

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LD022
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Name of Service:	Trinity Tots
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Address of Service:	Deanscurragh, Ballinalee Road, Longford, Co. Longford.
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Eircode:	N39 P667
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Name of Registered Provider:	Bridget Glennon
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Service type:	Part Time, Sessional
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Date of Inspection:	12/03/2025
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No of pre-school children:	AM	32	PM	11
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Address of the Early Years Inspectorate:	Early Years Inspectorate, SAP Office, St Loman's Campus, Springfield, Mullingar, Co Westmeath, N91 N4XC.
Inspection undertaken by:	T. Duignan and R. Flynn
Title:	Early Years Inspectors

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

Trinity Tots was established in 1997 as privately run childcare service for pre-school children aged 2 to 6 years by the registered provider.

The service is operated from a large purpose-built extension to the side of the registered providers main residence. There are two preschool rooms available with adjoining sanitary facilities. An office and storage area are provided also.

A spacious fully enclosed outdoor play area is available to the children at the rear of the service. This service operates from 9:30 am – 14:00 hours.

Set down and parking is available at the front of the registered provider's house.

Staffing

Trinity Tot's employs five childcare staff including the registered provider who works directly with the children while also managing and maintaining oversight of the service. All 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.

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 registered provider, the 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.

(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 five staff members were reviewed.

- (2)
- (a) The required number of written validated references were available from a previous employer in the files reviewed.
- (b) The required number of validated references were available from a source other than a past employer in respect of the files reviewed.
- (c) A garda vetting disclosure was available in all five files reviewed. 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 in respect of one staff member who lived outside the state for a consecutive period of longer than 6 months.
- (4) Staff members working directly with children as part of the adult child ratio held qualifications at level 5 to 8 in Early Childhood Care and Education on the National Framework of Qualifications.

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) The adult to child ratio was always maintained during the inspection.

(2) There were thirty-two children attending the service being supervised directly by five adults during the inspection.

(8)(a) The staff roster indicated that there was always a minimum of two adults on the premises.

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 entrance door to the service was electronically secured and managed by staff members to prevent children from exiting the service unsupervised or unauthorised entry.

The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents.

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

Infection Control:

Thermostatically controlled hot water, liquid hand soap and paper towels were readily available for hygienic hand washing and drying. The staff members were familiar with the importance of handwashing practice as a means to control the spread of infection in the service. They supervised children's handwashing and handwashing routines were well established. Nappy changing practices were consistent with the nappy change procedure for the service. Foot pedal operated bins were provided for the disposal and containment of used tissues.

Children's lunches were refrigerated on arrival at the service.

Written cleaning schedules were maintained for the two room environments which were observed to be maintained in a clean and hygienic condition.

Administration of Medication:

Medication was not given at the time of the inspection, written parental consent was available should medication be required to be administered to a child. The staff members were familiar with the required practices when administering medication and documentation of same. Medicine was safely stored in the service.

Safe Sleep:

Comfortable rest areas were available for the children in each care room if they wished to take a break from activities and rest. There were facilities available for children attending on a part time basis requiring sleep or rest.

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.

Outing:

The service does not conduct outings.

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 registered provider ensured that the two inspectors' entry to the service was recorded in the visitor log.
- (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) Staff members present were trained in in first aid response (FAR) and were immediately available to the children attending the service.
- (2)
- (a) The first aid equipment was safely stored, in a conspicuous position in the two care rooms.
 - (b) Suitably equipped first aid boxes for children were available at all times to the adults caring for the children attending the service.

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 7 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 in July 2024 and the smoke alarm was serviced on 16 January 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 33 children.