

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LM005
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<b>Name of Service:</b>	Breffni Childcare
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<b>Address of Service:</b>	Breffni Family Resource Centre, Breffni Crescent, Carrick-on-Shannon, Co. Leitrim
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<b>Eircode:</b>	N41 X9D6
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<b>Name of Registered Provider:</b>	Joanna Kellett
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	03/09/2025
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<b>No of pre-school children:</b>	AM	31	PM	27
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
<b>Inspection undertaken by:</b>	L Costello
<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

This full day care service is located in an urban setting in a residential area in Carrick on Shannon, Co. Leitrim. A service is provided to children aged between 0 and 6 years of age. The service is open from Monday to Friday between 8:00 and 18:00 hours. A school age service is also provided. The premises is located in a dedicated section of a single storey, detached, family resource centre and has three care-rooms and an enclosed courtyard outdoor play area.

### Staffing

On the day of inspection 9 adults were employed in the service. Seven adults worked directly with the preschool children including the person in charge. One staff member worked in the Kitchen.

### 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/ safety and facilities*. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 16, 19,23, 25 and 26. These 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.

### Additional Information

An immediate action notice was issued to the registered provider on the 3<sup>rd</sup> of September in relation to Regulation 23 safety. A response to this immediate action notice was received and accepted on the 3<sup>rd</sup> of September.

### Acknowledgments

The inspectors wish 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*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(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.*

*(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.*

*(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) (b)

There was a person in charge and a person available to deputise as required. Both adults were available throughout the duration of the inspection.

(c)

The service had a clear governance structure in place which was displayed on the service notice board. This included person in charge, deputy person, lead educators and childcare workers.

(2) (a) (b)

Following a review of previous inspection information, information available on inspection and discussion with the person in charge it was determined that one new staff member had been employed since the previous inspection.

One file was reviewed. In addition, Garda vetting for eight staff members whose disclosures were identified as due for renewal were requested for review.

Two written and validate reference were available in respect of the newly employed adult.

(c)

Garda vetting disclosures were available for all nine adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d)

International police vetting was not required in respect of the file reviewed.

(3)

The required vetting procedures had been completed prior to the adult having direct contact with preschool children.

(4)

One adult had attained a major award in Early childhood care and education at level 5 or above on the national framework of qualifications, or qualifications deemed by the Department of Children, Disability and Equality (DCDE) to meet the regulatory requirement.

### 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.*

#### Compliance Information

(1) There were six adults working directly with 31 children on the inspectors' unannounced arrival to the service.

(2) The minimum adult to child ratios were provided on the morning of the unannounced inspection in accordance with the required ratios considering the ages of the children and the length of time each child spent in the service as outlined below:

- Busy Bees: Two adults provided direct care to 11 children aged between two years to three years of age.
- Cheeky Monkeys: Three adults provided direct care to 15 children aged between three and four years of age.
- Preschool 2: One adult provided direct care to 6 children aged two years to four years of age.

At approximately 13:05 the following was observed:

- Busy Bees: Two adults provided direct care to 12 children aged between two years to three years of age.
- Cheeky Monkeys: Three adults provided direct care to 15 children aged between three and four years of age.
- Preschool 2: Closed.

### 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;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

*(2) A registered provider shall ensure that-*

- (a) all documents and records relating to references and Garda and police vetting obtained under Regulation 9(2) are retained for a period of 5 years from the date on which the person to whom the document or record relates commences working in the service, and*

*(b) a record referred to in subparagraph (h), (j) or (k) of paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service, or in the case of a preschool service in a drop-in centre or of a temporary pre-school service, for a period of 2 years from the date on which the child attends the service.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

