

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015FL314
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Name of Service:	The Village Creche
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Address of Service:	St Anne's Square, Portmarnock, Co. Dublin
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Eircode:	D13 C625
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Name of Registered Provider:	Brenda Rooney, Kelly O'Reilly
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	13/10/2025
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No of pre-school children:	AM	33	PM	20
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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:	Á Dunne & E Hosford
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.
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Description of service

The Village Creche is an early years service located in Portmarnock, Co Dublin, operating from a two-storey converted residential property with six care rooms provided on the premises. The service is registered to provide full day care, part time and sessional care from 7.30am-6.00pm Monday to Friday, currently the service operates from 7.45am to 5.15pm. The service is registered to accommodate a maximum of 64 pre-school children from 0 to 6 years of age and participates in the Early Childhood Care and Education (ECCE) scheme from 9.00am – 12.00pm during term-time for 38 weeks each year. The Tweenie Room, Montessori Room 1 and the School Age room are located on the ground floor, with the Preschool Room, Montessori Room 2 and Montessori Room 3, located on the first floor. There are two enclosed outdoor play areas provided in the service, one located to the front of the premises and the second area located to the rear. A separate sleep room is provided on the ground floor, adjoining the Baby Room.

Staffing

The two registered providers and six childcare staff are employed in the service. The registered providers work in the service and although not assigned to a care room are available to assist staff and children if required. One student was present on transition year work experience on the day of 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, premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under the regulations 9, 11, 19, 23, 24, 25, 26, and 29. however, on inspection additional non-compliance which posed a risk was identified under Regulation 27 Supervision. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under Regulation 19 Health, welfare and development of child, Regulation 23 Safeguarding, Health, Safety and Welfare of child.

Regulation 11 Staffing levels was assessed across all rooms.

As a result, the scope of the inspection included the Tweenie room, Montessori room 2 and Montessori room 3 and did not include Montessori room 1. The Preschool room was closed on the day of inspection.

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

An Immediate Action notice was issued to the service on the 13 October 2025 in relation to the Regulation 9-Management and Recruitment, absence of a Garda Vetting disclosure,

A response which mitigated the risk was received by the inspector on the 14 October 2025 with additional information provided on the 15 October 2025.

An Immediate Action notice was issued to the service on the 13 October 2025 in relation to the Regulation 23-Safeguarding, Health, Safety and Welfare of Child.

A response which mitigated the risk was received by the inspector on the 14 October 2025, with additional information provided on the 17 October 2025.

Please see details in the body of the inspection report of the accepted actions.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered providers, 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)(a) The registered providers were the designated persons in charge of the service, with one or both present on the premises on a daily basis when the service is in operation.

(b) One of the two registered providers was present when the inspectors arrived unannounced on the day of inspection. The second registered provider arrived on the premises at 12.53pm and both were present in the service for the remainder of the inspection.

(c) A clear management structure was evident in the service and staff were aware of their roles and responsibilities.

(2) On the day of Inspection, the files of the two registered providers, six staff and one student were reviewed.

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

(b) Five written and validated references were available from a source other than past employer.

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

(d) Police vetting was available for one adult who had lived outside of the State for a period of more than 6 consecutive months as an adult.

(4) Documentation was available to show that eight 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.

Non-Compliance Information

(2)(a)(b) Two, written and validated references were not available as follows:

- Two written references from a past employer were not available for one adult, it is acknowledged, that there was evidence of validation for two written references.
- Two written and validated references were not available for one adult.
- One written and validated reference was not available for one adult.
- One written reference from a source other than past employer, was not validated.

(c) A Garda Vetting disclosure was not available for one adult who was working directly with children on the day of inspection. An Immediate Action (IAN) notice was issued on the 13 October 2025.

(d) Police vetting was not available for one adult for two countries; they had lived in outside of the State for a period of more than 6 consecutive months as an adult.

