

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015FL012		
<b>Name of Service:</b>	Appleseeds Pre school		
<b>Address of Service:</b>	Applewood Community Centre, Applewood, Swords, Co. Dublin		
<b>Eircode:</b>	K67 P7V2		
<b>Name of Registered Provider:</b>	Rachel Oglesby		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	11/02/2025		
<b>No of pre-school children:</b>	AM	25	PM N/A
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child and Family Agency, Unit 4&5 Nexus Building Block 6A, Blanchardstown Corporate Park, Dublin 15		
<b>Inspection undertaken by:</b>	Á Dunne		
<b>Title:</b>	Early Years Inspector		
<b>Authority to Inspect</b>			
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		

### Description of service

Appleseeds pre-school was established in 2012 and is one of 2 services operated by the registered provider. The service caters for pre-school children aged from 2 years 8 months to school going age and operates from 8.50am to 11.50am each weekday. The service participates in the Early Childhood Care and Education (ECCE) scheme.

### Staffing

The registered provider, who does not work in the service, employs eight staff within the service to include the deputy person in charge in a managerial role, six childcare staff and one relief staff member when required. On the day of inspection, the deputy person in charge and six childcare staff worked directly with the children to include three staff who were employed under the Access and Inclusion model (AIM) and two students 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, safety and premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 21, 23, 25 and 26.

However, on inspection additional non-compliances which posed a risk were identified under

Regulation 16 (1)(i) Record in relation to a preschool service. These findings are outlined within the relevant regulation within this report.

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

The scope of the inspection included the two care rooms of the service. – The Den (downstairs room) and the Treehouse (the upstairs room) 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 inspector wishes to acknowledge the cooperation of the manager, 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
- (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.

(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 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) The registered provider ensured that-

- (a) the service had 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 was being carried on, the designated person in charge or the named person was on the premises,
- (c) there was clear management structure in the service that identified the specific roles and responsibilities of each employee.

(2) The files of eleven adults were reviewed to include the registered provider, four childcare staff, one relief staff, three staff employed under the Access and inclusion Model and two students were reviewed as part of the inspection.

a) One written and validated reference was available in relation to three adults and two written and validated references were available in relation to five adults from a past employer.

(b) The registered provider had two written references from a reputable source and ensured one written and validated reference was available in relation to three adults and two written and validated references were available in relation to two adults from a reputable source.

(c) Garda vetting disclosures were available for eleven adults. The service also demonstrated compliance, with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was not required as no adult had lived outside of the State for a period of more than 6 months as an adult.

(4) Documentation was available to show that the nine adults who worked directly with children attending the service held 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 and Youth Affairs

### Non-Compliance Information

(3) On review of documentation available for one adult present on the day of inspection it demonstrated that they had not been fully considered prior to commencement within the service, for example, one garda vetting disclosure was not in place prior to the start date of the adult.

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

#### Corrective and Preventive Action

(3) Appleaseeds management have reviewed the 'Recruitment of Staff & Vetting Policy' to ensure this does not happen again. The policy reads: Vetting procedures must be carried out prior to any person being appointed or assigned or being allowed access to a child in an early childhood service.

Under induction of new staff, a point was added to the policy reading - New management staff will be trained on recruitment of staff and vetting policies & procedures.

#### Supporting documentation submitted

(3) Recruitment of staff and vetting policy

### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 9(3) has been 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.*

*(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) There were an adequate number of adults working directly with the children, as there were nine adults working with 25 children for the morning session, ensuring ratios were maintained on the day of inspection.

(3) The minimum adult to child ratio was maintained throughout the inspection, as follows:

Room Name	Age profile	Morning
The Den (downstairs) Room	3 years to 5 years	3 adults to 9 children
The Tree Top (upstairs) Room	3 years to 5 years	6 adults to 16 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.*

### Compliance Information

(1)(a) to (i)

On review of the documentation relating to a sample of ten children’s files within the service, the required information and detail was available and completed for each of the ten files reviewed.

## 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:*

*(i) details of staff rosters on a daily basis;*

#### Non-Compliance Information

(1)(i) No staff roster was available for the inspector on the day of inspection, leading to a risk of safety.

