

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE088
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Name of Service:	Kidz Akademy
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Address of Service:	Unit 1-2 Hillcrest Main Street, Kilcullen, Co. Kildare
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Eircode:	R56 DK53
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Name of Registered Provider:	James Moore
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Service type:	Full Day, Part Time, Sessional
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Date(s) of Inspection:	11/03/2025
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No of pre-school children:	AM	66	PM	59
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Address of the Early Years Inspectorate:	Suite 7, Vista Primary Care, Ballymore Eustace Road, Naas, Co Kildare
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Inspection undertaken by:	F Carty and S Quigley
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Title:	Early Years Inspectors
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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

Kidz Akademy is registered to provide full day, part-time and sessional care to children aged 0 to 6 years. It is one of eleven services operated by the registered provider. The service operates from six care rooms in a purpose-built crèche facility in Kilcullen Co Kildare. There is a separate sleep room, sanitary accommodation together with an outdoor area which is located to the rear of the building. The service opens from 8am to 6pm, Monday to Friday. A morning Early Childhood Care and Education Scheme (ECCE) session is provided from 9.30am to 12.30pm for 38 weeks of the year.

There is a kitchen on the premises where all meals and snacks are prepared. An office, staff room, storage area and staff sanitary accommodation is also available on site.

Staffing

There are eighteen staff employed in the preschool service including a cook. On the day of inspection there were fourteen staff working directly with sixty-six children in the morning and eleven staff working with fifty nine children in the afternoon. The manager and deputy were also available to assist in the care rooms if necessary. The area manager arrived subsequent to the inspector's arrival. The registered provider does not work in the service.

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 the following regulations:

Regulation 9 - Management and Recruitment,

Regulation 11 - Staffing Levels,

Regulation 15 – Register of a Preschool Child

Regulation 16 - Record in relation to pre-school service,

Regulation 19 - Health, Welfare and Development of Child,

Regulation 23 - Safeguarding, Health, Safety and Welfare of Child.

Regulation 26 – Fire Safety

However, on inspection additional non-compliance was identified under Regulation 30 – Space Requirements.

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

A sampling process was used to assess compliance under the following regulations:

Regulation 15 – Record of a Preschool Child

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 inspectors wish 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

(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

Following a discussion with the manager it was confirmed that eight adults commenced working in the service since the last inspection on 30th January 2024. Documentation was reviewed in respect of these adults and met regulatory requirements as follows:

(2)
(a)(b) Twelve verified references were available from a past employer and three were available from a reputable source.

(c) Garda vetting disclosures were reviewed and available for all staff employed in the service. The service also demonstrated compliance with the regulatory notice to renew Garda vetting every three years.

(d) International Police vetting was available for five staff who had lived outside the State for a period exceeding six months.

(4)
Records were available evidencing that eight staff members who were employed to work directly with the children held the required qualification or equivalent.

Non-Compliance Information

- (2)
- (a)(b) There was only one verified reference available for one staff member when two is required.
- (d) Full international Police vetting was not available for one staff member who had lived outside the State for a period exceeding six months.
- (3)
- The provider did not demonstrate that they had verified the references for six newly recruited staff members prior to their commencement in the service as detailed above under regulation 9(2)(a)(b).

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2)
- (a)(b) Before staff member commences employment ensure file is fully completed and verified by management. Senior management will carry out regular staff file checks.
- (d) Management has received the police vetting from staff member and updated staff file. Before staff start management will ensure that files are all completed before staff commencing first day of employment.
- (3) Going forward all references for new employees will be verified by the branch manager and assistant manager, to Ensure compliance. All staff files will be completed and references verified before staff commencing employment.

Supporting documentation submitted

- (2)(a)(b)(d) Documentation submitted with required outstanding documentation.
- (3) No supporting documents submitted.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 9.

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) An adequate number of adults were working directly with the children at all times during the inspection.

(2) The minimum ratio of adults to children for full day care services was adhered to at all times during the inspection. There were sixty six children attending the service being supervised by fourteen adults on the day of inspection.

(8)(a) There were at least two adults on the premises at all times.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;
- (b) the date on which the child first attended the service;
- (c) the date on which the child ceased to attend the service;
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;
- (e) authorisation for the collection of the child;
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;
- (g) the name and telephone number of the child's registered medical practitioner;
- (h) record of immunisations, if any, received by the child;
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.

Compliance Information

(1) A sample of twelve records were reviewed by the inspectors.

The registered provider ensured that a record in writing was kept of the details relating to (a), to (f) of the above Regulation for all of the records reviewed.

Non-Compliance Information

(1)

- One record did not contain information pertaining to parts (g) or (i)
- One record did not contain information pertaining to part (h).

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) Children's files are currently being inspected to ensure all forms are fully completed. New registration forms will be inspected before children start by management. Parents will be contacted to gather information missing from child's registration forms.

Senior management will carry out regular checks on children's files

Supporting documentation submitted

Completed registration forms submitted.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 15.

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;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

- (h) Details of the attendance of each child in the care rooms were recorded at the time of entering and leaving the service. The movement of children between care rooms during the inspection were also accurately recorded.
- (i) The staff roster was available and reflected the adults working in the service on each day.
- (k) A sample of accident and incidents records were reviewed. These records were signed by staff and parents and were completed appropriately.

