

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LK052
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Name of Service:	Sugradh Glenroe Ballyorgan
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Address of Service:	Ballyorgan National School Ballyorgan Kilfinane Co. Limerick
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Eircode:	V35Y046
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Name of Registered Provider:	Michael O'Sullivan
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Service type:	Part Time, Sessional
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Date of Inspection:	7 th May 2025
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No of pre-school children:	AM	15	PM	4
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate 2 nd floor Estuary House, Henry Street, Limerick.
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Inspection undertaken by:	J Ryan
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Title:	Early Years Inspector
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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

This part-time service is located in a rural setting and provides care to children aged between 2 and 6 years. It operates from Monday to Friday between 08.00 hours and 12.30 hours. A school age service is also provided in the afternoon. The service operates from a single storey building located in a now closed national school with two rooms in use. A safe secure outdoor space is available on site and facilities are available to prepare, store and reheat food in the kitchen.

Staffing

There are three adults on the staff roster who work with the pre-school children and additional staff work directly with the school aged children. The registered provider does not work on site in the service.

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 and safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9,11,15,19,24,25,26 and 28.

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 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 was a designated person in charge and a named person who was able to deputise as required.

(b) The designated person in charge and the deputy person in charge were available on the premises on the day of inspection.

(2) There were three staff employed in the service working directly with the children on the day. Three staff files were checked on the day of the inspection.

The person in charge had ensured that each employee working in the service was suitable and competent, as the following documents were available on file for all staff members.

(a) References from the person's past employers and in particular, the most recent employer.

(b) References from sources other than past employers in the case of a person who had no past employers.

(c) Vetting disclosures were received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of all staff. All Garda Vetting documentation was dated within the last three years as per the regulatory notice EYI-RN12.3 renewal of Garda vetting published by the Inspectorate in September 2023 and effective from 01 January 2024.

(4) The three staff working directly with the children had childcare qualifications ranging from level 5 to level 8 on the national qualifications framework.

Non-Compliance Information

(2)(d) International police vetting was not available on the day of the inspection for a staff member who had lived outside the jurisdiction for a period of longer than six consecutive months. It is acknowledged that the police vetting was forwarded to the Early Years Inspectorate on 20 May 2025.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

International garda vetting was applied for immediately after inspection, received and submitted to the inspectorate on 20/05/25.

The manager will now complete a staff checklist for all new recruits before they commence working in the preschool.

Supporting documentation submitted

A new staff checklist form will be completed for all new staff proposing to commence work in the service to ensure all the required documentation is available and reviewed before any staff member commences work in the service.

Summary Comment

The actions as documented by the person in charge meet the regulatory requirements of Regulation 9 (2)(d).

Part III – Management and Staff

Regulation 11 - Staffing levels

(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

(2) There were three staff working in the service caring for 15 preschool children, which is in compliance with the recommended adult to child ratios for the morning sessional service. Two staff remained in the service supervising four pre-school children for the part-time hours.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child's registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*

(i) written parental consent for appropriate medical treatment of the child in the event of an emergency.

Compliance Information

A sample of five records for pre-school children were examined, and the following information was detailed on each record.

(1)

(a) The name and date of birth of the child.

(d) The name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service.

(e) Authorisation for the collection of the child.

(f) Details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention.

(g) The name and telephone number of the child's registered medical practitioner.

(h) Record of immunisations, if any, received by the child.

(i) Written parental consent for appropriate medical treatment of the child in the event of an emergency.

Non-Compliance Information

(1) A sample of five records for pre-school children were examined, and the following information was detailed on each record.

(b) The date on which the child first attended the service.

(c) The date on which the child ceased to attend the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The start and end date have been hand written on all existing registration forms.

Registration forms have been amended to add child start and end dates.

Supporting documentation submitted

Photographs of current forms with handwritten start and end dates added.

A copy of the new amended registration forms.

Summary Comment

The actions as documented by the person in charge meet the regulatory requirements of Regulation 15.

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.

Compliance Information

(1)(a) BASIC NEEDS:

A healthy eating policy was available in the service. Each child had their own drinking bottle for water and fruit and sandwiches were observed to be available for snack. A documented and detailed healthy eating policy was available for the part-time service. Staff had completed food hygiene training, and there was a specific staff member designated for cooking and cleaning duties.

All children were toilet trained and were observed to toilet independently. Staff assisted children where required with hand washing before children had their snacks.

Children used the rest area in the room to relax and read books.

Staff were observed interacting well with the children, using soft tones of voice, using the child's name and getting down to their level and making eye contact.

Staff were observed to be actively involved in children's play where they initiated play and joined in the games when invited by the children.

Children played outdoors and were observed to enjoy games with staff, and there was a plentiful supply of play equipment available to them.

PHYSICAL AND MATERIAL ENVIRONMENT:

Both playrooms were well equipped with play materials and equipment. Children were observed to choose their preferred dress up outfits and dressed up to support imaginative and creative play. There was a plentiful supply of age-appropriate reading books to support children's interest in reading and looking at the pictures in the books.

A shop area was being developed in line with the emergent interests of the children. Pencils, crayons and paper were available to support mark making activities with the children.

The rooms had areas of interest developed, and all play equipment was stored at a low level, readily accessible to children. Facilities for outdoor play were available on site at the entrance to the service. There was a large grass area with a timber shelter, a selection of sensorial play materials and a large timber climbing frame. Picnic benches were located near the roofed area where children are sheltered from the sun.

The service had rest areas in both playrooms, consisting of couches and floor mats for children to use if they were tired or needed some quiet time away from the general play area. Sleep beds, pillows, blankets and bean bags were available for the older children to rest and relax on if required.

The outdoor area was located at the front and rear of the service and is fully enclosed and secure with fencing and gates.

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.

(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.

Compliance Information

(1) Each child attending the service was recorded on the attendance record with details of their time of entry and their time of exit.

(3)(a) The person in charge ensured that no persons other than the following can enter the premises without his or her entry being approved by an employee.

(i) A pre-school child attending the service.

(ii) A person dropping or collecting such a child.

(iii) An employee.

(iv) An unpaid worker.

(b) A daily record in writing was kept of adults who entered the facility in the visitors' book.

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) One staff member had updated training in first aid for children (FAR), and the certificate was valid until 31 October 2026.

(2)(a) There were suitably equipped first aid boxes available on the premises.

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

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.

Compliance Information

(1) (a) The fire drills were practiced monthly. The last recorded fire drill took place on 26 March 2025.

(b)The firefighting equipment was serviced on an annual basis, most recently on 12 February 2025, and a record was maintained of the number, type and maintenance of the firefighting equipment and the smoke alarms in the premises, which were serviced on 31 March 2025.

(4)A notice of the procedures to be followed in the event of a fire was displayed in the playroom.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

Adequate insurance was available to cover the number of children who attended.