

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LM019				
<b>Name of Service:</b>	Gortletteragh Community Playgroup Ltd				
<b>Address of Service:</b>	Old School House, Gortletteragh, Mohill, Co. Leitrim				
<b>Eircode:</b>	N41 NY29				
<b>Name of Registered Provider:</b>	Sarah McGirl				
<b>Service type:</b>	Sessional				
<b>Date of Inspection:</b>	26/02/2026				
<b>No of pre-school children:</b>	<table border="1"> <tr> <td>AM</td> <td>11</td> <td>PM</td> <td>n/a</td> </tr> </table>	AM	11	PM	n/a
AM	11	PM	n/a		

<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 Early Year's Service provides a sessional service to children aged 3 to 5 years of age. This community service operates a morning session Monday to Friday. The service is located in the old school building on the grounds of the local primary school. There is one large playroom and an outdoor play area located to the rear of the premises. The service is situated in rural area of Gorletteragh, Mohill, Co. Leitrim.

### Staffing

Five adults are employed in the service. Four adults work directly with the preschool children, and one adult is employed to work with school age children. The registered provider does not work 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/ safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 10, 11, 15, 16, 21, 23, 24, 25, 27 and 28. 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.

### 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*
- (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.*

*(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 person in charge and a named person available to deputise as required.

(b)

The person in charge remained on site for the duration of the inspection.

(c)

Staff members were aware of their role and responsibilities, and a governance chart was displayed clearly identifying roles of accountability.

(2) (a) (b)

The records of all five adults employed in the service and the registered provider were reviewed.

Ten written and verified past employer references and two references from a reputable source in the absence of a past employer, were available in respect of all six adults employed in the service.

(c)

Garda vetting disclosures had been obtained for six 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 required for two of the adults employed who had lived outside the state for a period of longer than six consecutive months.

(4)

Six adults had attained major awards 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 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.*

#### Compliance Information

For this inspection, a sample of the required written policies, procedures and statements that are specified and required under schedule 5 of these regulations were reviewed. The following policies, procedures and statements were included as part of this inspection:

- (c) Policy on administration of medication.
- (j) Policy on accidents and incidents.
- (l) Policy on healthy eating.

Documentation reviewed evidenced that the above policies were available and in operation in the service.

### 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.*

*(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

#### Compliance Information

- (1) There were an adequate number of adults working directly with children attending the preschool service. There were three adults working directly with eleven children in the morning of the unannounced inspection.
- (3) The minimum ratio of adults to children ratio were provided on the day of the inspection in accordance with the required ratio considering the ages of the children and the length of time each child spent in the 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.*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

*(4) A registered provider shall ensure that a record in writing referred to in 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.*

#### Compliance Information

(1) (a-i)

Eleven records of the children attending the service were reviewed. The required information including the authorisation to collect the child, details of illness or special needs of the child, emergency contact and record of immunisations were fully completed for each child.

(3) (c)

The records in writing were available for inspection by the early year's inspector.

(4)

The person in charge confirmed that the records are retained for the required period as set out in the regulations.

### 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:*

*(h) details of attendance by each pre-school child 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-*

*(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.*

*(4) A record referred to in paragraph (1) shall be open to inspection on the premises by a parent or guardian of a child but only in respect of information concerning that child.*

### Compliance Information

(1) (h)

The service maintained adequate records of the children's daily attendance with times of arrival and departure recorded.

(j)

It was confirmed by the person in charge that no medication has been administered in the sessional service. The service has medication consent forms in place and template for medication administration records should they be required.

(k)

A sample review of twenty random accident and incident records were reviewed. All records had the required risk assessment completed and evidence of parents or guardians being confirmed of same.

(2) (b)

The person in charge is aware of the statutory requirement to retain these records for a period of two years.

(3)

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

(4)

These records were made available to the parent or guardian of the preschool child to whom the record relates as evidenced by the parents' signature.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The service provided a wide arrange of adequate and suitable furniture, play equipment and materials for the preschool children.

#### Care Room:

The care room is a large open plan room with high ceilings and large windows. It is decorated in soft tones of yellow and green providing a sense of calm. The children’s art work and posters add colour to the walls of the care room.