### Compliance Information

(1) The following documents were reviewed and deemed to be compliant:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor, were reviewed and stored in the service office and displayed outside each care room.
- (b) Details of the class of service and the age profile of children for which the service is registered to provide was displayed on the service notice board.
- (c) The details of the adult: child ratios in the service were displayed on the service notice board.
- (d) The type of care or programme provided in the service was displayed on the service notice board and in each care room.
- (e) The facilities available were clearly displayed on the service notice board.
- (f) The opening hours and fees were displayed on the service notice board and door of the service.
- (g) The policies, procedures and statements the service is required to maintain in accordance with Regulation 10 were provided in a hard copy in the service.
- (d) The details of attendance by each pre-school child on a daily basis were recorded on an application.
- (e) The details of the staff roster on a daily basis was recorded.
- (d) A sample of medication records were reviewed. The records were found to be compliant with the relevant information including parental consent and staff signatures.
- (k) A sample review of accidents and incidents were reviewed and deemed to be compliant.

(2) (a) (b)

The person in charge is aware of the requirement to retain files for the duration set out in regulation.

(3)

These records were made available to the inspector on the day of inspection.

### 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

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

#### Compliance Information

(1) (a)(b)

The following was found on the day of inspection through direct observation, review of documents and discussion with staff members:

#### Basic Needs:

- Children's toileting and hygiene needs were attended to regularly throughout the day. Self-toileting was encouraged in the older children's rooms with cartoon picture stories of steps to take when toileting independently. Staff members remained in ear shot to support if required.
- Children's handwashing was supported and supervised by staff. This was observed prior to meals, after playing outside and after toileting in the older children's rooms.
- In the preschool rooms, snacks were provided from home in line with the service healthy eating policy. In the toddler room snacks and main meals were provided by the service with appropriate gaps between each meal.
- Children were encouraged to independently feed themselves and staff provided support when necessary.
- Clothes protectors were provided to the younger children at mealtimes and hands and faces were cleaned after meals to ensure the children were comfortable.
- Mealtimes were observed to be unhurried where the children had ample time to eat and enjoy their snacks and meals.
- The children had access to their water bottles throughout the day. Each water bottle was clearly labelled, and children were observed freely using their drink bottles.

### Supporting Relationships:

- Children were allocated roles and responsibilities throughout the day. This was observed in the cheeky monkeys room where children had certain 'jobs' such as handing out lunches and putting on their jackets and shoes for outdoor play. In Preschool 2, children were encouraged to put their lunches away, open and close bags, promoting independence and developing fine motor skills.
- Staff were observed to sit with children throughout the day and chat with them about their activities and or discuss the foods they were eating in all care rooms.
- At nappy changes, the staff members used this time for one-to-one conversation with the younger children, sharing laughs and jokes and singing songs.
- The staff members appeared to have a good knowledge of important family events for the children they were supporting. An example of this is in the 'cheeky monkeys' rooms where children were supported to make cards for upcoming birthdays.
- Staff members were observed to be kind and supportive in their actions, offering praise and encouragement in completing tasks and playing games in all care rooms.
- Where children were upset, staff members were quick to comfort children with hugs and affection.

### Physical and material environment:

- Rooms were adequately equipped with a variety of interests and resources suitable to the age and stage of the development of the preschool child.
- Care rooms were brightly coloured, creating a feeling of warmth and fun environment.
- Rooms were laid out into a variety of interest areas ensuring there was adequate space to move between areas freely.
- Resources in all rooms included home corners, construction areas, arts and crafts, tabletop activities, libraries, small world items, dolls, dress up and a variety of popular toys all appropriate to the age of the children in the rooms.
- The outdoor provided opportunities for gross motor skill development with a variety of ride on toys, climbing frames, mud kitchens and playhouses.

### Curriculum:

- Evidence of the long- and short-term planning was recorded on each rooms notice board.
- The children attending preschool had their first day pictures displayed on the walls of the care room.

- On discussion with staff, they were aware of the curriculum and plan for the weeks ahead.
- The inspector observed circle time where the preschool children were proud to demonstrate what songs they had learn in preschool.

