

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier: TU2015KE018

Name of Service: Kilcullen Community Childcare & Education Centre

Address of Service: Community Complex, Newbridge Road, Kilcullen, Co. Kildare

Eircode: R56 NY10

Name of Registered Provider: Sinead Forde

Service type: Full Day, Part Time, Sessional

Date of Inspection: 21/07/2025

No of pre-school children:	AM	12	PM	8
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Address of the Early Years Inspectorate:	Early Years Inspectorate Child and Family Agency Suite 7, Vista Primary Care Centre Ballymore Eustace Road Naas, Co. Kildare W91 X38W
Inspection undertaken by:	F. Maher
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

Kilcullen community childcare service is a not-for-profit pre-school service providing care and education to children aged between 2-6 years. Full day, part-time and sessional education and care is offered. The service opens from 08:00am-18:00hrs Monday to Friday. A school age service is also provided.

The service is located in a purpose-built premises on the grounds of the local community complex on the outskirts of the town.

Four preschool rooms, one of which is located on the first floor, an office, staff room, a kitchen and play areas located to the front and rear of the premises are provided. Due to the lower numbers of pre-school children attending over the summer period, pre-school room 2 was the only room in operation on the day of inspection.

Staffing

The chairperson of the board of management is the appointed registered provider and does not work in the service and was not present on the day of inspection.

Twenty adults are employed in the service. On the day of the inspection there were eleven adults present, five of whom were working directly with the pre-school children, four staff were working with the school age children and the person in charge and the cook were also 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 and safety. The inspection may also focus on other areas as required.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(1) A registered provider shall ensure that-

- (a) the service has a designated person in charge and a named person who is able to deputise as required,
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,
- (b) consideration of references from reputable sources in the case of a person who has no past employers,
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

(1)(a)(b)

There was a designated person in charge and a named person to deputise as required, both remained on the premises for the duration of the inspection.

The files of twenty staff members were assessed.

(2)(a)(b)

Two written and verified past employer references or references from a reputable source other than a past employer, were available in respect of twenty adults employed whose records were reviewed.

(c) Garda Vetting disclosures were available for all adults working in the service.

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 for one adult who had resided outside the state for a period of longer than 6 consecutive months whose record was reviewed.

(4) Sixteen adults employed to work directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or higher or a recognised equivalent qualification on the National Framework of Qualifications.

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.

(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

(1)
There were 12 children attending the service being supervised directly by 5 staff members during the inspection. The person in charge was available to provide support and assistance to the rooms if required throughout the day.

(2)
The minimum ratio of adults to children was adhered to during the day as specified in column (3) of Part 1 of Schedule 6.

(8)(a)
There were at least two adults on the premises at all times for the duration of the inspection, this was verified by the available staff roster.

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.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (c) an authorised person.*

Compliance Information

(1)(a)-(i)

A sample size of ten child records were assessed and contained the relevant written details outlined in (a)-(i) of the regulation.

(3)(c)

All child records were available for inspection.

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:

- (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)(h)

The daily attendance records for the children were reviewed and observed to have been completed electronically in real time in the pre-school room.

(i) A staff roster was in place outlining the allocated times and rooms for each staff member.

(j) A sample size of ten administration of medication forms dated between 21/01/2025-15/05/2025 were reviewed; the forms contained the necessary information to administer medication to a child should it be required and all were completed electronically.

(k) A sample size of ten accident and incident reports dated between 07/07/2025-21/07/2025 were assessed; the necessary information and details were recorded electronically and complete with the expected information.

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

A healthy eating policy was in place for the service and staff advised the inspector they incorporate discussions regarding healthy food choices with the children on a daily basis during snack and mealtimes.

Healthy eating is also included as part of the curriculum and children are exposed to various different tastes and textures of the foods that staff bring for the children to try. Staff also advised they would immediately cut/halve any food items provided that may be a choking risk to a child. Parents are asked to provide healthy snacks for their child during the day; the main hot meal and evening tea is provided by the service and milk and water are freely available to the children all day. Fridges were available to store any perishable snacks provided.

A three-week menu was in place and various nutritious options included casseroles/stews with meat, vegetables and potato, various curry and pasta dishes with rice, meat and vegetables. Evening tea options included homemade soups, a selection of sandwiches with a variety of healthy fillings, fruit and homemade smoothies. All food provided by the service was freshly prepared daily by the onsite chef.

Children with specific food allergies were accommodated along with cultural or religious requirements for any child attending the service. The chef and various staff members were trained in food safety and the kitchen was registered with and inspected regularly by the relevant health authority.

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 main entrance gates and door to the service were electronically secure and controlled by staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school service.

Daily indoor room and outdoor risk assessments were completed and maintained to ensure a safe play and work environment for the children and staff.

Staff members in each room advised the inspector they would remove any beaded necklace if observed that a child may be wearing them.

The service met the necessary safety requirements in respect of the toys and equipment and safe storage of cleaning agents which were inaccessible to the children.

Fire Safety:

Staff were familiar with the safe evacuation routes to take if an emergency occurred on the premises as advised to the inspector and regular monthly fire drills were practiced. Fire exits were clearly signed and free from any obstruction.

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)

Persons were trained First Aid Response (FAR) and were immediately available to the children attending the service. Several other staff members were trained in paediatric first aid with up-to-date certification on file.

(2)(a)

The first aid equipment was safely stored, in conspicuous positions in the service.

(b) A suitably equipped first aid box for children was available at all times to the adults caring for the children attending 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 fire drills in the service; the last recorded fire drill took place 26 June 2025.

(b) A record was kept of the number, type and maintenance of the firefighting equipment and fire detection system in the premises and were last serviced 11 July 2024 and 7 April 2025 respectively.

(4)

Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the service