The care room is set up into various interest areas that are positioned to ensure ease of movement for the preschool children. Interest areas include construction areas with cars, tracks and building blocks. Home corners with kitchens, dining tables, food and crockery. Shops and hairdressers, dolls houses and dress up area. Sensory trays of sand and water, nature tables with leaves and twigs. An arts and crafts area are equipped with paint, markers, crayons and material. Low level shelving stocked with fine motor toys, magnets, puzzles, jigsaws and pegboards.

There is an ample amount of table and chairs that are height appropriate that provide a place for snacks and meals and tabletop activities. Tables can be moved easily providing a large space for songs and dancing.

#### Outdoor Area:

The outdoor area provides an alternative environment for the preschool child. Secured by a concrete wall providing an area of safety. This area has a ground surface of grass with concrete. Children were observed to take full advantage of the wet weather, dressed in their wet gear jumping in muddy puddles. The outdoor area has a variety of resources including playhouses, mud kitchens, basketballs and ride on toys.

### 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:

- All cleaning products in the care rooms were stored on high level shelving out of the reach of children.
- Materials and resources were maintained in a good state of repair.
- The kitchen was inaccessible to the preschool children.
- Leads and flexes were secure and inaccessible to the preschool children.
- The boundary of the premises was secured with high level fencing preventing children from exiting the premises unsupervised. The entry and exit routes from the building were secured with a bell system alerting staff to the arrival of parents or visitors.
- The equipment and materials in use on the day were well maintained and free from hazards. Records demonstrated that a risk assessment was carried out by staff prior to the use of the outdoor play area.

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##### Infection Control:

- The care room was observed to be visibly clean and freshly painted. Cleaning records of toys and materials were displayed and up to date.
- Tables were cleaned prior to snack times and after messy play.
- Warm water, liquid soap and paper towels were available for effective hand hygiene.
- Children were observed to wash hands prior to snack times and after using the toilet or messy play.

##### Administration of Medication:

- On discussion with the staff members, they were knowledgeable about the service medication policy. Medication consent forms were in place and administration record templates were available if the service required them.

##### Fire Safety:

- The emergency evacuation routes remained clear of obstruction on the day of inspection.
- Fire evacuation drills occur monthly and the learnings from each drill is recorded to ensure future safer evacuation times.

### Non-Compliance Information

#### General Safety:

1. A fluorescent ceiling light in the main care room did not have the required protective cover posing a risk of safety if shattered to the preschool child. It is acknowledged that the person in charge was aware of same and had been making efforts to secure protective coverings.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

In a written response the registered provider stated:

1. The lights with broken casings have been replaced. The remaining lights will be replaced in due course

#### Supporting documentation submitted

#### General Safety:

- Photographic evidence submitted.

### Summary Comment

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

## 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.*

*(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 service demonstrated that all children are checked in on arrival and checked out on departure. A record of these times is maintained in the service.
- (3) (a) (b)  
On the day of the inspection, the person in charge authorised entry of the inspector and recorded this visit in the visitors' book. The person in charge confirmed that all visitors and contractors to the premises must be approved by the person in charge.
- (4)  
The service has a visitors' book which provides a record of all people visiting the service and contact details for same.

## 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 service ensured that an adequate number of staff members were trained in first aid for children and available to the children throughout the operation of the service.
- (2) (a) (b)  
A first aid bag is fully stocked with adequate first aid resources. This bag is located in the care room easily accessible if required throughout the day.

## Part VI - Safety

### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

The children in the service were observed to be supervised at all times throughout the day. In the indoors three adults supervised 11 children. Staff members were observed to sit alongside children in group activities and participate in games if the children requested. Mealtimes were observed to be an enjoyable relaxed time, where children and adults sat together discussing plans for the weekend. The adults were mindful to promote independence in opening yoghurts or peeling fruit and assisted only when necessary.

Children's independence was promoted in toileting, where children were encouraged to use the bathroom adjacent to the main room independently, staff members discretely checked to ensure they were ok.

The outdoor area is carefully designed to ensure all play areas are in view, staff members positioned themselves to ensure that all children were supervised at all times while promoting risky play in climbing frames, jumping in muddy puddles and cycling bikes.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The service demonstrated adequate insurance with a certificate for 20 preschool children in a sessional service up until the 27 March 2026.