

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY104
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Name of Service:	Kilmore West Community Playgroup
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Address of Service:	Rear St. Luke's Parish Centre, Kilbarron Park, Kilmore West, Dublin 5, Co. Dublin
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Name of Registered Provider:	Mary Keogh
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Service type:	Part Time, Sessional
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Date(s) of Inspection:	22/10/2025
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No of pre-school children:	AM	15	PM	11
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Address of the Early Years Inspectorate:	Early Years Inspectorate 180-189 Lakeshore Drive Airside Business Park, Swords, Co Dublin
Inspection undertaken by:	M. McDonnell
Title:	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).

Conditions if applicable	Not Applicable.
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Description of service

Kilmore West Community Playgroup is a community-based service operating from a converted single storey unit in Dublin. The service is registered to provide part time and sessional care, from 8.45 to 11.45am and 12.00 to 3.00pm. The service provides Early Childhood Care and Education (ECCE). The children have access to a large open plan room. There is a kitchen area and sanitary facilities available. There is an access to an outdoor area at the front of the premises.

Staffing

There were two staff members working directly with the children.

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, safety and premises. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under Regulation 9 Management & Recruitment, Regulation 10 - Policies, procedures etc. of pre-school service, Regulation 11 Staffing Levels, Regulation 16 Records in relation to a Preschool Service, Regulation 19 Health, Welfare & Development of Child, Regulation 23 Safeguarding Health, Safety and Welfare of a child, Regulation 25 First Aid, Regulation 26 Fire Safety and

Regulation 28 Insurance. However, on inspection additional non-compliance which posed a risk was identified under Regulation 8 Notification of Change of Circumstances and Regulation 22 Food and drink. These findings are outlined within the relevant regulations in this report.

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

The inspector observed that whilst the service is registered to provide part time and sessional care, from 8.45 to 11.45am and 12.00 to 3.00pm, the service was currently operating one session from 8.45am to 1.00pm for children aged 2-6 years old.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Non-Compliance Information

- (1) The Inspectorate has not been notified of a number of changes to the services registration status as outlined as follows;
- The person named as being the registered provider and the person in charge is no longer involved with the service. While a change in circumstances was submitted regarding this matter in May 2024, this was not approved by the Inspectorate.
 - The service was found to be operating outside of the hours that it is registered for. The service is registered to operate from 08:45 to 11:45 and 12:00 to 15:00, however on the day of inspection, the service was found to be operating from 08:45 to 13:00.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1) The Inspector received confirmation that the change of registered provider and person in charge and was approved in November 2025. The change in part time hours was approved in December 2025. As a preventive action the registered provider stated that all CIC applications will be submitted a minimum 60 days prior to any change taking place as required by Tusla inspectorate.

Supporting documentation submitted

A copy of the approval letter for the registered provider, person in charge and part time hours approval letter.

Summary Comment

The actions and evidence submitted by the new registered provider, in their corrective and preventive action plan, has addressed the non-compliance.

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) There was a named person to deputise in the absence of the person in charge.

(b) The person who deputises for the person in charge was on the premises during the inspection.

(2) The recruitment files of the two staff members were reviewed.

(a)(b) There were two written and validated references available for the two staff members.

(c) A Garda vetting disclosure was available for both staff members. However, the service did not demonstrate compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every

three years following a review of staff members previous employment in the service. This is examined in Regulation 23.

(d) Documents available demonstrated that international police vetting was not required for the two staff members.

(4) There was evidence that the two staff members who worked directly with the pre-school children in the service held a major award in Early Childhood Care and Education at Level 5 - 8 on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

Non-Compliance Information

- (1)
- (a) There was no designated person in charge in the service. The person named in the register of early years services is no longer involved with the service.
- (c) In the absence of the registered provider or a designated person in charge there was no clear management structure in the service that identifies the lines of authority and accountability in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1)(a) Following the inspection a new registered provider and person in charge were approved by the inspectorate.
- (c) There are clear roles established in the service and there is a management structure in place. The manager is now the registered provider and works with one additional member of staff, who both work in the room with the children during the operation hours of the service.

