

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KY033			
Name of Service:	Cordal Community Pre-school and Playgroup CLG			
Address of Service:	Kilmurry, Cordal, Castleisland, Co Kerry.			
Eircode:	V92 X015			
Name of Registered Provider:	Pat McElligott			
Service type:	Full Day			
Date of Inspection:	14/04/2025			
No of pre-school children:	AM	5	PM	5
Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate, 2nd Floor Estuary House, Henry St. Limerick			
Inspection undertaken by:	M Riordan			
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			

Description of service

Cordal Community Pre-school Playgroup offers full-day, part-time, and sessional care for children aged 2 to 6 years. The service opens each morning at 7.30 am and closes each evening at 6.00pm. The ECCE programme runs daily from 9.30 am to 12.30 pm. Open 50 weeks a year, they provide afternoon care from 2.00 pm to 6.00 pm. Located near Castleisland in North Kerry, the facility is on Kilmurry National School's grounds with modern amenities including a large preschool room, kitchen, sanitary facilities, and outdoor play areas.

Staffing

The registered provider has appointed a designated person in charge to operate and manage the service. There are a total of 10 staff members employed to work at the facility. All staff have the required qualifications 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/ premises and facilities. 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.

Additional Information

On the day of the inspection an immediate action notice was issued to the registered provider in relation to Regulation 25 First Aid. It was identified on the morning of the inspection that there was no staff member on duty who had up to date first aid training. An adequate response to the notice was immediately furnished and at 1.00 pm a staff member was on duty who had in date first aid responder training. The reply stated that at all times going forward there would be qualified staff on duty available to administer first aid if required.

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*
- (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.

(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 appointed a designated person in charge to manage the service on a daily basis. A named person to deputise was available if required.

(b) The designated person in charge or their deputy were rostered on duty each day.

(c) There was a clear management structure in place at the service that identified the lines of authority and accountability.

(2)(a) There were 2 written and validated references from past employers available in respect of all adults working at the service.

(b) Where past employer references were not available, references from an alternative source such as previous schools and colleges were provided.

(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 not required for any staff member as none had resided outside of the state for a period longer than 6 consecutive months.

(4) All staff working directly with the children held an appropriate qualification in Early Childhood Care and Education.

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.

Compliance Information

(1) The registered provider ensured that at all times the correct number of staff were available to work at the service. This was evidenced in the attendance record of staff and children who attend the service.

(2) On the day of the inspection there were 5 preschool children, and 9 school aged children present in the facility with 3 staff members. The adult/child ratio was correct.

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;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (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) The registered provider displayed the following information about the service in writing for the parents to view.
- (a) The name, position, qualifications and experience of the person in charge and each staff working at the facility.
 - (b) Details of the class of service and the age profile of children for which the service is registered to provide service to.
 - (c) Details of the adult/child ratios in the service.
 - (d) The type of care or programme provided in the service.
 - (e) The facilities available.
 - (f) The opening hours and fees.
 - (g) A record in writing was maintained of policies and procedures required in accordance with Regulation 10. A summary of the policies were shared with parents at time of enrolment.
 - (h) Details of attendance by each pre-school child daily was recorded.
 - (j) The service had a medication administration record template available that could be used in the event of a child requiring medication to be administered at the service.
 - (k) Details of any accident, injury or incident involving a pre-school child attending the service was recorded.

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

The service had a healthy eating policy, promoting nutritious foods and drinks. Breakfast included cereals, toast, and fruit juice for early arrivals. Parents/guardians provided snacks like fruit, sandwiches, yogurts, and cheese for breaks at 11.00 am and 3.00 pm. A hot meal was served at 1.00 pm for those staying in the afternoon. Water was readily available throughout the morning, and drinks were accessible all day. A rest area with soft furnishings was located next to the library, offering a quiet space away from active play areas. Sanitary accommodation and nappy changing facilities were located next to the preschool room allowing staff supervise children by sound when out of sight for short periods of time. A key worker system ensured effective communication between the service and home. Children played outdoors daily, with indoor equipment brought outside during good weather.

PHYSICAL AND MATERIAL ENVIRONMENT:

The room was divided into distinct, well designed interest areas, fostering exploration and learning. Children participated in sensory activities like playdough and sand, arts and crafts, and imaginary play with a kitchen set, cooking utensils, a home corner with dolls prams and buggies. Fine motor skills were developed using coloured pencils, threading materials, and scissors. Cognitive skills were enhanced through puzzles and construction materials.

Age-appropriate equipment was stored on low shelves for easy access, promoting self-directed play.

The layout allowed effective supervision with ample space for movement. Children used the outdoor playground with equipment supporting gross motor skills, such as ride-on toys, balance tools, hoops, and balls. A new natural garden area provided timber-based play materials for building and exploring.

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

(2) The registered provider ensured that a suitably equipped first aid box for children-

(a) was safely stored in an easily accessible and conspicuous position in the kitchen area of the service.

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

Non-Compliance Information

(1) On the morning of the inspection there was no staff member on duty trained in first aid. It was acknowledged that at 1pm a staff commenced work who held a current certificate as a first aid responder. An immediate action notice was issued and a reply to the notice on the 16th of April stated that each day a person trained in first aid would be available at the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider has ensured that a staff member with a certificate in first aid is rostered to always be on site when the service is operational.

Supporting documentation submitted

Regular checks of expiry dates on all first aid certificates to ensure staff have up-to-date training is carried out. First aid courses including first aid responder training is organised for staff whose certificates have expired.

Summary Comment

The inspector has reviewed the actions, and the evidence submitted. The non-compliance identified has been adequately addressed.

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) Fire drills took place on a monthly basis. The most recent fire drill took place on the 3rd of April 2025.
- (b) All fire extinguishers and smoke alarms were serviced on an annual basis. The most recent check was carried on the 30th of January 2025.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider had a current insurance certificate which outlined that adequate insurance was available for up to 25 children to attend the service. The insurance cover commenced on the 28th of March 2025 and was due to expire on the 27th of March 2026.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

- A registered provider shall ensure that the premises of the service are-*
- (a) of sound and stable structure,*
 - (b) safe and secure,*
 - (c) kept adequately lit, heated and ventilated*
 - (d) cleaned, maintained and repaired, as required, and*
 - (e) equipped with adequate and suitable sanitary facilities.*

Compliance Information

- (a) The building appeared to be of sound and stable structure both internally and externally and no obvious defects were noted on inspection.
- (b) The premises appeared safe and secured. The outdoor area was well secured with steel fencing and gates surrounding the perimeters of all outside areas, thus preventing any unauthorised access to or exit from this area of the service.
- (c) All areas were well lit by natural light and by artificial light when needed. There was no evidence of mould, mildew, stale smells, stuffiness or condensation.
- (d) The areas outside were all well maintained and routine cleaning schedules were in place for all internal and external areas.
- (e) There were an adequate number of toilets available in the service for both the number of children and adults at the service.