

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015FL200			
<b>Name of Service:</b>	Luttrell House Creche			
<b>Address of Service:</b>	Carpenterstown Road, Castleknock, Dublin 15, Co. Dublin			
<b>Eircode:</b>	D15 RX31			
<b>Name of Registered Provider:</b>	James Moore			
<b>Service type:</b>	Full Day, Part Time			
<b>Date(s) of Inspection:</b>	08/07/2025			
<b>No of pre-school children:</b>	AM	57	PM	52
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate 180-189 Lakeshore Drive Airside Business Park Swords Co Dublin			
<b>Inspection undertaken by:</b>	M. McDonnell and S. McKenna			
<b>Title:</b>	Early Years Inspectors			
<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

Luttrell House Creche is a privately owned service based in a converted property in a residential area of Co. Dublin. The service is registered to provide sessional, part-time time and full-day care to children aged 0-6 years old. The service is located in a two-storey building with the Wobbler, Toddler and Pre-school 1 room based on the ground floor and Preschool 2 and the Senior Preschool Room based on the first floor. The service provides Early Childhood Care and Education (ECCE). The service has a dedicated cot room and there is a dining room which converts to a sleep room on the ground floor. There is also a kitchen on the ground floor and there are sanitary facilities located on both floors. There is an outdoor area on the premises to the rear and side of the premises which has been split into three distinct areas and a car park to the front.

### Staffing

The registered provider, who acquired the service in April 2025, does not work in the service. The registered provider employs 18 staff members. This includes a person in charge and a deputy person in charge who work in a supernumerary capacity, and an area manager also attended the service on the day of inspection. There are 14 staff who work directly with the children and a cook.

### 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.

The inspection focused on an examination of compliance under Regulation 9 Management & Recruitment, Regulation 11 Staffing Levels, Regulation 19 Health, Welfare & Development of Child, Regulation 22 Food and Drink, Regulation 23 Safeguarding Health, Safety and Welfare of Child, Regulation 25 First Aid, Regulation 26 Fire safety measures, Regulation 28 Insurance and Regulation 29 Premises. 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.

## Acknowledgments

The inspectors wish to acknowledge the cooperation of the area manager, 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) The service manager was the designated person in charge of the service, and a second named person was named to deputise in their absence.

(b) Following discussion with the service manager, and review of the staff roster it was confirmed that when the preschool service was in operation the designated person in charge or the named person in charge were on the premises.

(2) On the day of inspection, the recruitment files of eight new staff members were reviewed. The files of the remaining staff were reviewed at the last inspection. In addition, the Garda vetting disclosures for one staff member was also reviewed.

(a)(b) Sixteen written and validated references were available for the eight new staff members.

(c) A Garda vetting disclosure was available for eight new staff members. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years for one staff member who was working at the previous inspection.

(d) International police vetting was available as required for the 6 staff members who had resided outside of the Irish jurisdiction for more than 6 consecutive months as adults.

(4) The area manager, person in charge and deputy person in charge, and 14 staff members who work 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.

### 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 inspector's 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:

- In the Wobbler Room there were 2 staff members, and 10 children aged between 1 year 1 month old to 2 years 10 months old.
- In the Toddler room there were 2 staff members with 10 children aged between 2 years 3 months to 3 years 10 months old.
- In the Pre-school 1 room there was 1 staff member adult with 7 children aged between 3 years and 4 months old to 4 years and 7 months old.
- In Preschool 2 there was 3 staff members with 15 children aged between 3 to 5 years.

- In the Senior Preschool room there were 2 staff members with 15 children aged between 4 years 5 months and 5 years 5 months.

A staff member, the person in charge and the deputy person in charge were available to provide cover for breaks and support with care for the children.

(8) Following discussions with staff members and the registered provider the inspectors could confirm that two staff members were on the premises at all times when the children were attendance in the service.

### 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

##### Basic Needs

The children's water was accessible to the children within their rooms. During snack and dinner times children were provided with bibs and were encouraged to feed themselves and were given spoons in the Wobbler and Toddler Rooms. In the Wobbler room the children's dinner was covered and cooled before the children were given their dinner demonstrating the preventive actions from the previous inspection had been maintained. Children in the older rooms were provided with appropriate cutlery, and staff gave support and encouragement to the children who required it. Both inspectors observed children being provided with more food after they requested it at dinner time. A staff member was observed changing nappies as required in both the Toddler and Wobbler rooms. At these times the staff member engaged with the children and chatted with them throughout the process. The older children were observed to use the toilet independently with staff reminding close by for support if required.

### Supporting relationships around children

The staff members were observed to interact kindly with the children within their care. The staff members informed the inspector that there were children who were new to the creche in the Wobbler room. The staff members discussed the settling in plan for the children and the daily communication with parents. The children were observed to be settled in the service. The children in Preschool rooms 1, 2 and the Senior Preschool room were observed to have choices within their play routine, with staff observed to set up areas of interest at the request of the children, for example colouring activities. A key worker system was in place throughout the service, and this was supported by various long- and short-term planning which were available for review.