(3) The procedures specified in paragraph (2) were not carried out in full prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service for example one adult had

garda vetting was not available for one adult, police vetting not available for one adult, and two written and validated references were not available for three adults

(4) Documentation was not available to show that one adult, 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.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2) (a) (b) The Service have filed two written and validated references for the three adults. Going forward the service will make sure to carry out Regulation 9 in regard to references and validation of references prior to any person being appointed, assigned or allowed access to or with any child attending the service. This will be done through our interviews, policies and procedures in line with regulation.

(c) Student was not allowed into the service until garda vetting was received. The registered providers will ensure all students on placement will carry a Garda Vetting before beginning placement.

(d) Police vetting from one country was obtained. The second police vetting is not required as the staff member confirmed they were only in the second country for 5 months. The service will follow strict rules that international Police Vetting must be in order before a person begins work in the service as per Garda Vetting policy .

(3) Going forward the registered providers will make sure to carry out Regulation 9 in regard to vetting, references and validation of references prior to any person being appointed assigned or allowed access to or contact with any child attending this service. This will be done through interviews, policies and procedures. This is reflected in the services updated policy on Recruitment - Garda vetting Policy.

(4) Documentation is now updated on staff file to ensure major award is recorded. The registered providers will ensure strict recruitment procedures are in order before a person begins work in our service and quarterly checks will be carried out to ensure staff files are updated.

Supporting documentation submitted

(2)(a)(b)

Written and validated references.

(c) Garda vetting submitted 15 October 2025.

(d) Police vetting from one country and letter of proof to demonstrate that police vetting from another country is not required.

(3) (4) Garda Vetting policy

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 9, has been adequately addressed.

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 adult to child ratios were correct in the service when the inspectors arrived unannounced with the following adult to child ratios observed:

- In the Tweenie Room there were 4 children aged 1 year to 2 years being cared for by 1 adult all day.
- In Montessori Room 1, there were 8 children aged 2 years 8 months to 3 years 6 months, in the morning, being cared for by 1 adult.
- In Montessori Room 2, there were 11 children in the morning and 8 children in the afternoon, aged 3 years to 5 years being cared for by 1 adult.
- In Montessori Room 3, there were 10 children in the morning and 8 children in the afternoon, aged 3 years to 5 years being care for by 1 adult.

(8)(a) The registered providers ensured that 2 adults were present on the premises at all times, as evidenced in staff rosters and staff attendance records maintained in the service.

Non-Compliance Information

(2) The adult to child ratios were not maintained at all times throughout the inspection, the following was observed:

- In the Tweenie room from 11.10am to 11.24am, three children aged 1 years to 2 years were being cared for by an unqualified adult while the staff member was changing nappies of the children one by one in the sanitary facility.
- In the front outdoor play area from 12.26pm to 12.32pm, 13 children aged 2years 8 months to 5 years were being cared for by one adult and one unqualified adult. Two qualified adults were required.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2) The service will use the floating staff on duty for nappy changes and for unforeseen incidents. The service will carry out risk assessments daily to ensure staff are covered during nappy changes.

Supporting documentation submitted

(2) Photographic Evidence of staff training on procedures for changing nappies with a sign off ensuring a staff member is called to supervise children in the room during nappy changing.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 11, has been adequately 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-

(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.

Compliance Information

(1)(a) **Basic Needs:**

- The service provided meals and snacks at regular intervals and a hot meal to the children. On the day of inspection, the inspectors observed a hot meal of pasta with vegetable sauce with cheese served at 12.30pm in the front outdoor play area. At 2pm, afternoon snack of homemade scones and fruit was served followed by tea at 4pm of cheese sandwiches, all prepared in the service kitchen.
- Water was available for the children to drink.
- All children in each room were observed to enjoy outdoor play during the inspection.

