

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015MH153
--------------------------	-------------

Name of Service:	Pugwash Bay Ltd
-------------------------	-----------------

Address of Service:	Mornington Manor, Mornington, Drogheda, Co. Meath
----------------------------	---

Eircode:	A92 A076
-----------------	----------

Name of Registered Provider:	James Moore
-------------------------------------	-------------

Service type:	Full Day, Part Time, Sessional
----------------------	--------------------------------

Date(s) of Inspection:	10/02/2026
-------------------------------	------------

No of pre-school children:	AM	57	PM	50
-----------------------------------	----	----	----	----

Address of the Early Years Inspectorate:	Early Years Inspectorate 180-189 Lakeshore Drive Swords Co Dublin
Inspection undertaken by:	M. McDonnell, S. McKenna
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
---------------------------------	----------------

Early Years Inspectorate Regulatory Report

Pre School

Description of service

Pugwash Bay, based in Mornington Co. Louth is one of several services operated by the registered provider. The service operates from a single storey unit with four care rooms, a separate cot room, a kitchen and sanitary facilities. The service is registered to provide full day, part time and sessional care to children aged 0-6 years old from 7.45am to 6.00pm. The service provides Early Childhood Care and Education (ECCE). There is access to an outdoor area on the premises. There is a registered school age care service which is not currently operational.

Staffing

The registered provider does not work in the service. The registered provider employs 20 staff members. There are three area managers associated with the service. On site there is a person in charge who works in a supernumerary capacity, 14 staff members who work directly with the children, a cook and a cleaner. There are two students who has been provided with work experience opportunities.

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.

Early Years Inspectorate Regulatory Report

Pre School

The inspection focused on an examination of compliance under Regulation 9 Management & Recruitment, Regulation 11 Staffing Levels, Regulation 15 Records of a Preschool Child, Regulation 23 Safeguarding health, safety and welfare of child, Regulation 27 Supervision, Regulation 29 Premises and Regulation 31 Notification of Incidents.

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 cooperation of the area manager, deputy person in charge, staff and children who were present on the day of the inspection.

Early Years Inspectorate Regulatory Report

Pre School

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 designated person in charge of the service, and a there was a named person to deputise in their absence.
- (b) Following discussion with the person in charge, and review of the staff roster it was confirmed that when the preschool service was in operation the designated person in charge or the named person in charge were on the premises.
- (c) On discussion with staff members, there was a clearly defined person in charge and deputy person in charge to ensure lines of accountability.
- (2) The inspector reviewed the recruitment files of the one new staff member and a new student employed since the last inspection.

Early Years Inspectorate Regulatory Report

Pre School

- (a)(b) A total of four written and validated references were available for the staff member and the student.
- (c) A Garda vetting disclosure was available for the new staff member and student. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years as there was a Garda vetting disclosure, dated within the last three years, available for previous staff members.
- (d) International police vetting was not required for the student and was available for the new staff member.
- (4) The new staff member, employed to work directly with the pre-school children in the service, held a major award in Early Childhood Care and Education at Level 5 - 8 on the National Framework of Qualifications deemed by the Minister to be equivalent.

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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

Compliance Information

- (1) On the day of inspection there was an adequate number of adults working directly with the children attending the pre-school service.
- (2) On the inspector's unannounced arrival, the adult child ratio was observed to be correct and remained so throughout the inspection. The following adult-to-child ratios were observed:
- In Turtles there were 3 staff members, 1 student and 12 children aged between 1 year 1 month old to 1 year 10 months old and all attended on a part time or full day care basis.

Early Years Inspectorate Regulatory Report

Pre School

- In Sharks there were 3 staff members and 20 children aged between 3 years 7 months old to 4 years 11 months old attending on a sessional basis. Following the sessional hours 2 staff members cared for 13 children attending on a part time or full day care basis.
- In Penguins there were 3 staff members and 14 children aged between 3 years to 4 years old and all attended on a part time or full day care basis. Following the sessional hours 2 staff member cared for 13 children attending on a part time or full day care basis.
- In Starfish there were 3 staff members and 11 children aged between 2 years old to 2 years 3 months old all attending on a part time or full day care basis.

(8) A review of the staff roster, sign in sheets and discussions with staff, demonstrated there were two adults present on the premises at all times.

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.*

Early Years Inspectorate Regulatory Report

Pre School

Compliance Information

(1) The registered provider ensured that a record in writing was kept in respect of each pre-school child attending the service. A total sample of 12 child record forms were reviewed, to include children in attendance across all care rooms, and included the required information as detailed at (1) (a) to (i) above.

(3) The records, as detailed above, were available to review on site in a secure location in the service.

