

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015GY191
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Name of Service:	Kelly Childcare (Scoil Chaitríona Junior)
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Address of Service:	The GAA Clubhouse, Rowan Ave, Renmore, Co. Galway.
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Eircode:	H91 V4KW
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Name of Registered Provider:	Paul Kelly
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Service type:	Sessional
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Date of Inspection:	05/03/2026
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No of pre-school children:	AM	16	PM	No.
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Address of the Early Years Inspectorate:	Tusla – Child and Family Agency, Early Years Inspectorate, Quality Assurance Directorate, Clinical & Administration Building, Block A - (1st Floor- Green Corridor), Merlin Park, Galway.
Inspection undertaken by:	F Nic Dhonnacha
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

The preschool service operates from a building on the grounds of Renmore Gaelic Athletic Association in the suburbs of Galway city. An Early Childhood Care and Education (ECCE) programme and sessional care programme is offered from 09.00 to 12.30, Monday to Friday. Additionally, the service operates a morning club between 07.00 and 09.00 and runs a school-aged programme from 13.30 to 17.30. The preschool caters for children aged between 2 and 6 years old. A child led play-based curriculum focusing on emerging interests is provided. There is an enclosed designated outdoor play area and ample parking.

Staffing

The registered provider, the manager/person in charge, an additional 2 staff members and 1 student over the age of 18 were on the premises on the day of inspection. The four staff hold at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework. The adults have documentary evidence of on-going training and education.

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

The inspection focused on an examination of compliance under regulations.

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 16 Record in Relation to Pre-School Service.

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 *registered provider, person in charge, staff, student 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 provider had a manager person in charge and there were two adults who were available to deputise in the service if required.

- (b) There was a person in charge was on the premises when the early years inspector arrived and remained on site for the duration of the inspection. The registered provider arrived mid-morning. Staff rosters indicated that either the designated person in charge or deputy person was available on the premises at all times when the pre-school children were present.

(c) Staff rosters and documentary evidence indicated that there was a clear management structure in the service, which identified the lines of authority and accountability within the service and the specific roles and responsibilities of each employee and unpaid worker.

Five files were reviewed on the 5/03/2026, these included the registered provider, manager, two childcare workers and one student on work placement.

(2)(a) Seven written validated references were available on file from a past employer.

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

(c) Garda vetting disclosures had been obtained for all staff.

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 available on file for 1 staff member who had lived outside the jurisdiction, for longer than 6 months, while over the age of 18 years.

(3) The procedures specified in paragraph (2) were obtained prior to any person being appointed and allowed access to the children attending the pre-school service.

(4) Five adults held a Quality and Qualifications Ireland (QQI) at a minimum of a Level 5 to Level 8 in Early Childhood Care and Education. Copies of qualifications were on file for all five adults.

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.

(8) Without prejudice to paragraphs (2) to (7)-

(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

Compliance Information

- (1) The attendance records for the previous 3 weeks were reviewed by the early years' inspector, indicating that an adequate number of staff were working directly with the preschool children.
- (3) The adult/child ratio was correct and maintained on the day of inspection. There were 3 adults (excluding the registered provider) and 1 student over the age of 18 years working directly with and caring for 16 children. All the children were aged between three and five years old.
- (8)(c) The registered provider did not operate the service single-handedly. There was a manager and two additional staff members working in the preschool service.

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:

- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

- (1) (g) The service policies, procedures and statement were available in a folder on the day of inspection.
- (h) Details of children's attendance was accurately recorded.
- (i) A staff roster was available.
- (j) Documentation was available to demonstrate that signed parental consent was required prior to administering medication to a child, should it be required and that administration of medication should be witnessed.
- (k) Details of accidents and incidents were recorded and there was evidence available that parents were informed following an accident or incident involving their child.

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

Compliance Information

Basic Needs of Children:

(1)(a)

The children's learning, development and well-being was facilitated within the service through the provision of appropriate activities, interactions, materials and equipment, having regard to the age and stage of development of the children.

- The service had a healthy eating policy and the childrens snack/meal was observed to be colourful, nutritious and varied with sandwiches, wraps, chicken pieces, salami, fruit, yogurts and rice cakes. Mealtime was observed to be a social occasion where the staff and children sat together to eat and chat.
- The children were encouraged to be independent in play and learning, whilst caring for their belongings and using the toilet. Staff supervised and treated the children in a sensitive manner while the children used the toilet. The children were encouraged and supported to manage their own personal care needs.
- The children had the opportunity to move around freely in the playroom and to play with their choice of toys and play materials.
- The children had the opportunity to play both indoors and outdoors on a daily basis.

Supporting relationships.

- The adults treated the children in a caring and respectful manner and positive behavioural strategies were used during interactions. The adults conversed with the children in a sensitive manner, used soft tones of voice, engaged with the children at their level and responded promptly to their cues for assistance and comfort. The adults gave praise and encouragement to the children. The children were respected and supported in their choice of individual and group engagement in activities.
- A key person approach was observed in the playroom. The staff demonstrated an appropriate level of knowledge of the children's interests and individual capabilities. The children were notified and consulted

in advance of changes in the activities. The transitions in the programme of care were completed cohesively in a calm manner in the care rooms.

- The staff communicated with the parents via doorstep visits, by phone, email or their new online childcare application. The parents could post questions and receive answers through the application at any time.
- Each child had a learning journal with themes, artwork and drawings. These journals were given to parents/guardians at the end of the year. Additionally, the service maintained a class journal onsite for the children to view when they chose.

Physical and Material Environment:

- The indoor and outdoor environments were appropriately resourced with a range of developmentally challenging equipment and materials.
- The playroom was bright and colourful displaying the children's artwork and illustrated learning aids and visual prompts.
- A visual display was available demonstrating a photographic illustration of the children's routine.
- The areas of interest were well defined and included an art and writing area, a sand play section, low level round tables and chairs for tabletop activities, a dress up area with a range of costumes, a kitchen and home corner, a music area, small world toys, a transport area, dolls and buggies, a library and cosy corner to rest and relax.
- The toys and play materials were accessible to the preschool children at low levels with visual pictures to identify the content of each box.
- The outdoor play area was well resourced with planting boxes, a fairy house, an activity unit, seating, basketball, tuff trays, outdoor toys, play materials and balls.

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.

Compliance Information

(1)

A record book detailed the children's arrival and departure to and from the service daily.

(3) (a)

The registered provider ensured that no person other than the persons outlined in (i) to (iv) entered the service without prior approval. All visitors recorded had written approval by the person in charge.

(b)

A written record was available recording all visitors at the entrance to the service.

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)
It was acknowledged that all staff had undertaken First Aid Responder (FAR) training and were available onsite during the operation hours of the preschool service.
- (2)(a)
A suitably equipped first aid box was stored in a conspicuous area in the playroom.
- (b)
The first aid box was available for use by the adults in the event of an 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) Records were available to demonstrate that monthly fire drills were carried out in the service. The last recorded fire drill took place on the 24/02/2026.
- (b) A record of the number, type and maintenance for the firefighting equipment and the smoke alarm system were available. The most recent smoke alarm system and firefighting equipment maintenance service took place on the 3/07/2025.
- (4) Fire action notices demonstrating the procedures to be followed in the event of a fire were displayed throughout the service.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

Up to date insurance cover was available for 22 pre-school children. The policy was valid until the 27th of March 2026.