Supporting relationships:

- Staff in the Montessori rooms 1, 2, and 3 were observed to have warm interactions with the children through the use of soft tones and positive non-verbal communication strategies such as being at the children's level.
- Staff were observed to be engaged with and sit with the children during play time and having positive interactions during play activities. In the Montessori rooms, staff were responsive to the children and were observed to give them choices regarding their play activities.

Physical and Material Environment

In the Montessori rooms 1, 2 and 3, the following was observed:

- Low level shelving and child sized furniture supported children's independence.
- The rooms were suitably resourced with play materials and equipment suitable to the age and stage of development of the children present. They were laid out in defined interest areas to facilitate age-appropriate play opportunities for the children in attendance. The interest areas in each room included some Montessori learning approach equipment, home corners, construction areas, small world play, arts and crafts areas, sensory light tables, Halloween themed sensory trays and sand pits and libraries with suitable books. Children had the freedom to choose from materials and equipment available to them.
- Cosy areas were present in all rooms offering a quiet comfortable area for children to rest and relax during the day.
- The outdoor play environment to the front of the service had a combined surface of concrete, soft artificial ground and artificial grass. The outdoor toys were suitable and available and included a climbing frame with a slide, a climbing cube, a slide, a goal, a playhouse, a mud kitchen, trikes, seesaws and tyres.

Non-Compliance Information

(1)(a)

1. In the Tweenie Room, the layout and materials available did not promote a child led, engaging and explorative environment for the children. For example:

- The layout of the room was poor with no designated areas of interest, leading to adult led play.
- The room did not have sensory materials available or accessible to the children; all toys were plastic.
- The play kitchen in the care room and the mud kitchen in the outdoor play area used by the Tweenie room were both empty with no supportive equipment to enhance play with it.
- Toys that required pieces or blocks or figures, did not have these available with the related toy: they were not present or missing.

- Seven battery toys were not working.
- Baskets contained mixed up random toys with no order.
- Chairs at the table were not made available for tabletop activities between meals

2. In The Montessori room 1 and Montessori room 2, the dress up clothes were not readily available for the children to access for child led play.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

1. In the Tweenie room, the management sat down with the two staff members to ensure the lay out of the room and routine is more efficient and beneficial to the children. A lot of time has been spent revamping the room and replacing toys and making necessary toys and equipment available to the children so it now child led more than adult led. With plenty of designated areas, sensory and natural materials. The service has also ensured that toys are regularly checked through the day so that mixed up toys are returned to respective areas, sections and boxes.

The children chairs and the table are available, so they are free to use at any time. The registered providers aim to carry out daily checks and staff training to ensure the room remains focused on the child leading the play with the concept of a place for everything and everything in its place to be certain there is plenty availability for the children.

2. The dress up area is now checked regularly during the day to make sure the costumes are visible to the children to use in the Montessori rooms. Staff will carry out regular checks throughout the day to make sure dress up area is always presentable for the children to use.

Supporting documentation submitted

Photographic Evidence

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 19, 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:

- The kitchen area was inaccessible to the children throughout the inspection.
- Six mattresses had safety labels present.
- Blind cords were restricted and secure.

Infection Control:

- Handwashing facilities for hand hygiene included thermostatically controlled water and soap.

Administration of Medication:

- Three administrations of medication records were available for inspection and completed with all required details.

Safe Sleep:

- The sleep needs for children under 2 years of age, were facilitated with access to cots for sleep.
- The sleep needs of children over two years of age were met through the provision of low floor sleep mats.
- Shoes and clothing were removed from children while they slept.
- The temperature of the cot room and care rooms was maintained between 18-22 °C while children slept.

Non-Compliance Information

General Safety:

1. On the unannounced arrival at the service by the inspectors, the entrance gate of service leading directly to the front outdoor play area of the service was not appropriately secured to restrict unauthorised persons from gaining access to the premises. At 10.44am a contractor was observed to enter the front garden without prior approval and at 12.41pm an adult entered the garden to deliver a document to the registered provider without approval for entry. An Immediate Action (IAN) notice was issued on the 13 October 2025.
2. An outings policy was available and demonstrated the practice and procedures in place when staff bring children on an outing. On review of the documentation completed by staff it was observed that the following was not recorded:
 - A documented pre outing risk assessment was not available for inspection.

