

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY347
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Name of Service:	FamiliBase
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Address of Service:	Blackditch Road, Ballyfermot, Dublin 10, Co. Dublin
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Eircode:	D10 F439
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Name of Registered Provider:	Fiona Kearney Braiden
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Service type:	Full Day, Part Time
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Date of Inspection:	01/12/2025
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No of pre-school children:	AM	28	PM	29
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Address of the Early Years Inspectorate:	The Early Years Inspectorate, Tusla Child and Family Agency, Carysfort House, Carysfort Avenue, Blackrock, Co Dublin
Inspection undertaken by:	Linda Magee
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

Familibase is located in an urban setting in Ballyfermot, Dublin Southwest. It provides a full time, part time and a sessional service to children aged between 1-6 years. The service is currently operating between 8.30am – 5.30pm, Monday to Friday. The premise is a purpose-built adapted centre with three preschool rooms, a sleep room, a sensory room, a kitchen, an office and a meeting room. Each preschool room has their own outdoor area directly outside each care room.

Staffing

There were 13 adults present on the day of inspection. Nine staff were allocated to work directly with children. One of these adults was employed under the community employment scheme. The service manager and two deputy managers were available to provide break cover and assistance when required. An auxiliary assistant works in the service and prepares all the meals for the children. The registered provider does not work directly with the children but is based in the adjoining building.

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/ premises and facilities. 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 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 Actions and Preventative Actions (CAPA)

The Early years inspectorate received the Corrective Action and Preventive Action plan (CAPA) on 12 January 2026. The CAPA plan contained insufficient information to meet regulatory compliance. A second opportunity was afforded to the registered provider and this was submitted on 19 January 2026. The corrective actions and preventative actions submitted did not address the non-compliances. This triggered a regulatory compliance meeting.

Regulatory Compliance Meeting (RCM) held on 26 February 2026

A RCM was held as the corrective actions and preventative actions submitted did not address the non-compliances.

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

(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*

(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 designated person in charge and a named person to deputise as required.
- (b) The designated person in charge was on the premises for the duration of the inspection.

(2)

Following a discussion with the person in charge, it was confirmed that 6 adults had commenced working in the service since the last inspection on 18 January 2024. Documentation required under regulation 9(2) (a)&(4) were reviewed in respect of these 6 adults as detailed below. Regulation 9(2)(c) was inspected for these 6 adults and a further twelve adults whose Garda vetting disclosure had been renewed in accordance with the Early Years Inspectorate Regulatory Notice.

- (a) There were written validated references available from previous employers for five adults employed in the service.
- (c) Garda vetting disclosures were available for all eighteen adults who work in the service. Garda vetting disclosures had been renewed in accordance with the Early Years Inspectorate Regulatory Notice, which requires services to renew Garda vetting every three years.
- (d) International Police vetting was available and translated for one adult who had lived outside the state for a period of longer than 6 months as an adult.
- (4) All new childcare staff who required a qualification held a major award in Early childhood Care and Education at a minimum Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Non-Compliance Information

- (2) The registered provider did not ensure that each employee was suitable and competent as outlined below:
- (a) & (b)
- There were no written validated references available for one adult employed on the community employment scheme.
- (d) One adult had lived outside the state for a period of longer than 6 months as an adult and did not have international police vetting.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2) (a&b)
- The manager of early years (EY) and school aged care (SAC) strand and community employment coordinator (CE) had a meeting and agreed for two references will become part of documentation needed for CE staff to start in EY and SAC strand in FamiliBase. CE staff files contain cv and proof of id, proof of address and garda vetting. It was agreed that 2 recommendations and their validation will become part of documentation needed prior to start in FamiliBase EY and SAC strand.
- (4)
- One adult who had lived outside the state for a period of longer than 6 months as an adult was asked to bring in international police vetting. An email was shared with administration team that the service need to be mindful

that all adults who had lived outside the state for a period of longer than 6 months as an adult need to send their international police vetting prior to starting in FamiliBase.

Supporting documentation submitted

Supporting documentation was submitted.

Summary Comment

The regulatory requirement for regulation 9 (1), (2) & (4) has been met.

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 with the children when the inspector arrived unannounced at the service. There were 9 staff members working directly with 28 children. The service manager and two deputy managers were available to provide break cover and assistance when required.

(2) The minimum adult to child ratio requirement for the age of children and type of service provided was always maintained.

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)
- A sample of 8 records for children were reviewed. These eight records had the required information documented as outlined in (a) to (g) and (i). Three registration forms had the required information as outlined in (h).
- (a) The name and date of birth of each child.
 - (b) The date when each child first attended the service.
 - (c) A section was available for recording the date when the child ceases attending.
 - (d) The name, address and telephone number of parents and information where parents can be contacted.
 - (e) Names and contact details of other adults authorised to collect the child.
 - (f) Medical information, allergies, dietary preferences, additional needs, and other information specific to the child.
 - (h) Immunisation details.
 - (g) The name and telephone number of the child's medical practitioner.
 - (i) Signed parental consent for medical treatment in the event of an emergency.

