

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY233		
Name of Service:	Westwood Childcare		
Address of Service:	Westwood Club, Clontarf Road, Dublin 3, Co. Dublin		
Eircode:	D03 T6T3		
Name of Registered Provider:	Karen Polley		
Service type:	Full Day, Drop-In		
Date of Inspection:	06/08/2025		
No of pre-school children:	AM	71	PM 69
Address of the Early Years Inspectorate:	Early Years Inspectorate, Child and Family Agency, Unit 4&5 Nexus Building Block 6A, Blanchardstown Corporate Park, Dublin 15		
Inspection undertaken by:	E Hosford and Á Dunne		
Title:	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).

Conditions if applicable Not applicable.

Description of service

Westwood Childcare is a private service located in an urban area on the north side of Dublin city. The service provides full day care services to children aged from 2 months to 5 years of age and operates from 7:30am to 6:30pm Monday to Friday.

The service participates in the Early Childhood Care and Education (ECCE) scheme. The service also provides a service to school age children.

This purpose-built service occupies two floors in a sports and leisure facility and has seven care rooms, namely, Nursery and Wobbler room on the ground floor, and the Toddler room, Playschool 1 and Playschool 2 rooms, Pre School 1 and Pre School 2 rooms on the first floor. Two separate sleep rooms with a total of 27 cots are available one on the ground floor and one on the first floor. An outdoor area to the side of the building and an indoor play area on the ground floor are available to the children.

Staffing

The service employs a total of 43 staff in the service to include the registered provider, designated person in charge, deputy designated person in charge, 3 childcare supervisors and 32 childcare staff. Five childcare staff were working with the school age children on the day of inspection.

The registered provider does not work within the service and the designated person in charge and the deputy person in charge are not assigned to a care room but are available to assist if required

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

The unannounced inspection focused on an examination of compliance under regulations 9, 11, 16, 21, 23, 27 and 31.

A sampling process was used to assess compliance under regulations 16, 21, 23 and 27:

As a result, the scope of the inspection included the Wobbler, Playschool 2 and Pre School 2, and did not include the Nursery and Pre School 1 rooms. The Toddler room was closed on the day of inspection.

Regulation 11 was assessed across all the 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.

Additional Information

This inspection was triggered as a result of a statutory notification of an incident received to the inspectorate on the 29 July 2025

Acknowledgments

The inspectors wish to acknowledge the cooperation of the designated person in charge, deputy 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.

(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;

Compliance Information

(2) The files of two new staff members employed in the service since the last inspection were reviewed. One staff member was working directly with the early years children on the day of inspection and the second staff member was employed to work directly with the school age children.

The registered provider had completed the following checks:

(a) Three validated written references were available from a past employer.

(b) One validated written reference was available from a source other than a past employer.

(c) Garda vetting disclosures had been obtained for 43 staff members employed in the service and the service adhered to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years for all staff employed.

(d) Documentary evidence was available to demonstrate that police vetting was available for two new employees who had lived outside of the state for six months or more as adults.

(4) One staff member had documentary evidence of at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children, Equality, Disability, Integration and Youth Affairs.

(7)(a) Documentary evidence available demonstrated that staff members received regular updates and training on the service policies and practices to include Administration of Medication to a child, completion of Accident and Incident reports, Infection Control, Room temperatures, transitions between rooms and completion of headcounts.

Part III – Management and Staff

Regulation 11 - Staffing levels

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

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

Compliance Information

(2) The minimum ratio of adults to children was maintained as the table below demonstrates.

Room Name	Age profile	Day 1 of inspection	Day 2 of inspection
Nursery	0-1 years	3 adults caring for 6 children	3 adults caring for 6 children
Wobblers	1-2 years	3 adults caring for 8 children	3 adults caring for 7 children
Toddlers	Room closed	Room closed	Room closed

Playschool 1	1-3 years	2 adults caring for 3 children	2 adults caring for 3 children
Playschool 2	2-4 years	6 adults caring for 18 children	5 adults caring for 18 children
Pre School 1	3-5 years	4 adults caring for 15 children	4 adults caring for 15 children
Pre School 2	3-5 years	5 adults caring for 21 children	4 adults caring for 21 children
Total	0-6 years	23 adults caring for 71 children	21 adults caring for 70 children

(8)(a) On review of the service roster it was observed that two adults were on the premises during the operation of the service

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;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

(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.