- No written parental consent for the outing undertaken by the three Montessori rooms was recorded or available for review by the inspectors. It is acknowledged that parents were communicated to by an electronic phone message but no written consent was completed in line with the Outing Policy of the service.
3. In the Tweenie room at 3.54pm, the inspector observed a staff member use their foot to move a seated child away from the gate to endeavour to close the gate when leaving the care room to change another child's nappy in the adjoining sanitary facility. This method of moving a child is not appropriate or safe and could lead to a risk of injury of a child.
 4. Cleaning agents were not stored safely out of the reach of children. A cleaning spray was observed at low level and accessible in the downstairs nappy changing room, increasing risks to children's safety.
 5. Trailing flexes were accessible to children in Montessori room 2 and in the hallway of the service. A trailing flex near a cot was present in the cot room but it is acknowledged that no child slept in that cot on the day of inspection. Access to trailing flexes increases risk of injury to a child.
 6. In the hallway of the service, staff belongings were accessible to the children which posed a potential safety risk to children.

Infection Control:

7. A staff member who was involved in the preparation, cooking or serving of food in the service kitchen in the morning, was observed by the inspector to change a child's nappy at 12.36pm. This practice is not in line with Management of Infectious Disease in Childcare Facilities and Other Childcare Settings Document 2012.
8. In the Montessori room 2 and room 3, perishable food items such as cold meats, cheese and yogurts, brought from home, consumed by the children were not refrigerated on arrival to the service. This increased the potential risk of food borne infection.
9. Nappy changing was not completed in accordance with best practice. For the changing of three children's nappies the same apron was worn for the three nappy changes by the staff member and gloves were not removed in a timely manner during each nappy change, leading to poor infection control and increased risk of cross infection.
10. There was an increased risk of cross contamination as practices of poor infection control were observed as follows:

- In the Tweenie room, handwashing of children, was not completed before dinner time at 11.27am, after outdoor play at 3.31pm or before teatime at 4.12pm.
- Clean single use hand drying cloths used to dry hands after handwashing were not hygienically stored and were observed to be stored in containers with no lids, in the upstairs sanitary facility, in the Montessori room 1 care room and in the hallway of the service. There was no clear process observed to identify if these cloths were clean or dirty.
- The chosen disposal and storage bins for used single use hand drying cloths required repeated hand contact with the disposal unit, in Montessori room 1 and in the upstairs main sanitary facility, as they were no pedal operated.
- In the downstairs sanitary facility, a wire container lined with a plastic bag, containing used aprons had no lid.
- A blue couch used by the children in Montessori room 2 was observed to be damaged with exposed foam, leading to poor infection control as it could not be cleaned effectively.
- Four mattresses had no washable wipeable surfaces or covers.
- One sheet was observed to be dirty in a prepared cot at 11.37am, for one child who were placed into the cot for sleep at 11.59am and the sheet was still present on the cot at 3.29pm.

Safe Sleep:

11. In the Tweenie room, there was evidence to demonstrate that staff were unaware of the service policies on safe sleep practices and procedures to ensure the safety of children while they slept. For example.
- Staff in the Tweenie room did not document the temperature of the cot room or Tweenie room while children slept to ensure it was maintained between 18-22 °C while children over 1 years old slept.
 - Staff had the ten-minute sleep check times prepopulated 12.20pm, 12.30pm, 12.40pm, 12.50pm and 1pm for four children's records, prior to completing the ten-minute sleep check at that recorded time, this can lead to an error in recording accurate information.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. A new combination lock is on the main gate at all times. A doorbell to the side of the gate for visitors to make contact with the service. A Visitor Book is also in use. This was part of the Immediate Action plan carried out on the 14th of October 2025. As part of a more robust secure entry system , the registered

providers are exploring options for a lock system. A staff meeting was held to make staff aware of the code on gate for the meantime. All entry doors are to remain locked while children are in the building.