Summary Comment

The actions and evidence submitted by the new registered provider, in their corrective and preventive action plan, has addressed the non-compliance.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

(j) The accident and incident policy was available for review and contained information to support staff in their practice.

Non-Compliance Information

The following policies were not available for staff members to support them in establishing and maintain safe and effective practices whilst working with the children.

- (a) statement of purpose and function;
- (b) complaints policy;
- (c) policy on administration of medication;
- (d) policy on infection control;
- (f) policy on safe sleep;
- (h) inclusion policy;
- (l) policy on healthy eating;
- (m) policy on outdoor play where such play is provided to children attending the service;
- (o) policy on staff absences;
- (p) policy on the use of the internet and photographic and recording devices;
- (q) recruitment policy;
- (r) risk management policy;
- (s) settling-in policy;
- (t) staff training policy;
- (u) supervision policy.

The following policies were available but were not sufficient to support staff in their practice.

- (e) The policy on managing behaviour did not detail how children’s well-being was supported and appropriate to the age, stage and development of the child. It did not detail the procedures for protection and welfare. It is

acknowledged that it set out prohibited practices and supports available to staff to support children's behavioural and emotional needs.

(g) The fire safety policy did not detail how often fire drills should be completed or specify the record keeping requirements in relation to fire safety. It is acknowledged that it set out information about the way staff are informed and trained in the procedures to be followed in the case of fire.

(i) The outings policy did not set out the risk assessment process, detail the management of a critical incident or detail the insurance cover. It is acknowledged that it set out information about parental consent for outing, adult: child ratios and first aid measures for outings.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

(a-u) The new registered provider has stated that the policies are in development. Once developed all policies will be reviewed annually and on a need to basis.

Summary Comment

The new registered provider has stated that the policies are in development and evidence of their completion must be submitted to the Inspectorate. Regulation 10 remains non-compliant.

Part III – Management and Staff

Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.

Compliance Information

(1) On the day of inspection there was an adequate number of adults working directly with the children attending the pre-school service.

(2) On the inspectors' unannounced arrival, the adult child ratio was observed to be correct and remained so throughout the inspection. The following adult-to-child ratios were observed:

- There were 2 staff members and 15 children aged 2 years 9 months old to 4 years 8 months old attending the morning ECCE session.
- There were 2 staff members and 11 children aged between 2 years 9 months old to 4 years 8 months old attending on part-time basis.

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;
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;
- (c) details of the adult: child ratios in the service;
- (d) the type of care or programme provided in the service;
- (e) the facilities available;
- (f) the opening hours and fees;
- (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

- (a) A review of documents in the service demonstrated that there was information regarding the details of employees in the service, which included photo identification.
- (b) –(f) Documents available in the service provided details of the age profile, ratios, type of care, facilities, opening hours and fees of the service and the age profile of children for which the service is registered to provide services.
- (h) The inspector observed that the attendance records, were reflective of the children in attendance.
- (j) A staff member advised that medication had not been administered in the service.
- (k) A record in writing was kept in respect of accidents and incidents within the service. A total sample of seven forms were reviewed and included appropriate information to support safe care practices.

Non-Compliance Information

- (1) (i) A staff roster was not available to demonstrate that appropriate adult cover was planned for and implemented to provide the correct adult and child ratios.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1)(i) The registered provider stated that there is a staff roster that is displayed in the service. The register provider/manager will develop a weekly staff roster in advance and inform staff of the staff roster the Friday before the start of new week.

Summary Comment

The actions and evidence submitted by the new registered provider, in their corrective and preventive action plan, has addressed the non-compliance.

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

Supporting relationships around children

The staff members were observed to interact kindly with the children within their care. The staff members provided comfort and responded efficiently to children and were responsive to children who were new to the creche. Staff members spoke of supports in place for some of the children on an individual basis, which was supported by daily communication with parents as observed at drop off and collection. Children's choice was facilitated for example on the inspector's arrival to the service some children were playing with sand and associated toys, others were building structures, and some children were playing in the home corner.

