

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KY017				
Name of Service:	Brookview Childcare				
Address of Service:	86 Sundays Well, Lisloose, Tralee, Co. Kerry				
Eircode:	V92 CY62				
Name of Registered Provider:	Noreen Allen				
Service type:	Full Day, Part Time, Sessional				
Date(s) of Inspection:	08/10/2025				
No of pre-school children:	<table border="1"> <tr> <td>AM</td> <td>35</td> <td>PM</td> <td>20</td> </tr> </table>	AM	35	PM	20
AM	35	PM	20		
Address of the Early Years Inspectorate:	Áras an Phobail, Deans Lane, Tralee, Co. Kerry.				
Inspection undertaken by:	N. Reidy				
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	N/A
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Description of service

Brookview Childcare is a privately owned early years service that provides full day care, part-time and sessional care, catering for children between the age of 2 years to 6 years. The service operates between the hours of 08:15 am and 6:30 pm Monday to Friday inclusive, incorporating the Early Childhood Care and Education (ECCE) Scheme. The premise is a purpose-built facility; there are two playrooms allocated to early years children. There is a sensory/rest room located in the Junior pre-school room. The service provides school aged care. There is a designated enclosed outdoor play area available and accessible to the children each day.

Staffing

Currently, there are 16 adults attached to the service. The registered provider is not service based There was one adult on student placement.

Each of the adults who are employed to work directly with the children have attained a relevant award in Early Childhood Care 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/ 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.

Additional Information

An Immediate Action Notice (IAN) was issued to the designated person in charge during the onsite inspection in relation to a Garda vetting Disclosure not on file for one adult working with the children in the service. A response to the IAN issued was received after the inspection on 8.8.'25, it was deemed adequate in mitigating the risk.

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) There is a designated person in charge and a named deputy. Both adults were on the premises to facilitate the inspection process.
 - (b) The person in charge and the named deputy person in charge were on the premises at all times during the operation of the service.
- (2) The staff files for each of the 16 adults attached to the service were inspected.
- (a) Of the 32 references required, 17 validated references were available from past employers.
 - (b) Of the 32 references required, 11 validated references were available from a reputable source other than a past employer.
 - (c) Garda vetting disclosures has been obtained for 15 adults. The service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under Regulation 23 of this report.

(d) Police vetting was on file for 4 adults who lived outside the jurisdiction for a period of longer than 6 consecutive months.

(4) The adults working directly with children held relevant qualifications in Early Childhood Care and Education at least 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

Non-Compliance Information

(2)
(a) & (b) There was a total of 4 validated references not on file for 2 adults.
(c) A Garda vetting Disclosure was not on file for one adult working with the children.
An Immediate Action Notice (IAN) was issued to the designated person in charge during the onsite inspection in relation to a Garda vetting Disclosure not on file for one adult working with the children in the service. A response to the IAN issued was received after the inspection on 8.8.'25, it was deemed adequate in mitigating the risk.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)
(a) & (b) The additional references were obtained and validated for both staff members. All the reference documentation is now complete and filed in the staff folders. There is a new staff checklist updated to ensure that two validated references are required before employment starts. Regular file audits are scheduled quarterly to maintain compliance.
(c) The Garda vetting for the one staff member has now been completed, verified and filed in her personal records. The recruitment policy has been updated to ensure that no staff member begins work until the Garda vetting confirmation is received. The compliance checks are added to the onboarding checklist.

Supporting documentation submitted

(2)
(a) & (b) Four written references and 4 written validations.
(c) The required Garda vetting disclosure in respect of one adult

Summary Comment

All documentation received was examined. The requirement for this regulation has been met.

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) At the time of inspection, it was observed that there was an adequate number of staff working directly with children.

(2) The required adult to child ratios were observed on the day of the inspection.

In the Junior pre-school room, there were 6 adults present (including 1 student) with 16 children aged between 2 years - 3 years attending on a sessional, on a part-time and full day care basis.

In the Senior pre-school room, there were 3 adults caring for 18 children aged between 4 years – 5 years attending on a sessional, part-time and full day care basis.

Non-Compliance Information

(8)(a) As evidenced on the staff rosters provided to the inspector two adults were not on the premise at all times. On October 1st, 2nd, 3rd, 6th, 7th, 2025, one adult was rostered to work at 8.15 am and the second adult rostered for 8.30 am.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The roster was adjusted immediately to ensure two staff members are present from 8:15 am daily. The opening time staff cover was reviewed and included in the weekly staff roster checks. The manager will verify coverage before finalizing the rosters.

Supporting documentation submitted

Staff rosters demonstrating that two adults rostered on the premises at all times.

Summary Comment

The documentation received was examined. The requirement for this regulation has been met.

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:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (i) details of staff rosters on a daily basis;*

Compliance Information

(1)

A record in writing was maintained of the following:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee attached to the service.

Non-Compliance Information

(1) (i)

1. The staff rosters maintained did not meet the requirement of the regulation.

- There were two adults that were not recorded on the staff roster, one adult present in the Senior pre-school room and the designated person in charge.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Both staff members have now been added to the roster and attendance records were updated accordingly. There is a daily roster review introduced to ensure that all staff are recorded. The site lead is to confirm accuracy of the roster at the start and at the end of each day.