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

##### Corrective and Preventive Action

(1)(i) A staff rota has now been made which will be available on the staff notice board.

##### Supporting documentation submitted

(1)(i) A copy of the staff rota.

#### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 16(1)(i) has been addressed.

## 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.*

#### Compliance Information

- The rooms were bright play spaces which enabled the children to explore their environment and play with materials.
- A range of play materials and equipment were present and suitable to the age and stage of development of the children attending each room nurturing children's independence, ability to make decisions, enabling exploration and develop their play opportunities.
- The furniture provided was low level and suitable to the needs and age of the children. There was a sufficient number of low tables and chairs to accommodate children whilst they played and ate in the classroom.

- Each child's identity and belonging was reinforced within the service classroom with the use of pictures of the children and their extended family displayed on the wall. This can provide familiarity and comfort to children.
- Cosy areas with a soft mats, beanbags, cushions and books for rest and relaxation were present.
- The children of both care rooms were provided with the opportunity of outdoor play time in the enclosed outdoor play area which consisted of a bark wood chip surface with a playhouse, a mud kitchen with supporting quipment, sandpits, a slide, trikes, a box with trucks , cars and diggers and wooden blocks available.

### 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:

- Access to the service via a door which operates on a buzzer system preventing unauthorised access into the service and unauthorised exit from the service. The outdoor play area was secure, for outdoor play.
- Attendance records were available for review, completed and accurate.
- The pre-school children were supervised at all times during the session.
- The play equipment and materials observed in use by the children on the day of inspection were safe and in good working order.
- The temperature of the classrooms recorded were within the recommended ambient temperature of 18 - 22 °C.

##### Infection Control:

- The premises and equipment were visually clean.
- Thermostatically controlled warm water, liquid hand soap and dispensed handtowels were available in the sanitary facilities.
- Children were observed to wash their hands after toilet visits, after outdoor play and before lunch.
- Children lunches which were brought from home, were refrigerated to prevent spoiling of perishable items.

- Lidded pedal operated bins were available for disposal of contaminated items.

### Medicine Administration:

- Detailed care plans were available for two children that required emergency medication, with their required medication displayed in a conspicuous position in the care room out of children's reach. No children were observed having medication administered on the day of inspection.

### Fire Safety:

- Monthly fire drills were carried out in the service.

## Non-Compliance Information

### General Safety:

- In the Den and Treehouse rooms there were no visibility strips present on low level windows, leading to a risk of injury.
- In the Treehouse room, a press was observed to be unlocked with salt and oil accessible on low shelves to the children, this can lead to a risk of safety and injury.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### General Safety:

- Appleseeds preschool room 'The treetop' is on the first floor. There are large windows floor to ceiling which the service usually decorate with the children's art and decorated waving window. On the day of inspection, no art was displayed. The service will continue to display children's art and have added visibility stickers that will always stay on the windows.

The window in the downstairs room called 'The den' has a deep windowsill at approximately 1.5 ft. which the children use to sit on. The service has added visibility stickers to this window.

Visibility stickers will remain on the glass windows

- There is a lock on low press but as there was no cleaning products stored in press only ingredients for making play dough (cooking oil & salt) staff did not think it necessary to lock it.

Low level press is now locked and all staff have been informed of new procedure to lock it after use.

### Supporting documentation submitted

#### General Safety:

- Photographic Evidence
- Photographic Evidence

### Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliances identified under Regulation 23 has been 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) The service provided evidence that two adults were trained in First Aid Response (FAR) and were available at all times to the children attending the pre-school.

(2) (a) (b) A first aid box was stored in an easily accessible and conspicuous position in each of the care rooms and in the event of an emergency and were available to the adults responsible for the children.

### 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 fire drills was available on the premises with the last drill dated as having been carried out on the 31 January 2025.

(b) The number type and maintenance record for the firefighting equipment and smoke alarms were available. Firefighting equipment was last serviced on the May 2024 and the smoke alarms were serviced on the 21 November 24.

(4) Fire evacuation procedures were displayed in a conspicuous position on the walls of both care rooms in the service.