Non-Compliance Information

(h) Five registration forms did not have the required information as outlined in (h). Three of these registration forms had no immunisation section for parents to record their child's immunisation details. During a discussion with the person in charge, it was confirmed the service has started to introduce new records for all children, however, two of these new registration forms had no record of immunisation details recorded.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(h) The service has started to introduce new enrolment records and in the meantime all the children's parents have filled the new enrolment records and brought immunisation details to the setting. New enrolment records now include immunisation records. No new children will be starting prior to all paperwork being filled by a parent of guardian.

Supporting documentation submitted

Documentation was submitted to support this non-compliance.

Summary Comment

The regulatory requirement for regulation 15 (1) (a-i) has been addressed.

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

(1)(b)

Appropriate and suitable care practices were observed on the day of inspection as evidenced below:

All food is provided by the service. Additional food or an alternative food was available should any child ask for more or indicate that they were hungry. Individual water beakers were available to the children throughout the day. Staff sat with the children during mealtimes and allowed the children time to enjoy their food. Children were supported with toileting if needed and staff were observed caring for children in a respectful manner during toileting and nappy changing which took place on a scheduled basis and when required. Staff were familiar with

the needs of the children. Warm interactions with the children were observed and staff promptly comforted children when they became upset.

The individual sleep needs of the children were met on the day of inspection. Children who required settling to sleep were comforted as they tried to sleep. All children enjoyed time playing outside in the outdoor area. The children moved freely and engaged in different games with staff. All three separated outdoor areas had an artificial grass surface and a variety of equipment to support various forms of play.

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:

Appropriate measures had been taken to safeguard the children as outlined below:

External gates and doors were secured to prevent children from exiting the service unsupervised and to prevent unauthorised persons from gaining access to the pre-school. The fire escape routes were free from any obstructions. The outdoor play areas were safely enclosed by a surrounding fence. Heavy equipment was secured to prevent tipping and injury. Cleaning products and hazardous materials were stored securely out of reach of the children.

Infection Control:

The service has an infection control policy which informs the day to day running of the service. This was observed as evidenced below:

The children washed their hands before meals, after outdoor play and after messy play activities. The sanitary facility was equipped with warm water, liquid soap, disposable paper towels and pedal operated bins. Staff wore gloves and aprons while carrying out nappy changing and washed the hands of the children and their own after each nappy change.

Administration of Medication:

Staff members detailed the procedures for administering medication when required during discussions with the inspector. On the day of inspection, there were no children requiring regular or emergency medication.

Safe Sleep:

Children were physically monitored every ten minutes by staff while sleeping and sleep checks were documented. Staff remained in the room at all times where children were sleeping on sleep mats.

Fire Safety:

Staff demonstrated a clear understanding of the procedure to be followed in the event of a fire. Regular fire drills were conducted in the service.

Non-Compliance Information

Infection control

1. There were no waterproof mattress protectors on any of the six cots in the sleep room. These are required to keep the mattress hygienic and dry by preventing liquids from soaking into it.
2. The fabric couch and cushions in the rest area in under the sea were heavily stained.

Safe Sleep:

3. Children who are developmentally ready from 15 months and up to 24 months can sleep on a floor bed once parental permission and a risk assessment is in place. On the day of inspection, one child aged 18 months was found to be sleeping on a sleep mat in the service. On review of the child's care plan there was insufficient information to ensure the service can meet the child's individual needs. Documentation available did not align with safe sleep guidelines for children under 24 months. Sleep mats are used for children over 24 months.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

1. Waterproof mattress protectors have been bought and put on the mattresses in the six cots in the sleep room with the purpose to keep the mattress hygienic and dry by preventing liquids from soaking into it. Email sent to staff advising them of same.
2. The fabric couch and cushions were corrected by reminding staff that cushion covers need to be changed as there is spare and washed if they are not clean and by removing fabric couch till covers for the fabric couch are delivered so the same procedure can be followed. Email to all staff informing them of this.

Safe Sleep:

3. The service confirmed during the RCM that all children under 24 months will either sleep in a cot or a floor bed. If a child cannot sleep in a cot, a sleep plan and a risk assessment will be developed in conjunction with the parents.

A new sleep care plan and a risk assessment was made for the child aged 18 months who was found to be

sleeping on a sleep mat in the service. A floor bed has been bought for children under 24 months. All staff were reminded to go through safe sleep policy.

Supporting documentation submitted

Documentation was submitted to support the non-compliances.

Summary Comment

The actions taken by the service have addressed the regulatory requirement.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence that insurance was in place for a maximum number of forty children valid until 8 October 2026.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Non-Compliance Information

(d) The fenced areas in the outdoor area were chipped and in need of repair.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Fences were painted and sanded. The management team will be checking the garden and risk assessing it weekly.

Supporting documentation submitted

Supporting documentation was submitted to support this non-compliance.

Summary Comment

The actions taken by the service have addressed this non-compliance. The regulatory requirement of regulation 29 (d) has been met.