

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KY005
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<b>Name of Service:</b>	Ballylongford Pre School
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<b>Address of Service:</b>	St Olivers National School, Ballylongford, Co. Kerry
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<b>Eircode:</b>	V31 KD88
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<b>Name of Registered Provider:</b>	Anne Marie Austin
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<b>Service type:</b>	Sessional
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<b>Date(s) of Inspection:</b>	02/10/2024
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<b>No of pre-school children:</b>	<table border="1"> <tr> <td>AM</td> <td>10</td> <td>PM</td> <td>None</td> </tr> </table>	AM	10	PM	None
AM	10	PM	None		

<b>Address of the Early Years Inspectorate:</b>	Áras an Phobail, Deans Lane, Tralee, Co. Kerry.
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<b>Inspection undertaken by:</b>	N. Reidy
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<b>Title:</b>	Early Years Inspector
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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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Ballylongford Pre-school is a private Early years service that is registered to provide sessional care for children aged between 2 years and 6 years. The service is registered to provide 2 sessions between the hours of 08:50 am and 12 mid-day and 12:15 pm to 3:15 pm, 5 days per week. Currently the service is operating a morning session only. The service operates from 1 spacious playroom in the National school. The children have access to an outdoor play area, that consists of an allocated area in the school yard school, used at alternative times to the children attending the National school.

### Staffing

The registered provider operates the service single handedly. There is a named person working in the National school available to assist in the event of an emergency as required.

### 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. The inspections 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 registered provider and children who were present on the day of the inspection.

## Part III – Management and Staff

### Regulation 9 – Management and recruitment

*(1) A registered provider shall ensure that-*

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

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

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

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

### Compliance Information

- (1)  
(a) The registered provider is the designated person in charge.  
(b) At all times during the period when the Pre-school service is being carried on, the registered provider is on the premise.
- (2)  
The registered provider confirmed that she is the only adult employed in the service. There is a named person working in the National school that is available to assist the registered provider in the case of an emergency. The recruitment records in respect of these 2 adults were the subject of the inspection.  
(a)  
Of the 6 written references required, the 6 references on file were from a past employer.  
(b)  
Not applicable as the six references required were from past employers.  
(c)  
The service had demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years in respect of each of the 2 adults.  
(d)  
There was Police vetting on file for 1 adult who required it.
- (4) The adult working directly with the children had attained Quality Qualifications Ireland (QQI) in childcare training at Level 6.

### 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

Click or tap here to enter text.

(1)

Throughout the period of inspection, the registered provider did ensure that there was an adequate number of adults caring for the children attending the service.

(3)

There was 1 adult caring for 10 children aged between 3 years and 4 years attending the service on a sessional basis. The adult child ratio was correct and maintained.

(8)(c)

The registered provider works single handedly in the service each day. There is an adult working each day in the National school that was identified to assist the registered provider in the event of an emergency.

### 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 record was available in respect of the children attending the service. The sample of 11 records inspected had the detail of (a) to (i) inclusive.

## 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 details of the children’s daily attendance were recorded.
  - (i) Details of the staff roster on a daily basis was recorded.
  - (j) The registered provider confirmed to the inspector that no child in the service was in receipt of medication whilst attending the service.
  - (k) A sample of the records of any accident, injury or incident involving a pre-school attending the service were inspected and founded to be completed in full. The most recent record completed was dated 21/6/’23.