Basic Needs

Children were able to use the sanitary facilities on an independent basis were required. Children's independence was supported as they were reminded by staff to use the sanitary facilities throughout the session. Children who required nappy changing had this done as required.

Physical and material environment

All the activities available and equipment was easily accessible to the children in clear plastic containers stored at a low level. Children were observed taking out materials and toys on their own and then staff engaging in the play with them, for example some children choose to play with magnetic blocks with staff after putting a selection of animal toys away.

The children had access to an outdoor area at the front of the service. There was a paved area alongside a grass area. There was a play structure with slide, benches and tyres readily available for play. There were also balls, and ride on toys available for the children.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

Children were provided with a meal and snacks by the service. On the day of inspection this included cereal and toast for breakfast and then snacks of ham, cheese and fruit. The children also participated in making chocolate apples for their Halloween party the following day. Children were provided with water, and this was accessible to them.

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 service had a secure entrance to the service with locks in place. This prevented any unauthorised access to the service and exit from the service by children.
- The access to the kitchen was restricted and children could not access the area. The preventive actions from the previous inspection were maintained.
- There were no visible overhanging cables or trailing flexes. The preventive actions from the previous inspection were maintained.
- Cleaning agents were stored out of the reach of children.
- The outdoor area was clear of discarded items. There was regular garden maintenance provided by an external company and safety measures were in place should the garden need maintenance in between the scheduled maintenance. This demonstrated that the preventive actions from the previous inspection had been maintained.
- There was a record of monthly fire drills completed in the service.

Infection Control:

- The water in the sanitary accommodation was warm and supported effective handwashing, demonstrating the preventive actions from the previous inspection had been maintained.
- The preventive actions from the last inspection were in place as there were no apparent mould areas in the sanitary accommodation.

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. The Garda Vetting disclosures for one staff member had not been updated in the last three years.

Infection Control

2. The service did not ensure that all equipment could be easily cleaned to support effective infection control measures. For example, the plastic couch had worn areas which could not be effectively cleaned and there was a torn nappy mat exposing the internal foam padding. This practice was found to be non-compliant on previous inspections on 8 December 2023. The corrective actions submitted following that inspection failed to prevent recurrence of this non-compliance.

Fire Safety

3. The service did not demonstrate firefighting equipment had not been serviced on an annual basis. The service records indicated that the servicing had expired in April 2025.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The registered provider stated that both staff members Garda vetting is currently in date and stored in the staff file in the service. All staff member's Garda vetting will be renewed every three years, and staff file checklist will be updated to include Garda vetting is renewed every three years and stored in the staff file.

Infection Control :

2. Nappy mat has been replaced. Sofa has been disposed of, and a new sofa will be purchased. Service will carry out a daily safety checklist to ensure all materials and equipment are safe and suitable for use.

Fire Safety :

3. The registered provider submitted the maintenance record for the December 2025 for the fire extinguishers and stated they will ensure regular annual maintenance.

Supporting documentation submitted

Copy of staff file checklist

Fire alarm maintenance certificate

Click or tap here to enter text.

Summary Comment

The actions and evidence submitted by the new registered provider, in their corrective and preventive action plan, has addressed the non-compliance.

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) Both of the staff members working in the service were trained in a First Aid Responder (FAR) course.

(2) (a) (b)The first aid equipment was available in a conspicuous and easily accessible place to staff members.

The first aid equipment available provided adequate resources in the event of a first aid emergency.

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) A record of the most recent fire drill on 17 September 2025, was available for review. The service had maintained a record of monthly fire drills.
- (b) The maintenance records for the fire extinguishers were last serviced for April 2024 to April 2025.
- (4) The procedures to be followed in the event of a fire were displayed in the rooms sampled on inspection.

Non-Compliance Information

- (1)(b) There were no maintenance records for the fire alarms in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

- (1)(b) The registered provider submitted the maintenance record for the 1 December 2025 for the fire alarm and will ensure annual servicing.

Summary Comment

The actions and evidence submitted by the new registered provider, in their corrective and preventive action plan, has addressed the non-compliance.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The service was appropriately insured for 22 children from 28 March 2025 to 27 March 2026.