

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2015LD026

Name of Service: Catkins Early Years Service

Address of Service: Longford Women's Link, Willow House, Ardnacassa Ave.,
Longford Town, N39 H6R7

Email Address: tarafarrell@lwl.ie

Name of Registered Provider: Tara Farrell

Type of Proposed Service:	Full Day Care	✓	Part-Time	✓	Sessional	✓
	Drop-In		Childminding		Temporary	

Proposed change: The service proposed to change 'Poppies room' from sessional care to full day care.

Proposed Number of Children: No change – 70 children

Recommended Change Following Inspection: The proposed change in service type for 'Poppies room' can proceed from sessional care to full day care.

Registered change: Change in Service Type of Poppies Room from Sessional to Full Day Care.

Date of Inspection:	0	7	0	5	2	0	2	5
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Inspection undertaken by: T. Duignan

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Early Years Inspectorate, SAP Office, St Loman's Campus,
Springfield,
Mullingar, Co Westmeath, N91 N4XC.

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Rationale for Inspection: Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Full Day, Part-Time & Sessional Service for 70 Children
Date of Registration	13/05/2025

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	Catkins Early Years' Service operates from the grounds of the Longford Women's Link. The service offers a sessional, part- time and full day care service. The service is registered for pre-school children aged 0 to 6 years of age. The service operates from 8:00am to 17:30hrs, from Monday to Friday.
Premises	The early years' service is in a purpose-built single storey premises in Longford town. There are five playrooms including the Baby room, Junior Pre-school, and Buttercups which are in the main building. The Daisies and Poppies playrooms are in prefabrication units at the rear of the service. There is a designated dining room and a bespoke sensory room in one of the prefabricated units. The premises has a kitchen where children's meals and snacks are prepared and stored on site. There is a designated sleep rooms adjacent to the baby room. Direct access is provided from each of the playrooms to the outdoor play areas to support the children's outdoor play.
Staffing	The registered provider does not work directly with the children. There is a person in charge and a deputy person in charge. There were eighteen adults present on the day of the inspection. Fifteen adults were working directly with the children, the person in charge and the floating person provided support to care rooms as required. A cook was employed to freshly prepare food each day.
Methodology	The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the

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	<p>following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider, 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.

Requirement met:

The requirement is met.

(1) The registered provider shall ensure that there will be at all times an adequate number of adults working directly with the children attending the pre-school service including the room referred to as 'Poppies'.

Part III - Management and Staff

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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.*

Requirement met:

The requirement is met.

(1) The registered provider shall ensure that there will be at all times an adequate number of adults working directly with the children attending the pre-school service including the room referred to as 'Poppies'.

Part V - Care of Child in Pre-school Service

Regulation 20 - Facilities for Rest and Play

(1) *Subject to this Regulation, a registered provider shall ensure that—*

(a) *having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*

(b) *there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*

(3) *A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—*

(a) *a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises or*

(b) *where no such space is provided, the preschool children attending the service have access on a daily basis to an outdoor service*

Requirement met:

The requirement is met.

	<p>(1)</p> <p>(a) ‘Poppies room’ had suitable play materials and equipment displayed on low level shelving and accessible to the children aged 3-6 years who will be using the room. A sufficient and appropriate number of child-size tables and chairs to cater for the proposed number of children was available.</p> <p>(b) The service has sixteen low level beds available for children aged over 2 years who require sleep. The age profile of the children who will be accommodated in ‘Poppies room’ do not require sleep however sufficient facilities are available if a child requires rest when attending on a full day or part time basis.</p> <p>The rest area in ‘Poppies room’ consisted of child sized seating and a rug which were comfortably arranged and presented.</p> <p>(3)(a) The outside play area was safe, suitable and secure. It was enclosed by a wooden fence and gate and a high metal fence and electronically secured gate to provide additional security.</p>
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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.

Requirement met:	<p>The requirement is met.</p> <p>The service has a healthy eating policy in place.</p> <p>A two-week menu was available and demonstrated varied and nutritious food freshly prepared.</p> <p>A cook is employed to freshly prepare all meals each day for the children. Children’s dietary needs including cultural requirements are catered for. Milk is offered with all meals, and water is freely available to the children at all times.</p> <p>A bowl of fruit which included bananas, apples and kiwis was available to the children in the ‘Poppies room’ to eat between meals if they were hungry.</p> <p>The kitchen is registered with the relevant authority.</p>
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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.

Requirement met:

The requirement is met.

Access to ‘Poppies room’ located in the prefabricated building at the rear of the premises is through a high metal gate which is electronically secured and is controlled by staff members. The entrance door in ‘Poppies room’ is secured by a handle and a further gate secured by a sliding bolt in the outdoor area to prevent children leaving the room/building unsupervised.

Cleaning agents are safely stored out of the reach of children.

There is storage space in the lobby outside ‘Poppies room’ to store the children’s personal belongings safely.

Thermostatically controlled hot water, liquid hand soap, paper hand towels are available in the sanitary areas for hygienic hand washing and drying and foot pedal operated bins for hygienic and safe disposal of used paper towel and tissues are available.

Nappy changing facilities are available.

The fire exits are clearly marked and unobstructed.

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.

Requirement met:

The requirement is met.

(1) All adults working in the service including the adults working in ‘Poppies room’ have current certification in first aid for children (FAR).

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(2)(a)(b) Suitably equipped first aid boxes are available and accessible to children in each care room including 'Poppies room' in 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 fire fighting 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.

Requirement met:

The requirement is met.

(1)

(a) Documentation was available for recording monthly fire drills. The most recent fire drill was conducted on 20 March 2025.

(b) There were maintenance records available of the number, type and maintenance of firefighting equipment and the smoke alarm, dated 19 August 2024 for both.

(4) A notice of the procedures to be followed in the event of fire was clearly displayed throughout the premises.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement is met.

An insurance certificate was submitted to the Registration Team prior to this inspection.

The registered provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.

The insurance cover is valid from 1 January 2025 – 31 December 2025.

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.*

Requirement met:

- (a) Visually, ‘Poppies room’ and the overall premises were in a state of good repair.
- (b) There three pre-school rooms located in the premises and two pre-school rooms including ‘Poppies room’ were secured from unauthorised entry by an electronically secured main door and electronically secured gate both of which were controlled by staff members.
The windows were fitted with restrictive opening devices.
- (c) There were three openable windows in the ‘Poppies room’ providing natural daylight and ventilation.
Two covered fluorescent ceiling lights were fitted in the ‘Poppies room’.
The sanitary area was ventilated by an openable window.
The environmental temperatures in ‘Poppies room’ was maintained between the required 18-22 degrees Celsius.
- (d) There is a system in place to manage repairs and maintenance in the service. Daily cleaning schedules were in place for ‘Poppies room’.
- (e) The sanitary facilities provided in ‘Poppies room’ include:
 - 1 toilet and 1 wash hand basin designated for children’s use.
 - 4 nappy changing units and 4 wash hand basins are located in the service overall.
This is adequate to meet the sanitary needs for ‘Poppies room’.
 - 1 toilet and 1 wash hand basin designated for the adult’s use.

Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

Requirement met:

The requirement has been met.

(1),(2)

Adequate clear floor space has been provided for the work, play and movement of the number of children proposing to attend the service as demonstrated below:

Room	Poppies	Clear floor space	25.3 m²
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