### 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

- Healthy eating is promoted in the service.
- The registered provider issued the inspector with correspondence that is distributed to the parents of the children attending regarding the food items permitted in the service in line with the Healthy Eating policy.
- The meal observed on inspection was the mid- morning snack, it was served to the children on the low-level tables in the room.
- A helper system was in place whereby a nominated child distributed the lunches to the children.
- Each of the children were given ample time to eat and enjoy their food without being rushed.
- The atmosphere during the mealtime was relaxed, with the registered provider supervising and assisting the children with the food as was needed.
- The children who had finished their food before others went off to play with their chosen toys.
- The toys, equipment and materials provided for the children were accessible on open low-level shelving, thus enabling the children to independently access them at all times.
- The children were observed to enjoy free movement within the spacious room.
- The children had unrestricted access to the toilets located outside of the playroom during the session.
- The registered provider promptly accommodated children who wanted to use the toilet during the session, she stood at the entrance door of the playroom where the toilet facilities were visible and waited until the child returned.
- The service provided a rest/relaxation area located near the bookshelf that was resourced with a selection of books. The area had a bench, chair and cushions where children could rest, relax and opt out of an activity during the session.
- Floor mats were positioned in various locations in the room to facilitate floor play, for example where the doll's house and associated toys were located.
- The registered provider was observed to be kind, caring and attentive to the children's individual needs during the session. She listened to the children as they communicated their needs, she was active in the

children’s play for example with tabletop activities such as creating a picture with materials for cutting, gluing and colouring, playdough activities and story time.

- The children were offered choices of what they wished to play with, they played individually, in pairs and in groups.
- The registered provider encouraged and supported the children in their interactions with other children. She praised the children’s efforts for example, great manners, lovely pictures created, great work and thanked the children for helping to tidy away the toys and materials.
- The registered provider provided ongoing opportunities for children to engage with each other and with her. This was demonstrated through conversations with the children for example about bats, the Halloween artwork completed, the bat seen in the service recently and about picking blackberries from the bushes around the children’s homes.
- Picture and word reminders and instructions were displayed at the children’s eye level that were used to support the children’s daily routine in the service.

### Part V - Care of Child in Pre-school Service

#### Regulation 22 – Food and drink

*A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.*

#### Compliance Information

- The parents of the children attending provide all food served to the children in the service.
- The food observed at the mealtime that was morning snack included for example: -a selection of fruit and vegetables, ham filled rolls, buttered brown bread and cheese with water to drink.
- Drinking water was available to the children attending the service, the individual drinks bottles were accessible throughout the session on low level shelving.
- The children’s perishable food items were individually labelled and stored in the fridge in the playroom.

### 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 playroom door was so secured to prevent children leaving the room out to the National school building unsupervised.
- The external doors in the building were appropriately secured to prevent children from exiting unsupervised and to restrict unauthorised access in.
- The first aid box was stored in a secured cupboard in the playroom.

##### Infection Control:

- All the children washed their hands prior to the mealtime and after using the toilet. The registered provider issued gentle reminders to the children when washing their hands for example in relation to having their sleeves pulled up, having their hands wet before application of the liquid hand soap and creating bubbles when using the soap.
- A supply of warm water, liquid hand soap and disposable paper hand towels were provided for the effective handwashing by the children.
- Lidded pedal operated bins were provided for waste disposal.

### Part VI - Safety

#### Regulation 25 - First aid

*(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.*

*(2) A registered provider shall ensure that a suitably equipped first aid box for children-*

*(a) is safely stored in an easily accessible and conspicuous position on the premises, and*

*(b) is available to the children attending the pre-school service at all times.*

#### Compliance Information

(1) The registered provider ensured that there was a person available at all times with appropriate first aid responder (FAR) training. The FAR certifications on file indicated the registered provider held current up to date training, the certificate expired on 26.11.'24. The inspector was informed by the registered provider that she had recently completed FAR training, she was awaiting the certification in respect of the training.

(2) (a) There was a suitably equipped first aid box available to the children attending. The box was stored within a secured cupboard in the playroom.

(b) The first aid equipment was available to the children at all times.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

A copy of the insurance certification for the service was on file and displayed in the playroom.

The information provided on the insurance certificate included:

- the contact details for the insurance provider
- the name and address of the service insured
- the categories of insurance cover for the service that is sessional care.
- the number of children covered by the insurance was for 11 children.

The expiry date of the current insurance cover was 27/03/'25