

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LS031		
<b>Name of Service:</b>	Tutor Time Preschool		
<b>Address of Service:</b>	Rahin, Ballylinan, Athy, Co. Laois		
<b>Eircode:</b>	R14 Y008		
<b>Name of Registered Provider:</b>	Beverley Kaye		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	03/03/2025		
<b>No of pre-school children:</b>	AM	14	PM N/A
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, Primary Care Centre, Church Avenue, Tullamore, Co. Offaly.		
<b>Inspection undertaken by:</b>	K. Murphy & R. Flynn		
<b>Title:</b>	Early Years Inspectors		
<b>Authority to Inspect</b>			
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.		

### Description of service

This Early Years' Service provides a sessional service operated by an independent provider. The age range of children enrolled in the service is 2 to 6 years of age. The service participates in the Early Childhood Care and Education (ECCE) scheme on a Monday to Friday basis.

The Early Years' Service operates from a single storey purpose-built premises rurally located on the outskirts of the village of Ballylinan, County Laois. The pre-school consists of one large pre-school room, an office/kitchenette. An outdoor play area is attached to the rear and side of the service. On site parking and set down facilities are available.

### Staffing

The registered provider and one other staff member were working directly with the children throughout the inspection.

### 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.

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 inspectors wish to acknowledge the co-operation of the registered provider, 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*

*(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)

The registered provider and a designated person in charge were available as required.

(b)

The registered provider was present throughout the inspection.

Two staff files including the registered provider were reviewed and the following was noted:

(2)(a)(b)

The required number of written validated references were available from either a past employer or a source other than a previous employer in respect of the files reviewed.

- (c)  
A Garda Vetting disclosure was available in respect of the files reviewed. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (d)  
Police vetting was not required as no staff member had lived outside the state for a period of longer than six consecutive months.
- (4)  
Staff members working directly with children attending the service and held a major award in Early Childhood Care and Education at Levels 5 - 8 on the National Framework of Qualifications.

## 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)

The minimum ratio of adults to children was maintained during the inspection.

(3)

There were fourteen children attending the service supervised directly by two adults.

## 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)

In a sample review of twelve child enrolment records information relating to (a)(b)(c)(d)(e)(f)(g)(h) and (i) was available in respect of the records reviewed.

## 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;*
- (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.*

### Compliance Information

(1)

The service kept and maintained written records of information in relation to the service in accordance with Regulation 16 (1) (a)(b)(c)(d)(e)(f)(h)(i)(j) and (k).

### 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)

The children were supported to be self-caring, suitable to their age and stage of development. Parents and guardians provide the mid-morning snack which consisted of a selection of filled sandwiches, wraps, rolls and cracker breads. A selection of fruit and dairy products were noted in the lunchboxes and each child drank water from their own water bottle. Conversations and interactions between children and staff were observed during snack time.

Children used the toilet independently and regular hand washing was observed.

The children were encouraged to be independent, and their choices were supported. Staff were observed to offer support and praise to each child for their involvement in activities. The service uses an educator tool in the format of an electronic storybook as part of their partnership with parents and guardians to provide regular updates for each individual child.

The electronic storybook presents children learning and development through learning stories, videos and pictures. Learning goals and a plan for learning are included. A verbal handover on the child's day was provided to the parents and guardians as each child was handed over by the registered provider to the parent or guardian at collection time.

The staff were familiar with each child and their personality. Staff members were observed to be positive towards children evidenced by individual names used, eye contact and praise for children on completion of activities. Good teamwork between the staff members was observed during the inspection. The pre-school room was laid out with areas of interest that incorporated real life play items and materials to stimulate each area of the child's development. Low level tables, chairs and low-level shelving with equipment were available to all children. Play equipment and materials were accessible to children and individual preferences were accommodated as to what and how long children wish to engage with specific chosen activities. A range of developmentally appropriate, challenging, creative and enriching experiences were available for all children. Materials included paint, play dough, dolls, dolls houses, buggies, puzzles, blocks, trucks, animals and fine motor skill toys including pegboards, jigsaws and shape sorters. Children's artwork was noted and paper, crayons, paint and a variety of open-ended art

materials were in plentiful supply. The children had clothing and footwear in the service to enable them to spend time outdoors in all weathers. The children enjoyed free play and organised games in the outdoor play area during the inspection.

### 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.*

*(4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.*

#### Compliance Information

(1)(a)

Suitable and adequate play and work equipment were provided indoors and outdoors which included toys and equipment for construction, sensory, tabletop activities, arts and crafts and home corners.

(b)

Soft furnishings in the pre-school room supported rest and relaxation for the children in attendance.

(4)

An outdoor play area with an all-weather absorbent surface area was attached to the rear of the service. The outdoor area could be accessed directly from the pre-school room. This area was equipped with a large plastic playhouse, an outdoor play kitchen area, a balance beam, a crawl tunnel and a selection of low-level plastic slide units. A small section of the outdoor play area was designated for nature with a wall mounted bug hotel and planters for the sowing of seeds and seasonal flowers. A large storage unit with an artificial grass surface area

provided both a sheltered area to facilitate all weather play space and a storage facility for bikes and trikes for use by children.

## 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 service met the necessary safety requirements in respect of the indoor environment, toys, equipment and the safe storage of cleaning agents. A new thumb turn mechanism was installed on the main front door to provide security of access to the service.

##### **Infection Control:**

The premises were visually clean. All toys and materials were easily cleanable. Paper hand towel, an electric hand dryer and liquid soap were available in the sanitary accommodation. Children were observed to wash their hands before snacks and after using the toilet. Foot operated pedal bins were available in the sanitary accommodation and pre-school rooms for the hygienic disposal of waste.

##### **Administration of Medication:**

Temperature reducing medication was available in the service if a child presented with a high temperature. Appropriate documentation was in place to record the administration of medicine should it be required by a child in attendance.

##### **Fire Safety:**

Emergency exit routes were identifiable in the pre-school room and were unobstructed. A fire assembly point was noted to the rear of the premises.

## 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 was qualified in First Aid response (FAR) and available on the premises during the hours of operation.

(2)(a)

A first aid cabinet and supplementary first aid bag was available in an accessible and conspicuous location in the premises.

(b)

A first aid bag was accessible to adults caring for children in the pre-school 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 firefighting 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)

A written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 21 January 2025.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. The firefighting equipment in the premises were serviced in January 2025. The smoke alarms in the premises were serviced in March 2025.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in the premises.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

There was evidence of current insurance cover for the number of children attending the service. The expiry date noted was 27 March 2025.