### 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 main door was secure on the inspectors unannounced arrival to the service.
- All visitors to the service were signed in to the premises and approved entry by a member of staff.
- Cleaning equipment was stored out of the reach of preschool children.
- Risk assessments were completed daily prior to going outdoors to ensure the area was safe from harm.
- Windows were risk assessed with restrictors in place.
- All flexes and cables were secured to the wall.

##### Infection Control:

- The preschool children were observed to wash hands prior to meals and snacks and after messy play or using the toilet.
- Warm water, liquid soap and paper towels were available for safe hand hygiene.
- Tables were observed to be cleaned after snack time and after messy play.
- Toys appeared clean and well maintained with cleaning schedules displayed and up to date in the care rooms.

##### Administration of Medication:

- On discussion with adults in the service they had a clear understanding of the medication policy and protocols in place within the service.

##### Safe Sleep:

- Stackable floor beds were available for sleep for children over two years of age.

##### Fire Safety:

- Emergency fire doors remained clear from obstruction on the day of inspection.

- Fire assembly points were clearly displayed on the grounds of the service.

### Non-Compliance Information

#### General Safety:

1. A waste bin in the senior preschool was not the required foot pedal operated bin to prevent the risk of infection control.
2. An immediate action notice was issued on the 3<sup>rd</sup> of September due to an ineffective switch on an emergency door which resulted in access out to the car park. This was brought to the attention of the person in charge on the day of inspection. By close of business on the same day this issue had been reviewed by an electrician and rectified.

#### Infection Control:

3. Hand hygiene was not routinely completed for the younger children after nappy changing posing a risk of infection control. This is also in contradiction to the service policy on infection control.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

In a written response the registered provider stated:

1. A new foot pedal operated bin replaced the bin in the senior preschool room on the 4<sup>th</sup> of September. All rooms will be checked monthly to ensure bins are working correctly.
2. The emergency door switch was repaired by a certified electrician on the day of inspection (3<sup>rd</sup> September). Access to the car park is now secure, and the door is fully compliant with fire and safety regulations. Daily safety check of all emergency doors and exits will be carried out in the morning and afternoon by the Room Leader or designated staff and logged. Any issues identified will be reported immediately and rectified without delay.

#### Infection Control:

3. A memo was sent by email to all staff on 3<sup>rd</sup> September reminding them of their responsibility to follow the Infection Control Policy, specifically ensuring that younger children's hands are washed after every nappy change. A hand hygiene visual poster has been placed at nappy changing room.  
Implementation of the Infection Control Audit Sheet will be carried out daily for the next few weeks to closely monitor staff compliance with infection control procedures following the recent Tusla inspection. This measure ensures that corrective actions are embedded in practice, promotes consistency, and provides documented evidence that infection control standards are being maintained.

### Supporting documentation submitted

#### General Safety:

1. Photographic evidence submitted.
2. Video and certification submitted.

#### Infection Control:

4. Memo submitted.

### Summary Comment

The corrective and preventive actions submitted by the registered provider adequately address the non-compliance found on inspection. This regulation is now compliant.

## 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) The registered provider ensured that there was a person trained in first aid for children available to the preschool children during the operation of the service. Seven adults had in date certification of first aid for children.
- (2) (a) (b)  
Fully stocked first aid boxes were safely stored in each care room and available to preschool children as required.

## 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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (c) an authorised person.
- (3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation
- (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 registered provider ensured that emergency fire evacuation drills were completed on a monthly basis with the most recent evacuation drill completed on the 22<sup>nd</sup> of August 2025.

(b)

A list of all firefighting equipment was available with a maintenance date of the 19<sup>th</sup> of May 2025. Six monthly maintenance checks are completed for the smoke alarms with the most recent on the 3<sup>rd</sup> of May 2025.

(2) (c)

These records were made available to the authorised person on the day.

(3)

The person in charge is aware of the regulatory requirement to maintain these files for a period of five years.

(4)

Fire evacuation procedures were clearly displayed on the walls of all care rooms.