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

(1) A registered provider shall, in providing a pre-school service, ensure that-

(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

(1)(a)(b) The service had a healthy eating policy in place and staff reported that all meals are provided by the service. Children are offered breakfast on arrival and a fruit snack is provided during the morning. Dinner was served at 12.00pm – 12.30pm. All children were given water with their dinner. Younger children were provided with bibs for dinnertime and were encouraged to feed themselves. Staff were observed sitting with children and engaging in conversation during dinner.

Staff were observed cleaning children's hands and faces after dinner. Children were encouraged and supported to be independent including cleaning up after their play and meals. Children's nappies were changed regularly, and staff were observed engaging warmly with children when providing this care.

The individual sleep needs of children in the Baby room were met, with children in this room placed to sleep when they displayed signs of tiredness. There was a designated nap time in the Wobbler and toddler rooms.

Staff demonstrated a good awareness of the needs of each child in their care and responded to children's cues promptly. Staff provided an appropriate level of supervision whilst supporting the children's independence during play and mealtimes.

Care rooms were arranged to provide a range of play materials including small world toys, home corner, construction toys, musical instruments, libraries and rest areas. The care rooms provided developmentally appropriate play experiences for the children. The materials were observed to be accessible to the children on low level shelving. Low level tables and chairs were available in the care rooms. Family photos, birthday walls and children's artwork were displayed in the care rooms.

There was a fully enclosed outdoor play area on the premises. The areas were well resourced with a range of developmentally appropriate play equipment. Children from the Toddler and Preschool rooms were observed

accessing the outdoor play area over the course of the inspection and were observed engaging in energetic and imaginary play supported by staff.

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

The inspectors found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

General Safety:

- The entrance door to the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised.
- Hand sanitisers and cleaning agents were stored safely out of reach of children.
- All storage facilities were inaccessible to children.
- The toys and play equipment observed in use by the children on the day of inspection appeared in good working order.
- All blind cords were secured.

Infection Control:

- Liquid soap, warm water and paper towels were available to facilitate hand washing.
- A system was in place for effective sterilisation of soothers.
- Waste was managed appropriately with the use of pedal bins.
- Individual bed linen was provided for children.
- The service was maintained in a clean condition and cleaning schedules were available.

Administration of Medication:

There was a care plan available for a child who had an allergy and staff were aware of the signs and symptoms.

Safe Sleep:

Staff are aware of safe sleep guidance and regular ten-minute sleep checks were in place whilst children were sleeping. Children were placed to sleep in cots or beds based on their age and stage of development.

Fire Safety:

All emergency exits were kept clear and unobstructed. Regular fire drills were practiced in the service.

Non-Compliance Information

Infection Control:

1. Some nappy changing practices observed during the inspection in the service were inadequate for infection control purposes and at variance with the service's nappy changing procedure as follows:
 - Staff were observed to re-dress the children with soiled gloves.
 - Staff were observed handling the bin following the nappy change.

Administration of Medication:

2. The inspector reviewed a sample of three administration of medication records. They did not contain the required parental signatures.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

1. Staff have been trained on nappy training policy and infection control and observed carrying out nappy changing policies. Regular checks on nappy changing practices and infection control practices by management. Revision on policies for staff.

Administration of Medication:

2. Training with staff regarding the importance of medicine paperwork, correct information for paperwork and staff and parents sign off. Medicine forms signed by parents. Regular checks by management on paperwork and forms for medicine.

Supporting documentation submitted

Infection Control:

1. Signed policy document from all staff.

Administration of Medication:

2. Retrospectively completed medication forms.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 23.

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.

Compliance Information

- (1)
- (a) A written record was available detailing fire drills that had taken place in the service. The record showed that the last fire drill had taken place on the 18th February 2025.
 - (b) There was a record to show that the firefighting equipment had been serviced on the 9th October 2024 and that maintenance of the fire detection and alarm system had taken place on the 25th November 2024.

Part VII - Premises and Space Requirements

Regulation 30 - Minimum space requirements

- (1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.
- (2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.

Non-Compliance Information

(1)(2) The registered provider did not ensure that there was adequate clear floor space available to the children in both preschool 1 and 2 rooms during the afternoon. In the morning there are three preschool rooms available to children attending on a sessional, part time and full-time basis. When the children who attend on a sessional basis finish at 12.30pm the children who attend on a full-time basis are accommodated in two care rooms, namely preschool 1 and preschool 2.

The inspector reviewed attendance records which demonstrated that there was inadequate space available each day in these rooms which was occupied by children aged over 3 years attending on a full day care basis.

- In preschool room 1 room the maximum number of children attending on a full day care basis was 16 children requiring a minimum of 36.8sqm of clear floor space. The available space was 31.13sqm allowing for a maximum of 13 children attending on a full day care basis.
- In preschool 2 room the maximum number of children attending on a full day care basis was 16 children requiring a minimum of 36.8sqm of clear floor space. The available space was 26.96sqm allowing for a maximum of 12 children attending on a full day care basis.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)(2)

From June 31st 2025 we will only be facilitating afterschool for junior and senior infants, this will take place in preschool 2. This will allow for the children in preschool 3 to remain in their room for the full day along with the children from preschool 2, allowing the correct clear floor space and adult/child ratio for children in all rooms.

Parents have been notified on the change of afterschool care commencing from 30th June 2025.

Ensure planning for registration matches the adequate floor spaces that are required before bookings are made.

Senior management will support and check.

Supporting documentation submitted

Notification to parents regarding reduced afterschool places from 30th June 2025.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 30.

This will be reviewed on the next inspection.