### Physical and material environment

Appropriate relaxation areas were available in the rooms, with cosy areas available in all rooms. Activities and equipment were available on open shelving at a low level for children to access independently which included a range of books, tabletop activities, construction toys and sensory items. Role play materials which included doctor sets and dress up were available for play. The home corners in each of the care rooms, including the Wobbler Room were equipped with a range of material which included food, cutlery and dining items. There were also babies, buggies and clothes available.

The service had three outdoor play areas. One was directly accessible from the Toddler and Preschool 1 Room and one which was used only for the Wobblers and was directly accessible from their room. One area had two main sections one was a play area the other was a play area with football posts and a covered area with a large sand tray that had a cover. The inspectors observed the children enjoying the outdoor play areas in the service. The outdoor areas had wooden and plastic climbing structures, wooden kitchens, and a slide was part of one of the climbing frames. Tyres, large toys and ride on toys were also provided. There was access to sensory materials in each of the outdoor areas and in the areas for the Toddlers, and preschool rooms there was long bench seating.

### 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

The registered provider had a cook available to prepare the meals purchased from an outside catering company. A two-week menu was available and on display in the entrance to the service. The children were provided with meals as stated on the menu on the day of inspection. This included a snack of fruit and raisins for morning snack and chicken, rice and sauce for dinner. The weekly menu had a selection of fruit and vegetables. The cook and staff members spoken with were aware of dietary requirements, alternatives were provided and extra portions were also available if required. The inspectors observed that children had access to water throughout the day and milk was also offered at dinner time. The children were able to access their water independently throughout the day.

### 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 inspectors observed that the attendance records on their arrival to each room was reflective of the children in attendance. The preventive actions following the last inspection had been maintained.
- Following the last inspection there were visibility markings on all downstairs doors including those of the Toddler room.
- Individually labelled sunscreen was applied before children went outdoors to play.
- Blind cords were secured and were not accessible to children.
- Cleaning agents and medications were stored out of the reach of children.
- Stairways were fitted with handrails suitable to the children.

##### Infection Control:

- The inspector observed a sample of nappy changing which supported effective infection control. The inspector observed that staff members followed the service's procedure which included a new apron and gloves for each change and staff members and children's hands were washed. These procedures were completed before the child was returned to the care room.
- Children's soothers were observed to be in individually labelled containers.
- Children had individually labelled cots/beds for sleep with their own sheets available.
- The service was visually clean, and staff members discussed cleaning schedules for the service, which included the common areas as well as the care rooms.
- Pedal bins were available in rooms and sanitary accommodation.

### Safe Sleep:

- Children under 2 years of age were provided with a cot, cellular blanket or sleeping bag for sleep.
- Children over 2 were provided with a mattress for sleep.
- Staff members supervising the children for sleep conducted 10-minute sleep checks on the children and recorded information on a child's breathing, position and colour.
- The inspectors observed that all children on the day of inspection were over 12 months old. The ambient temperature whilst children slept was maintained at 18-22°C. Staff members were aware of measures required should the temperature increase. There were documented checks in the sleep room of temperature monitoring prior to sleep.

### 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 registered provider ensured that a person trained in a First Aid Responder (FAR) course was available to the children attending the service. It is acknowledged that 5 staff members had FAR training certificates.
- (2) The first aid equipment available in the service 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 firefighting 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 previous fire drill on 12 June 2025 was available for review. The service had maintained a record of monthly fire drills.
- (b) The registered provider had evidence of the annual maintenance of the fire alarm system on 24 April 2025 and the fire extinguishers on 17 April 2025.
- (4) The procedures to be followed in the event of a fire were displayed in the rooms and hallways.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The registered provider ensured that the service was adequately insured for 65 children at any one time attending for full-day care. The policy showed that the service was insured from 28 March 2025 to 27 March 2026.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

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

- (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.*

#### Compliance Information

(b) The service had a secure entrance to the service with a buzzer system in place. This prevented any unauthorised access to the service and exit from the service by children.

(c) Ventilation and heating were observed to be appropriate throughout the service. Lighting could be adjusted as required, for example the sleep room was appropriately dimmed for children's sleep.

(d) Following the previous inspection in August 2024 the inspectors observed that the taps on the sinks in the Wobbler room, Toddler Room, and Preschool rooms were secure.

#### Non-Compliance Information

(d) The registered provider did not ensure the premises of the service are cleaned, maintained and repaired, as required

- The tiles behind a toilet in the Toddler/Preschool 1 sanitary facilities was broken and could not be effectively cleaned.
- Parts of the bench in the outdoor area were damaged and posed a risk of injury.

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

##### Corrective and Preventive Action

(d) The registered provider submitted the following actions to address the non-compliances identified.

- The tile behind the toilet in Toddler/Pre-school 1 was repaired on the 10-07-2025 by maintenance person.
- The bench in the garden was noted on the maintenance list available at inspection and the maintenance person was contacted on the 30-06-2025 regarding this issue. The bench was repaired on the 10-07-2025.

A checklist is available to managers to complete a monthly check of these areas.

##### Supporting documentation submitted

Photographs of the toilet and bench area.

# Early Years Inspectorate Regulatory Report

## Pre School

### Summary Comment

The actions submitted by the registered provider, in their corrective and preventive action plan have addressed the non-compliances identified on inspection.