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:

- Following the previous inspection the preventive actions in relation to hot water had been maintained. The water in the Turtles room was maintained at 43°C or below. The temperature of the water in the Penguin and Starfish sanitary facilities supported effective handwashing.
- Blind cords were secured.
- The highchairs available in the Turtle room were in good condition and fitted with appropriate harnesses.

Infection Control:

- Children's soothers were stored in individually stored containers and staff were aware of cleaning procedures.
- There was a mouthed toy box in the Turtles room. Staff members were aware of the need to remove toys from play and effective cleaning procedures to reduce cross contamination.
- Children's hands were washed following indoor and outdoor play and prior to eating lunch and snacks.
- Nappy changing procedures were observed to follow the service's nappy changing policy and included the use of gloves and the handwashing of children and staff.
- Children's lunches, which contained perishable items were stored in the fridge and removed when children ate.
- Individual bedding was available for each child and staff discussed the cleaning procedure used for the shared cots.

Early Years Inspectorate Regulatory Report

Pre School

Administration of Medication:

- Staff members discussed the procedure for the administration of emergency medication. A thermometer and labelled medication were available in a secure location in each room.

Safe Sleep:

- Children under 2 years old were provided with a cot for sleep.
- Staff members recorded the 10-minute sleep checks for all sleeping children and were aware of monitoring a child's breathing, position and colour during sleep.
- A thermometer was available in the care room and cot room to monitor the temperature whilst children slept. Staff were aware of procedures required should the temperature exceed 22°C whilst children slept.
- Children in the Starfish room, all of whom were aged 2 years and over slept on sleep mats after dinner within their care room.

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 inspectors observed consistent supervision of all children throughout the inspection. In the Turtle room children were provided with the opportunity for free play activities. This included sensory play also play with water, climbing on the soft play activity equipment and looking at books. The staff members engaged with the children's play at this time and also allowed children to play independently. It was evident from observations that staff members were aware of the children's play if not being directly supervised. For example, children were enjoying the shallow water play and the staff member playing with children and the balls positively commented on the children's play. In the Shark room children were facilitated with independent activities of their choice. For example, after outdoor play most children sat and listened to a story brought in by their peer. Some children chose to complete other activities at this time. During the inspection the children in the Penguin and Starfish rooms were adequately supervised by staff, during free play times, planned tabletop creative times, also meal and sleep times.

Children from the Sharks, Penguin and Starfish rooms were directly supervised from their rooms to the sanitary facilities. In the Turtle room one child at a time was taken to have their nappy changed which supported effective supervision.

Early Years Inspectorate Regulatory Report

Pre School

The outdoor area contained climbing activities alongside scooters, bikes and outdoor kitchens. Staff positioned themselves throughout the area to provide support and supervision to the children during outdoor play.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*
- (e) equipped with adequate and suitable sanitary facilities.*

Compliance Information

- (b) The service had a secure entrance to the service with a buzzer system in place. This prevented any unauthorised access to the service and exit from the service by children.
- (c) Heating was observed to be appropriate throughout the service. Lights were appropriately covered, and blinds were available to dim lighting as required.
- (e) The service was equipped with adequate sanitary facilities for children. There was a toilet, nappy changing facility and two handwash basins in the Turtle room. The children from the Shark room had access to two toilets and two hand washbasins in the hallway across from their room. Children from the Penguins and Starfish room shared the sanitary facilities in the hall by their rooms. This comprised two toilets, a nappy changing unit and three handwash basins. This is sufficient for the maximum number of children the service is registered for.

Non-Compliance Information

- (e) The service did not have sufficient sanitary accommodation for staff members. On the day of inspection there were 15 staff members attending and there was one toilet available for staff. One toilet and one handwash basin is required for every eight adults.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (e) The registered provider submitted evidence that the sanitary facilities, with partitions, had been installed. As a preventive action they stated that they will ensure that adequate sanitary facilities are maintained in line with health and safety regulatory requirements and the service maintenance plan will include regular review of sanitary accommodation to ensure facilities remain adequate and fully operational. Any future changes in staffing numbers or service capacity will include a review of sanitary provision to ensure compliance with the required ratio.

Early Years Inspectorate Regulatory Report

Pre School

Supporting documentation submitted

Photograph of completed works.

Summary Comment

The actions and evidence submitted by the registered provider, in their corrective and preventive action plan, has addressed the non-compliance identified on inspection.

Part VIII - Notifications and Complaints

Regulation 31 - Notification of incidents

A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:

(d) a serious injury to a pre-school child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise;

Compliance Information

(d) The service submitted notifications, within the required timeframe, concerning children who required medical attention.