Supporting documentation submitted

The statement is accepted as evidence

Summary Comment

The requirement for this regulation has been met.

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

(1)(a)

Basic needs:

- The children were observed to have free floor space to explore their surroundings and access the toys in the care rooms.
- The children had access to the outdoor play areas during the course of the inspection.
- The toilets were easily accessible to the children within the care rooms with nappy changing facilities provided for the children who required nappy changing.
- The children who could use the toilet independently did so with the staff nearby to assist if required.
- Nappy changing took place as was required during the session in a timely manner.
- The inspector observed the allocated adult that carried out the nappy changing was kind, caring and spoke freely to the children explaining the steps to them.
- The mealtimes observed were relaxed and unhurried. The children who had finished eating before the others played with the toys available.
- The children sat at the child sized tables and chairs with the adults sitting with them.
- The parents/guardians of the children attending provide the food for snack time.
- The service offers a main hot meal supplied by an outside catering company.
- The food observed on inspection included for example sandwiches, yogurts, cheese, a selection of fruit. hummus with carrot sticks, yogurts, sandwiches and a selection of fruit.
- The inspector observed the children helped themselves to their drinks bottles that were accessible to them in the care rooms during the session.
- The adults were observed to be kind and caring and attentive to the children's individual needs.

- They comforted children who became upset, coming down to their level, re-assuring the children offering them to play with their toys of choice.
- Children in the Junior pre-school room had the opportunity to take their turn taking “Mr Mouse” home at the weekends. The parents/guardians wrote an account of the activities Mr Mouse was involved in in a designated notebook used for each child.
- The children in Junior pre-school room participated in circle time in the rest/sensory room located in the Junior pre-school room.
- An account of Mr Mouse’s time spent at home with 1 child was a topic of conversation during circle time. The inspector observed the children were enthusiastic about their upcoming time to take Mr Mouse to their homes. The children also participated in rocket blast off and talking about Neil Armstrong, Astronaut in line with the Curriculum theme of “Space.”

Physical and material environment:

- The care rooms were bright, comfortable and aired by means of the openable windows.
- The toys and play materials provided were accessible on the floor, on low level open shelving and on racks to allow choice and to encourage the children to independently access them.
- An adequate number of low-level tables and chairs were provided for the children.
- The outdoor play area had a variety of fixed play equipment for example a fixed play unit with a slide and swings, a sand table and ride on toys for example.
- The care rooms were colourfully decorated with artwork the children had completed that included for example rockets in line with the curriculum theme “Space.”

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 external doors were appropriately secured to prevent children from exiting unsupervised and to restrict unauthorised access.
- The cleaning products seen on inspection were stored out of the reach of the children.
- The kitchen/staff room was inaccessible to the children.

Infection Control:

- Children were observed washing their hands prior to eating with the staff members on hand to provide assistance as needed.
- The tables were cleaned down prior to and after the mealtimes observed.
- The nappy changing unit, the vinyl changing mat and its surrounds were clean and dry

Fire Safety:

- The records displayed in the entrance hallway of the service demonstrated the fire alarm system was serviced on 27.2'25 and the fire extinguishers serviced in March 2025.

Non-Compliance Information

General Safety:

1. Garda vetting disclosures had been obtained for fifteen adults attached to the service.
However, one vetting disclosure were not dated within the previous three years in adherence with the Early Years Inspectorate Regulatory Notice 'EY-RN12.3 Renewal of Garda Vetting'.

Infection Control:

2. The nappy changing practices observed on inspection posed a risk of cross contamination as follows: -
 - The adult returned children to the care room whilst wearing the used plastic apron.
 - The plastic aprons were not changed for each individual nappy change.
 - The children's hands were not washed after nappy changing at the low-level sink provided near the nappy changing unit.
3. The floor mats, 1 in each of the care room were unclean posing a risk of cross infection.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The Garda vetting has been renewed and the updated vetting disclosure is now on file. The Garda vetting expiry dates are added to the staff compliance tracker. The manager will review the vetting status quarterly to ensure that renewals are completed before expiry.

Infection Control:

2. All staff have been retrained on the service nappy changing policy and the correct hygiene procedures. There will be ongoing supervision and spot checks introduced to ensure compliance. There will be refresher training provided annually or as needed.

3. The temporary mat was removed. A new clean mat was provided. Regular room checks have been added to the daily cleaning schedule. Damaged or temporary equipment to be inspected and replaced promptly as needed.

Supporting documentation submitted

General Safety:

- 1.. The required Garda vetting in respect of one adult.

Infection Control:

2. Staff training record was submitted.
3. A photograph of the new mat in place.

Summary Comment

The documentation received was inspected. The requirement for this regulation has been met.

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 were adults available at all times with first aid responder (FAR) training. There were 4 adults with a completed in date FAR certification.

- (2)
- (a) The first aid boxes were stored in each of the care rooms, up high, out of reach of children.
 - (b) The first aid boxes were suitably stocked for the number of children attending the service and available for staff to attend to the children if required.