

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LD014		
<b>Name of Service:</b>	Longford Montessori Centre		
<b>Address of Service:</b>	Clonbalt, Longford, Co. Longford		
<b>Eircode:</b>	N39 RY64		
<b>Name of Registered Provider:</b>	Carol Shaw		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	05/03/2025		
<b>No of pre-school children:</b>	AM	11	PM N/A
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, SAP Office, St Loman's Campus, Springfield, Mullingar, Co Westmeath, N91 N4XC.		
<b>Inspection undertaken by:</b>	T. Duignan		
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable.
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### Description of service

Longford Montessori Centre was established in 1996 as a privately run childcare service for pre-school children aged 2 to 6 years by the registered provider. It is located in a detached premises adjacent to the registered providers home on the outskirts of Longford town.

There is one care room, an office and sanitary facilities for the children. A secured play area is located at the rear of the service.

Parking is available on the public road outside of the premises.

This service operates from 9:00 am – 12:30 hours.

### Staffing

Longford Montessori Centre employs two childcare staff including the registered provider who works directly with the children. Both adults were present on the day of the inspection.

The adults working in the service have completed a major 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 and safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under

- Regulation 9 (2)(a)(b)(c)(d), (4) - Management and recruitment.
- Regulation 11(1),(3) – Staffing Levels.
- Regulation 23 – Safeguarding health, safety and welfare of child.
- Regulation 24 - Checking in and out and record of attendance.
- Regulation 25 (1), (2)(a)(b) – First aid.
- Regulation 26 – Fire Safety.
- Regulation 28 – Insurance.

however, on inspection an additional non-compliance was identified under:

- Regulation 16(1)(a) – Record in relation to pre-school service.

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

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, staff member 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.*

*(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

The files of two staff members and two external contractors were requested for review. Two records were reviewed.

(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 the two adults employed.

(c) Garda Vetting disclosures were available for two 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 six consecutive months whose records were reviewed.

(4) Two adults working directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications.

#### Non-Compliance Information

(2)

(a)(b) Two written and verified past employer references or references from a reputable source other than a past employer, were not available in respect of two adults.

(c) Garda Vetting disclosures were not available for two adults. The adults were not present on the day of the inspection.

### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action**

9(2)(a),(b),(c) If using these contractors again I will have the required paperwork in place. A team meeting was held to discuss this issue.

#### **Supporting documentation submitted**

No supporting documentation submitted.

#### **Summary Comment**

The written response submitted by the registered provider have been reviewed by the Early Years Inspectorate. Regulatory compliance is met for regulation 9. This area will be assessed at the next inspection.

## 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.*

#### **Compliance Information**

(1) There were eleven children attending the service being supervised directly by two adults during the inspection.

(3) The minimum ratio of adults to children was adhered to on the day of the 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:*

*(a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor.*

### Non-Compliance Information

1. There was no photographic identification and curriculum vitae available for two adults to assist the registered provider checking and verifying the required document.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

1. If using these contractors again the service will have the required paperwork in place. A team meeting was held and the issue was discussed.

#### Supporting documentation submitted

No supporting documentation submitted.

### Summary Comment

The written response submitted by the registered provider have been reviewed by the Early Years Inspectorate. Regulatory compliance is met for regulation 16(1)(a). This area will be assessed at the next inspection.

### 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 two doors in the service were secured and managed by staff members to prevent children from exiting the service unsupervised or unauthorised entry to the service.

The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents. The staff members advised the inspector that they immediately cut/chop any food that may pose a choking risk to a child at snack time.

There was documentary evidence available that daily indoor risk assessments were completed daily and reviewed to promptly identify and manage any potential risks in the care room. The service had a system in place to manage maintenance issues.

##### Infection Control:

The staff members supervised the children's handwashing and handwashing routines were well established. Thermostatically controlled hot water, liquid hand soap and paper towels were readily available for hygienic hand washing and drying.

Cleaning schedules were maintained for the room environment which was observed to be maintained in a clean and hygienic condition.

##### Administration of Medication:

Medication was not given at the time of the inspection. The staff members were familiar with the required safe practices when administering medication in the service. There were no children attending who required medication to be administered while attending the service.

##### Safe Sleep:

A comfortable rest area was available to any child who wished to have a rest or take a break from activities for a while.

##### Fire Safety:

The staff members were familiar with the fire evacuation procedures from the service. Fire exits were not obstructed. Fire drills were carried out and records maintained.

**Outings:**

The service does not conduct outings.

**Non-Compliance Information**

**Infection Control:**

1. A roll of paper towel was not hygienically dispensed from a wall mounted dispenser in the care room and was observed on the countertop adjacent to the hand basin.

**Action submitted by the Registered Provider**

**Corrective & Preventive Action**

**Infection Control:**

1. The paper hand towels are in a dispenser.

**Supporting documentation submitted**

**Infection Control:**

1. Photograph.

**Summary Comment**

The written response and photographic evidence submitted by the registered provider have been reviewed by the Early Years Inspectorate.

Regulatory compliance is met for regulation 23.

### Part VI - Safety

#### Regulation 24 - Checking in and out and record of attendance

- (1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.
- (3) A registered provider shall ensure that-
- (a) no person other than-
    - (i) pre-school child attending the service,
    - (ii) a person dropping or collecting such a child,
    - (iii) an employee, or
    - (iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and
  - (b) a daily record in writing is kept of the entry on the premises of any such person.
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

#### Compliance Information

- (1) The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained in the care room.
- (2) Not applicable.
- (3) (a),(b) The registered provider ensured that any person entering the service was approved and a record in writing was maintained. The inspector's entry to the service was recorded in the visitor book.
- (4) The registered provider confirmed that the records were retained in storage for the required period.

### 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) A staff member present was trained in in first aid response (FAR) and was immediately available to the children attending the service.

(2)(a) The first aid equipment was safely stored, in a conspicuous position in the care room.

#### Non-Compliance Information

(2)(b) There were no paramedic shears available in the first aid box.

#### Corrective & Preventive Action submitted by the Registered Provider

##### Corrective and Preventive Action

(2)(b) Paramedic shears are now in the first aid kit

##### Supporting documentation submitted

Photograph.

#### Summary Comment

The written response and photograph submitted by the registered provider have been reviewed by the Early Years Inspectorate.

Regulatory compliance is met for regulation 25(2)(b).

### 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 firefighting 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 completed in the service. The last recorded fire drill took place on 16 December 2024 however it is acknowledged that a fire drill was completed on 10 March 2025.
- (b) A record was kept of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. Firefighting equipment was serviced on 22 April 2024 and documentary evidence was submitted after the inspection of servicing of the smoke alarms completed on 10 March 2025.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the service.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

There was evidence of current insurance cover valid until 27 November 2025. The insurance provided cover for 22 children.