care plan for every individual child is now kept in both a locked press in

the child's class and in the child's individual file which is located in the office. A copy is also kept on a digital file. The designated First Aid staff member who checks all of the first aid boxes in the service every two months will now check each child's individual care plan and relevant medication to ensure compliance with the regulation and ensure all is in order.

### **Supporting documentation submitted**

#### **General Safety:**

1. Documentary evidence of Garda Vetting disclosure and document containing garda vetting expiry dates.

#### **Administration of Medication:**

2. Documentary evidence of individual care plan and updated first aid check list. Photographic evidence of prescribed medication in original box.

### **Summary Comment**

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

## **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) There was evidence to show that four adults hold certification in First Aid Response training. A minimum of two of the four adults were rostered to be present during the operational hours of the service and were available for the duration of the inspection.

- (2)
- (a) A suitably equipped first aid box was available and stored safely in an easily accessible and conspicuous position in the office and there were extra supplies available if needed.
  - (b) The first aid box was observed to be easily available to the adults caring for the children attending the service.

### 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 firefighting 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) Documentation was available to demonstrate that fire drills were practiced monthly. The last fire drill took place on 3 December 2025.
  - (b) The number, type and maintenance record of the firefighting equipment was up to date. Fire extinguishers were last serviced on 2 September 2025. Smoke alarms were serviced on 3 October 2025.
- (2)
- (c) Records were open to inspection by an authorised person. All records requested by the inspectors were available for review.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in the hallway and on the wall in the care rooms. The fire assembly point was positioned to the front of the building in the second outdoor play area.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

The service had adequate insurance for the number of children attending the service on a sessional care and full day basis with an expiry date of 27 March 2026.