2. The Registered Providers have updated the service Outings Policy and carried out staff training on the procedure for an outing. This includes a risk assessment document and a written parental consent form to be filled out before any outings. The Outings Policy will be reviewed, and a more robust checklist will be completed and in place before any outing.
3. The registered Providers have highlighted the issue to the staff member and held a meeting where training on care and respect the children was carried out. The registered providers have implemented that the qualified floating staff will now care for children during nappy change time to ensure there is no congestion around nappy change facility.
4. Cleaning agents are now stored away on higher shelf. Staff have received training on risk to childrens safety regarding cleaning agents.
5. Trailing flexes were removed or safety catches fitted where wires are necessary. A daily risk assessment will take place to ensure no trailing flexes are present.
6. Staff personal bags were removed from hallway and now stored on a high hook in the sunroom out of reach of children. Twice daily inspection of risk assessment in the hallways to be carried out to ensure no staff belongings are left out accessible to children.

Infection Control:

7. The registered providers relooked at the kitchen roster to ensure control of infection. The registered providers now have a kitchen roster in place. Staff in the kitchen are not permitted to change nappies. The registered providers will now alternate days in kitchen to ensure no other staff need to enter the kitchen particularly anyone who changes a nappy. If the registered providers are both not present on a day one staff member will be assigned to the kitchen and will be dismissed of nappy/toileting duties on such a day. The registered providers will continue to ensure all HACCP training is up to date.
8. A new fridge is now available in Montessori room 2 to store sessional services children's perishable snacks. Parents are asked to label any perishable goods. As part of our new routine, staff will assist children in placing these labelled foods in the fridge until snack time.
9. Staff have received updated training on Nappy Changing and best practice with specific emphasis on single use of aprons and gloves. The registered providers will continue to ensure there is plenty hygienic equipment available during Nappy change and carry out spot checks that procedures are done properly.
- 10.

- Staff have received updated training on our Handwashing policies before mealtimes.
- Hand drying cloths are now stored in a lid container.
- Dirty cloths are now put in a large red lid foot pedal bin
- Any fresh linen is not left in basket in the hall as part of safety measures and risk assessment checks.
- Downstairs sanitary facility now has a lid foot pedal bin that is yellow.
- The ripped couch has been replaced with a brand new.
- As part of the service daily risk assessment checks, the registered providers will check in to see hand washing procedures are carried out before each meal.
- All bins in the creche now are clearly coloured, with lids and a foot pedal as follows :
 - small green bins in each classroom
 - large red bins for used hand towels
 - large yellow bins for sanitary waste ie aprons, gloves paper towels
- The dirty sheet was discarded and a new has been put in place. A risk assessment will be carried out daily on the cot room to ensure clean linen only is in use.

Safe Sleep:

11. The registered providers have had a staff training meeting on the service Safe sleep and best practice to ensure staff are aware on temperature checks and time checking is not to be prepopulated prior to completing the actual check. Management will check that temperatures and sleep times are correctly done.

Supporting documentation submitted

General Safety:

1. Photographic Evidence
2. Updated Outings Policy
3. Staff sign off on nappy changing policy and procedures
4. Photographic Evidence and copy of risk assessment
5. Photographic Evidence and copy of risk assessment
6. Photographic Evidence and copy of risk assessment

Infection Control:

7. Copy of Staff rota for the Kitchen
8. Photographic Evidence

9. Staff sign off on training on nappy changing policy and procedures
10. Staff sign off on training on Infection control policy and procedures and Photographic evidence

Safe Sleep:

11. Policy on Safe Sleep, Staff sign off on training on Sleep policy and procedures, Photographic evidence of properly filled out sleep forms

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 23, has been adequately addressed.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

Non-Compliance Information

(1) On inspection of the daily attendance register in the Tweenie room at 11.42am, one child had not been signed in, since their arrival at 8.00am. This posed a risk of the children not being counted under the daily supervision routines or in the event of an evacuation emergency.

