

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015MH096
--------------------------	-------------

Name of Service:	The Kilberry School of Montessori
-------------------------	-----------------------------------

Address of Service:	Kilberry, Navan, Co. Meath
----------------------------	----------------------------

Eircode:	C15 W440
-----------------	----------

Name of Registered Provider:	Linda Carroll
-------------------------------------	---------------

Service type:	Sessional
----------------------	-----------

Date(s) of Inspection:	13/06/2025
-------------------------------	------------

No of pre-school children:	AM	30	PM	n/a
-----------------------------------	----	----	----	-----

Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate Meath Child & Parent Support Hub, Commons Road, Navan, Co. Meath
Inspection undertaken by:	AM Cunningham
Title:	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).

Conditions if applicable	Not Applicable.
---------------------------------	-----------------

Description of service

The Kilberry School of Montessori was established in 2007. The service provides a sessional service to children from 2 to 6 years and participates in the Early Childhood Care and Education Programme (ECCE). The sessional service operates from 08:45 to 12:00 hours. The service is purpose built with 3 care rooms and sanitary facilities. The ECCE programme was in operation in all care rooms. The rooms were as follows:

Downstairs:

The **Cheeky Monkeys** which catered for children from 3 to 5 years.

The **Chirpy Chicks** accommodated children from 3 to 5 years.

Upstairs:

The **Busy Bees** facilitated the care of children from 4 to 5 years.

An outdoor area is located to the rear of the building.

Staffing

The registered providers employ 5 staff members. On the day of inspection, the registered provider was present with 5 staff members.

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 inspector wishes to acknowledge the cooperation 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, 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.

(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme."

Compliance Information

(1) (a) The service had a designated person in charge and a named person to deputise as required.

(b) A designated person in charge was on the premises when the inspectors arrived unannounced to carry out the inspection.

(2) (a)(b) Twelve validated written references were available either from a past employer or from a reputable source.

(c) Garda vetting disclosures had been obtained for all staff. The service adhered to the re-vetting timeframes for three staff members as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.

(4) All childcare staff members had a major award in Early Childhood Care and Education at Level 5 and above on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

(6A) Two staff members were employed under the access and inclusion model.

Non-Compliance Information

(d) Police vetting was not available for two staff members who had resided outside the jurisdiction for a period of more than 6 consecutive months as an adult.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

Staff member 1: The registered provider and staff member has started the process of seeking police vetting, it is historical vetting and are seeking advice regarding same.

Staff member 2: The registered provider and staff member have begun the application process of seeking police vetting, making it in person through the Embassy.

Preventive Action

Prior to employment in the future all clearances will be in place.

The recruitment policy of the school has been amended to ensure this is adhered to.

Supporting documentation submitted

Evidence of seeking police vetting submitted and a copy of the updated recruitment policy to reflect that police vetting will be sought prior to employment.

Summary Comment

The registered provider has given assurances that police vetting for both staff members are being sought with evidence submitted. Regulation 9 remains outstanding as police vetting has not been received by the Early Years Inspectorate to date. The registered provider is required to submit evidence that police vetting has been obtained for 2 staff members.

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) On the day of inspection there were an adequate number of adults working directly with the children attending the pre-school service.
- (3) The adult/child ratio was correct.
- **Chirpy Chicks Room:** had 2 staff members (1 Staff member provided AIM support) with 9 children ranging in age from 3 years to 5 years.
 - **Cheeky Monkeys Room:** had 1 staff member with 10 children ranging in age from 3 years to 5 years.
 - **Busy Bees Room:** had 2 staff members with 11 children ranging in age from 4 years to 5 years.

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*

Compliance Information

Basic Care Needs of the Children:

A healthy nutritious snack in line with the healthy eating policy of the service was provided for the children attending the service by their parents. The children were supported to be self-caring, suitable to the age and stage of development, including hand washing, toileting and caring for their belongings. Snack time was a very social event with animated conversations and discussions. Staff encouraged children to be independent and to develop self-care skills at every opportunity.

Supporting Relationships Around the Children:

Interactions observed during the inspection were consistently positive and caring. The registered provider and staff enabled children to engage in their preferred play activities and worked alongside offering encouragements, support and praise. Conversations with the children were delivered using warm vocal tones, welcoming facial expressions and a listening and reflective approach. Children in turn showed confidence and responded positively to the guidance and directions given to them. Children were helped to develop good social skills in their engagement with each other. They learned how to behave within a group, how to take turns, to listen, wait, to share and to be mindful of those around them. The guideline rules that children were asked to adhere to were kept minimal and simple and adults used clear language when reminding children about these. There was a predictable general routine within the session with transitions being announced in advance (e.g. tidy up time, tabletop activities, movement exercises). Children were observed happily practising for the graduation this evening. Children had proudly completed father's day cards and gifts.

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.³

Compliance Information

The three care rooms were developed with well-defined areas of interest and montessori equipment. Low level shelving was available which supports children's independent choices, facilitating children to find materials with ease and put away their equipment during clean up time. The rooms were bright and airy with children's artwork displayed. The outdoor area available was well resourced and surfaced with hard surface and grass and provided space for movement and gross motor development., a covered area was available for children to play in, in all-weather types. The outdoor area included swings, sand table, mud kitchen, pebble tray, construction area, blackboards, climbing frame and seat benches.

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 internal and external doors were secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the service.
- Cleaning agents were stored safely out of reach of children.
- Both outdoor play areas were enclosed and free of hazards.
- The furniture, toys and play equipment appeared in good condition. Daily indoor risk assessments were carried out in each care room where identified faults or damages were recorded and reported to management.

Infection Control:

- Cleaning and disinfection schedules were on display and up to date throughout the service. The premises, furniture and equipment were in clean and hygienic conditions.
- Thermostatically controlled running warm water, liquid soap and paper towels were provided at the wash hand basins in the sanitary accommodation of the service.
- The adults and children were observed to wash their hands at appropriate times such as before meals, following outdoor play or following toileting and nappy changing.
- Perishable foods brought from home were appropriately stored in refrigerators.

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.

Compliance Information

(1)A record was kept of each child's time of arrival and departure on a daily basis by the staff members.

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 provided evidence that a person had up to date First Aid Responders course and was available at all times to the children attending the pre-school service.
- (2)(a) and (b) A suitably equipped first aid box was available and safely stored in the premises

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) A record was maintained of all fire drills which had been completed in the service. Fire drills were carried out monthly. The last fire drill was carried out in May 2025.
- (b) A record was kept of the number, type and maintenance of the fire extinguishers serviced January 2025 and smoke alarms 10th March 2025 in the premises.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the premises.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider had a valid insurance certificate for 34 preschool children with an expiry date of 27th March 2026.