

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LK078
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<b>Name of Service:</b>	Glin Montessori Preschool
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<b>Address of Service:</b>	Cahara Glin Co Limerick
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<b>Eircode:</b>	V94E2CK
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<b>Name of Registered Provider:</b>	Margaret O'Sullivan
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	3 <sup>rd</sup> June 2025
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<b>No of pre-school children:</b>	AM	26	PM	No.
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<b>Address of the Early Years Inspectorate:</b>	Tusla Early Years Inspectorate 2 <sup>nd</sup> floor Estuary House Henry Street Limerick
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<b>Inspection undertaken by:</b>	J Ryan
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<b>Title:</b>	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).

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

This private sessional service was established in 1996. It operates a sessional service from 09:15 – 12:15 hrs Monday – Friday for 38 weeks a year.

The service provides a montessori and play based curriculum. A maximum of 33 preschool children are allowed attend. A school aged service is not provided. The service is operated from a purpose-built facility attached to the registered providers domestic dwelling and the children have access to two pre-school rooms, sanitary accommodation and facilities for outside play.

### Staffing

Five staff work in the service each day which includes the registered provider. All staff have childcare qualifications and one of these staff is employed by an outside agency.

### 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 9,10,11,15,19,24,25,26, 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 deputy person in charge were available on the premises on the day of inspection as the registered provider was not present.
- (2) The registered provider had ensured that each employee working in the service was suitable and competent as the following documents were available on file for all 6 staff members and were reviewed on the day of the inspection.
- (a) References were available from the person's past employers and in particular the most recent employer.
- (b) References were available 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 was updated in the last 3 years.
- (d) International police vetting was available for a staff member who had lived outside of the jurisdiction for a period of longer than six consecutive months.
- (4) All staff had childcare qualifications ranging from level 5 to level 7 on the National Qualifications Framework

## Part III – Management and Staff

### Regulation 10 - Policies, procedures etc. of pre-school service

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

### Non-Compliance Information

The following written policies, procedures and statements as specified in Schedule 5 were not in place in the service.

1. Statement of purpose and function.
2. Policy on infection control.
3. Policy on Accidents and Incidents.
4. Policy on Authorisation to collect children.
5. Policy on Healthy Eating.

As the required policies, procedures and statements were not developed and available, it posed a potential risk that the care provided was not in line with quality care practices. The availability of the required policies and procedures standardise the services approach to best practice and ensure compliance with the regulations.

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

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

All policies and procedures have been updated and are on file in the service.

The service will ensure all policies and procedures are up to date and checked regularly.

#### **Supporting documentation submitted**

The following policies and statement were submitted.

- Statement of purpose and function.
- Policy on infection control.
- Policy on Accidents and Incidents.
- Policy on Authorisation to collect children.
- Policy on Healthy Eating.

### Summary Comment

The actions as stated by the registered provider meet the regulatory requirements of regulation 10.

## 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) At all times during the period of the inspection the person in charge ensured that an adequate number of staff were working directly with the children.

On the day of the inspection there were 4 staff working with and supervising 26 preschool children who were in attendance for the sessional service.

### 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

(1) A sample of 10 preschool children's records were inspected, and the required information was contained on each child's record from (1) (a) to (i).

### 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:*

- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

#### Non-Compliance Information

(1)(k) Details of any accident or incident were not available for review during inspection as the Accident and Incident book could not be located when it was requested to be reviewed by the inspector.

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

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

The accident & incident report book was in the service on the day of the inspection however a staff member had moved it and did not return it to its designated area.

All staff will ensure that the accident & incident report book is returned to its designated area following its use.

**Supporting documentation submitted**

Not required

**Summary Comment**

The actions as stated by the registered provider meet the regulatory requirements of regulation 16.

**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**

**(1)(a) BASIC NEEDS:**

The children brought their own packed lunches and drinking water was available throughout the session if a child needed a drink. The children sat together around the lunch tables and were given as much time as they needed to eat their food.

All of the children were toilet trained and toileted independently with assistance given to those who needed it.

Adults were observed to be interested in the children, listened to them and spoke to them using a soft tone of voice and positive language, engaging them in conversation and giving each child the opportunity to express themselves.

The children were supported and encouraged to behave appropriately for their age and stage of development through having simple rules to follow.

The adults modelled positive behaviour for the children and the children were praised for their good behaviour.

Documented curriculums were based on childrens emergent interests.

**PHYSICAL AND MATERIAL ENVIRONMENT:**

This sessional service was operated from two rooms in the registered providers purpose-built service in a rural setting.

The children had access to one pre-school room within the main building, the garage (to be used by the outdoor playgroup when weather is not suitable for children to be outside), sanitary accommodation areas and an outdoor play area. Rest/quiet areas were evident in both rooms of the service and were observed to be used by the children on the day of the inspection.

Defined interest areas were evident where children were allowed choose their own play materials. Sensory play materials were available to the children in the rooms and in the outdoor play area.

The outdoor play area was fenced and secured, and outdoor play area included a slide, a large playhouse, a tunnel, picnic benches, climbing ropes, a mud kitchen and two large planting boxes.

### 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-*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

#### Compliance Information

(1) Staff ensured that each pre-school child attending the service was checked in and out of the service in a timely manner on the attendance records for each room occupied by children.

#### Non-Compliance Information

(3)(b) A daily record in writing in the visitors book was not kept of adults who entered the premises other than parents or employees. This posed a potential risk to both adults and children in the service.

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

(3)(b) A visitors book has been put in place to log details of any visitors to the service. Staff will ensure the visitors book is on site at all times and signed where required.

#### Summary Comment

The actions as stated by the registered provider meet the regulatory requirements of regulation 24.

### 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) There were two staff who had training in First Aid Responder available at all times in the service.

(2) (a) The first aid box was safely stored in an easily accessible and conspicuous position in the hallway.

(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 in May 2025.
- (b) The firefighting equipment was serviced on an annual basis, most recently in September 2024, and a record was maintained of the number, type, and maintenance of the firefighting equipment. The fire and smoke alarm system were tested and serviced in September 2024.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in each room of the service.

## 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 in attendance.

## Part VIII - Notifications and Complaints

### Regulation 32 – Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies-*
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
  - (b) the manner in which such a complaint shall be dealt with, and*
  - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

## Non-Compliance Information

(1) The complaints policy was available however it did not document how the complainant will be kept informed and the process for the storage of complaint records and the timeframe for retention of these records.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

The complaints policy now documents that a complainant should contact the manager to discuss the complaint. If they feel the matter is unresolved, they should put it in writing and will receive a written acknowledgment within a week.

The complainant will be kept informed throughout the process in writing by the manager.

All written records will be kept in a locked filing cabinet and a copy of all relevant documents will be given to the complainant.

These records will be kept for a period of two years from the date the complaint was dealt with.

The complaints policy will be regularly checked and updated if needed.

### Supporting documentation submitted

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## Summary Comment

The actions as stated by the registered provider meet the regulatory requirements of regulation 32.