(3)(b) A visitor record was not maintained on the day of inspection as follows:

- A visitor record was not presented to the two early years inspectors on arrival to or leaving the service to sign in or sign out by an authorised employee.
- At 10.44am and 12.41pm, when the two adults entered the service outdoor play area , the visitor record was not presented to sign in or sign out by an authorised employee.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1) Staff were reminded at staff meeting to ensure children are signed in as soon as they arrive and leave. The child in questions details were corrected on the roll book. As part of a risk assessment management will do daily checks to make sure children are being signed in and out in the roll book.
- (2) (b) The service now has the visitor book on display in our reception area. Management will take responsibility of making sure visitor fill out the book. Visitors will be stopped and denied access until they have signed in at the gate entry.

Supporting documentation submitted

- (1) Photographic Evidence
- (3) (b) Copy of Visitor Book

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 24, has been adequately 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 trained in First Aid Response were available at all times to the children attending the pre-school.
- (2) (a) and (b) Suitably equipped first aid boxes were available and safely stored in easily accessible and conspicuous positions in the service

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 of the fire drills completed in the service. The last recorded fire drill took place on 17 September 2025.
- (b) A record was available of the number, type and maintenance of the firefighting equipment demonstrating it was last serviced 17 July 2025 and for the number, type and maintenance of the smoke alarms in the premises, which were last serviced 28 July 2025.
- (4) Notices of the procedures to be followed in the event of fire were displayed in a conspicuous position in the service.

Part VI - Safety

Regulation 27 – Supervision

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

Non-Compliance Information

1. The registered providers did not ensure that pre-school children attending the service were appropriately supervised at all times, leading to a risk of possible injury through choking or an accident while children are left unattended, as follows:
 - In the Tweenie room when the staff member was changing nappies of the children in the sanitary facility, the children that remained in the care room were left unsupervised by an adult, as follows:
 - From 11.20am to 11.21am, 3 children were left alone in the Tweenie room with no adult while the unqualified adult left the Tweenie room to get a nappy for the staff member in the nappy changing room.
 - From 11.54am to 11.58am, two children were left unattended on low floor sleep mats in the care room.

- From 2.24pm to 2.27pm, three children were left alone unsupervised in the care room
- From 3.54pm to 4.00pm three children were left alone unsupervised in the care room
- During sleep time between 12.15pm and 12.50pm, when one staff member was supervising both the Tweenie room and the cot room for 10-minute sleep checks, two children on low floor sleep mats in the Tweenie room were not supervised continuously as sleep checks between 2 rooms were carried out. This occurred at 12.20pm, 12.30pm and 12.40pm.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

1. Children will be supervised at all times.

Qualified Floating staff will take on the role of caring for children while another staff member changes nappies

Children in cot room will be checked every 10 mins by floating staff.

Children on low level sleep mats a staff member will remain in the room at all times.

The new measures ensure no child will be unsupervised. Management will ensure our sleep safe and nappy changing procedures are carried out in a safe way that places no child at risk due to lack of supervision.

Supporting documentation submitted

1. Safe Sleep Policy and Staff sign off on training on Sleep policy and procedures.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 27, has been adequately addressed.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

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

- (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

- (d) The service was observed to be adequately maintained
- (e) The service was equipped with adequate and suitable sanitary facilities

Non-Compliance Information

- (c) A stale and overpowering smell was present in the cot room.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(c) The stale smell has been removed from the cot room, through the risk assessment, the service has a protocol in place to allow for ventilation. Doors to be left open when room is not in use, Velux window vent is to be opened and at times the window to allow fresh air through.

Supporting documentation submitted

- (c) Photographic Evidence

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 29, has been adequately addressed.