Compliance Information

(1)

(h) The arrival and departure time of each child in the Preschool 1 and 2 and the Playschool 2 rooms were recorded in the service electronic application and reflective of the children present in the care rooms.

(i) A staff roster was available for inspection.

(k) The details of an incident that occurred in the service on the 24 July 2025 was available and included the required information and parental confirmation that they were made aware of the incident on the day.

(3) Details of an incident that occurred in the service on the 24 July 2025 were available for inspection and included the required information.

Part V - Care of Child in Pre-school Service

Regulation 21 – Equipment and materials

A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.

Non-Compliance Information

1. In the Preschool 2 room areas of interest such as play kitchens and home areas were poorly resourced and did not have an adequate amount of supporting equipment for the number of children present in the room.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

1. In response to the non-compliance the service has responded that management and playschool 2 team met and they both agreed that the room needed to be replenished. Both discussed the layout of the room and what needed to change to cater to the needs of the younger children who had moved into playschool 2. The teachers in playschool 2 rearranged their classroom following our Tusla inspection. Management ordered new equipment i.e. full set play kitchen, food for the kitchen, new toy highchairs, doll cribs and new toy bookcases. Equipment already in the classroom was taken out from cupboards and put back on the shelves in the classroom. The children are happy with the changes and are settling well in the classroom. The removal of the climbing frame has helped hugely; there are no blind spots now in the room. please see photos attached. (Attachment 1-8)

Supervisors and management will check in daily with the team to see if there is additional equipment needed. The supervisors will check on the opening shift, that each class has relevant equipment add notes to the opening checklists to make sure items are replenished and well maintained.

Supporting documentation submitted

1. Photographic evidence of revised room layout and supporting equipment.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 21 has been adequately addressed.

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:

- Entry into the service was secured with an electronic barrier which were operated by reception staff. Entry into the care rooms was secured with electronic keypads. Access to the garden area was secured with a tall metal gate and electronic keypad. Children were supervised while in the care rooms and outdoor garden by staff who were observed completing regular head counts at the designated head count areas within the building. All the locks, handles and keypads were positioned out of children's reach.
- During the movement of children from their care room to the outdoor area and soft play centre each child wore a coloured bib to reflect the room they were from to ensure that staff within the sports and leisure complex could identify the children and ensure their safety. Children's arrival and departure from the service and movement within the building was recorded in an electronic application.
- On discussion with staff in the care rooms they were aware of their role and responsibility regarding the safe movement and transition of children throughout the building. This included the following.
 - Ensuring that each adult and child wore a high visibility vest when leaving the care room, garden or activity centre.
 - Communicating with their colleagues regarding the number of children being moved and their destination. Requesting assistance from the available childcare supervisors if required.
 - Assisting the children to hold the hand of either another child or a staff member. Positioning of staff at the beginning, middle and end of the line while counting the number of children leaving the room aloud. The last staff member leaving the room had the responsibility of ensuring that all children had left the room and that no child was out of sight due to any potential blind spots.
 - Stopping at signposted designated counting stops along the way to confirm the number of children present.
 - Counting the children as they enter the outdoor area or activity centre and again before they leave the area.
 - Children that moved rooms during sleep time were accurately reflected in their care room and on the electronic application to ensure their safe evacuation in the event of an emergency.

Infection Control:

- The service was observed to be clean and well maintained with cleaning schedules in operation within the care rooms and sanitary facilities.

Outing:

- Outings that take place within the service were observed to be carried out according to the service outings policy. For example.
 - Evidence of a risk assessment completed prior to the outing.
 - Parental consent obtained prior to the outing.
 - Procedure in place for the supervision and checking of children while on the outing.
 - Staff aware of the steps to take in the event of an incident occurring or if a child goes missing.
 - Equipment available to staff on the outing to include mobile phone, contact details of main service and parents, any required medication and first aid equipment.
 - Detailed record maintained of each outing undertaken to include the staff and children present, the planned outing and any issues that arise.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

During the inspection it was observed that children attending the service were supervised by sight and sound while they played, slept in the care rooms and during movement out of care rooms to outdoor play, indoor play and on outings to the local park.

Part VIII - Notifications and Complaints

Regulation 31 - Notification of incidents

A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:

(e) an incident in respect of which a pre-school child attending the service goes missing while attending the service.

Compliance Information

(e) The registered provider ensured a notification of an incident was submitted to the inspectorate within the required timeframe.