

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY237		
Name of Service:	Loreto Preschool and Afterschool		
Address of Service:	Loreto Primary School, Crumlin Road, Crumlin, Dublin 12, Co. Dublin		
Eircode:	D12 KW66		
Name of Registered Provider:	Donna Brown		
Service type:	Sessional		
Date of Inspection:	19/03/2026		
No of pre-school children:	AM	22	PM N/A
Address of the Early Years Inspectorate:	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.		
Inspection undertaken by:	S Quigley		
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

Loreto Preschool and Afterschool is a privately owned early years service which was first established in 2010 and has been operated by the current registered provider since 2024. Care and education are provided to children aged 2 to 6 years on a sessional basis, and the programme of care is facilitated through a play-based curriculum. The service is a purposely adapted premises and is located on the grounds of the Loreto Junior Primary School in Crumlin, Dublin 12. The service is open from 09:00 to 12:00 each weekday and school aged care is provided in the afternoons. Care and education are provided across three care rooms, two of which were open during the inspection. The service has use of a fully enclosed outdoor play area on the grounds of the primary school.

Staffing

Nine staff members are currently employed in the service, six of whom were present during the inspection. The registered provider does not work directly in the service and was not present during the inspection.

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. The inspection may also focus on other areas as required.

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

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

Part III – Management and Staff

Regulation 9 – Management and recruitment

(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

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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

Documentation was reviewed in full in respect of Regulation 9(2)(3)(4) for seven adults who had commenced employment in the service since the last date of inspection on the 5 December 2023. Regulation 9(2)(c) was reviewed for all nine adults working in the service. The following documents were available;

- (2)
- (a) (b) There were two references available for six of the staff members which had been appropriately verified.
 - (c) Garda vetting disclosures were available for all nine adults working in the service. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
 - (4) Six of the adults newly employed held at least a major award in Early Childhood Care and Education at a minimum of Level 5 on the National Qualifications Framework.

Non-Compliance Information

- (2)
- (a) (b) There were no written verified references on file for one adult employed to work in the service.
 - (d) International police vetting was not available for one of the adults who required it.
 - (3) Documentation reviewed evidenced that the procedures specified above under 9(2)(a)(b)(d) had not been carried out prior to two of the adult's commencing employment in the service, as detailed above.
 - (4) There was no documentary evidence available to show that one of the adults held at least a major award in Early Childhood Care and Education at a minimum of Level 5 on the National Qualifications Framework, or a qualification deemed to be equivalent.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2)
- (a) (b) Two written references have now been obtained for the staff member . Both references have been verified by the service manager and are signed, dated and retained on file. The staff file has been updated to ensure full compliance with regulatory requirements. A recruitment and file checklist has been implemented to ensure that all required documentation, including two verified written references, is obtained and reviewed prior to any staff member commencing employment. The service manager is

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responsible for checking and signing off on all staff files before the start date. A tracking system has been introduced to monitor outstanding documentation. In addition, all staff files will be reviewed on a regular basis to ensure ongoing compliance with regulatory requirements.

(d) International police vetting has now been obtained for the staff member where required. The documentation has been reviewed by the service manager and is retained on the staff file. A recruitment and file checklist has been implemented to ensure that international police vetting is identified, obtained and reviewed prior to any staff member commencing employment. The service manager is responsible for checking and signing off on all staff files before the start date. A tracking system has been introduced to monitor outstanding vetting documentation and ensure ongoing compliance. In addition, all staff files will be reviewed on a regular basis to ensure ongoing compliance with regulatory requirements.

(3) Both Staff have now been fully reviewed, and all required documentation has been verified and placed on file. A revised recruitment checklist has been implemented to ensure all regulatory requirements are fully completed and signed off before any staff member commences employment. A monthly audit of personnel files will be conducted to ensure ongoing compliance.

(4) The staff member's qualification was reviewed, and contact was previously made with a relevant advisory body, who was advised that the modules completed were enough to be towards her level 5 qualification. Further clarification has been sought regarding qualification recognition, and the service are currently awaiting confirmation. In the interim there are two extra staff members available in the adult: child ratio. Appropriate staffing arrangements have been put in place to maintain required ratios at all times. A system has been implemented to ensure that all qualifications are verified, and appropriate documentary evidence is obtained prior to employment. Where qualifications require recognition or equivalence, confirmation will be obtained from the relevant authority before the staff member commences work in ratio.

Supporting documentation submitted

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

Summary Comment

The regulatory requirements of 9(2)(3) have been met. The requirements of regulation 9(4) remain outstanding as one adult is working directly with the children without the necessary minimum level of qualification or a qualification recognised as being equivalent.

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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.*
- (3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

Compliance Information

- (1) An adequate number of adults were observed to be working directly with the pre-school children attending the service during the inspection.
- (3) The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were 22 children present in the service being supervised by 5 adults during the inspection. The person in charge was available to provide relief cover to the care rooms if required.

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 throughout the inspection. All materials were made accessible to the children at a low level, facilitating their choice in play in the various areas of interest available to them. Staff demonstrated an awareness of the individual needs of the children during conversations with the inspector. Kindness and warmth were observed by the inspector during interactions between staff and the children, and adults availed of opportunities to engage in personal one on one conversations with the children throughout the inspection. Comfort was provided promptly to a child if they became upset. Staff remained engaged with the children throughout the inspection, sitting with them and using prompts to extend learning, play, and conversations. The children all spent time outdoors and were dressed appropriate to the weather. Staff

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encouraged the children to be independent in their environment by allocating tasks including cleaning up following meals and play.

Drinks were accessible to the children throughout the inspection and rest areas were in place to enable the children to take time out from the group if desired. Lunch time was relaxed and sociable where staff were observed sitting with the children chatting about their day and home lives. Children accessed the toilets independently and were supervised by staff members who provided support when required.

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 staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

General Safety:

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. The entrance into the service and the outdoor play space were appropriately secured to prevent unauthorised access or a child exiting the service unsupervised.

Infection Control:

An infection control policy was in place to inform practice. Schedules were in place and maintained to ensure the service is regularly cleaned. Warm water, soap, and paper towels were available for handwashing. Staff were observed to carry out consistent hand washing and sanitising as appropriate and staff encouraged children to handwash at appropriate times. Staff stated appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy. Pedal operated bins were in place throughout the service for the disposal of waste.

Administration of Medication:

There was written evidence of prior parental consent for the administration of both temperature reducing and prescribed medications, and there were procedures in place to safely administer and document such medication if required, including in the case of an emergency. Staff stated medication is not routinely administered in the

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service, however they adequately detailed the procedures for administering medication when required during discussions with the inspector and had appropriate documentation available to record such administration if required.

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 drills are practiced monthly with the children.

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)

An adult trained in First Aid Responder (FAR) training was available in the service at all times during the opening hours of the service on the day of inspection.

(2)

(a)(b)

Suitably equipped first aid boxes were observed to be immediately accessible to the children within the service and were stored in conspicuous locations on the day of inspection.

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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 written record was available detailing fire drills that had taken place in the service. The record showed that the last fire drill had taken place on the 6 February 2025.
 - (b) There was a record to show that the firefighting equipment and the smoke alarm system had been serviced within the required timeframe as required.
- (4)
- The procedures to be followed during a fire drill and in the event of a fire were displayed in conspicuous locations within the service.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

Documentation reviewed evidence that the service was adequately insured for the type of service provided and the number of children registered to attend.