

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2015MO042

Name of Service Footsteps Preschool

Address of Service: Scoil Naomh Phadraig, Knockroon, Headford, Co. Galway. H91 Y3Y4.

Email Address: sinead.footsteps26@gmail.com

Name of Registered Provider: Edel Hyland.

Type of Proposed Service:	Full Day Care		Part-Time		Sessional	ü
	Drop-In		Childminding		Temporary	

Proposed change: Change from existing playroom to a new playroom on the same premises.

Proposed Number of Children: 22

Recommended Change Following Inspection: Approved change of playroom to a new playroom on the same premises.

Registered change: Change in room within same premises

Date of Inspection: 2 1 0 8 2 0 2 5

Inspection undertaken by: S. Meehan.

Title: Early Years Inspector.

Tusla Early Years Inspectorate Address: Tusla – Child and Family Agency, Early Years Inspectorate, Quality Assurance Directorate, Clinical & Administration Building, Block A - (1st Floor- Green Corridor), Merlin Park, Galway.

Rationale for Inspection:
Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status: Registered Sessional Service for 22 Children

Date of Registration 29th August 2025

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	<p>The proposed sessional preschool will operate out of the local national school in Knockroon, near Headford in county Galway. This proposed preschool aims to offer an Early Childhood Care and Education (ECCE) and sessional pre-school care programmes. The service intends to operate between 9 am to 12 pm from Monday to Friday, for children aged between two years and six years of age. The service proposes to cater for a maximum number of 22 pre-school children at any one time.</p>
Premises	<p>There is a large playroom, sanitary facilities and access to a staff room. It is proposed that the pre-school children will have access to a secure outdoor play area to the front and side of the preschool, for children’s play activities, fresh air and exploration.</p>
Staffing	<p>The proposed registered provider will not work daily in the service and has appointed a proposed person in charge and a deputy. The proposed person in charge holds a minimum major award in Early Childhood Care and Education higher than a Level 5 on the National Qualifications Framework, or a qualification deemed by the Minister to be equivalent. It is proposed that all staff employed to work with children will require the same qualification.</p>
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. The Inspectorate reserves the right to edit responses received for reasons including clarity; completeness; and compliance with</p>

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	administrative and legal processes. The contents of the report are compiled by the inspectorate body.
Additional Information	The service was found to be operating the change prior to approval from the Registration Office.
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider and the person in charge, 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.

Requirement met:

(1)(a) The requirement has been met, as the proposed registered provider has ensured that the service will have a named designated person in charge and a named deputy who can deputise as required.

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.

Requirement met:

(1) It is proposed that the minimum ratio of adults to children will be maintained which will be reflected in the staff roster. A documented staff roster was available.

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.

(2) A registered provider—

(b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

(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.

Requirement met:

(1) (a) Adequate and suitable facilities will be offered for play in the playroom and in the outdoor play areas of the service.

The proposed playroom is laid out with defined interest areas. The proposed registered provider intends to develop these interest areas further depending on the child's interests and emerging needs.

The registered provider advised that play equipment and materials that were specific to the preschool children attending the playroom would be freely available and accessible to these children. Additional equipment and materials will be rotated on a thematic basis.

The proposed playroom environment supported each child's learning, development and wellbeing:

- The indoor playroom was comfortable, clean, visually pleasing, inviting and laid out to accommodate the needs of the children and adult staff members in the service.
- The playroom had various interest areas. Equipment, toys and materials were at children's level for them to be fully accessible to the children, visually and physically.

(b) Adequate facilities for rest were provided as the proposed playroom has a soft seating area with a couch and matting to allow children to rest and relax when required during the operation of the sessional service.

(2)(b) The registered provider had documentary evidence of risk assessment and ensured that the proposed designated outdoor play areas. The outdoor play areas were maintained, suitable, safe and secure.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	<p>The surface area had a concrete, tarmac, grass surface and is surrounded by fencing.</p> <p>There was an adequate amount of defined interest areas with a sheltered area in the outdoor play area for bad weather.</p> <p>(4) The registered provider advised that all preschool children attending the service will play outside daily.</p> <p>It is proposed there will be a designated outdoor storage area for toys and equipment.</p>
--	---

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Requirement met:	<p>The service has a healthy eating policy in place. A fridge is available for children attending on a sessional basis for the storage of perishable items. Water is proposed to be available in the playroom and during outdoor play.</p> <p>The snacks will be supplied by parents and the service proposes to provide a snack in the event of a child forgetting their snack or lunch.</p>
-------------------------	---

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.

Requirement met:	<p>General Safety</p> <ul style="list-style-type: none"> • There was a key lock access system into the main entrance front door. • The staff only areas, kitchen, storage areas and adult sanitary areas, were secure and thereby inaccessible to a pre-school child. • The external play area was secure so that children could not leave the area unsupervised and unauthorised persons could not enter the area. • Fire doors throughout the building were unobstructed. • All cleaning agents were stored inaccessible to the children.
-------------------------	---

- A system was in place to ensure that daily records of attendance were kept for all the children that will be attending the pre-school.
- Leads, cables and flexes were wall mounted and/or secured to prevent any trips or strangulation hazard.
- The heating system was thermostatically controlled, to ensure the temperature was maintained between 18°C and 22°C.
- Thermostatically controlled warm water not exceeding 43°C to facilitate hand washing without risk of scalding the children was available to facilitate hygienic hand washing.
- Heavy equipment and furnishings were anchored appropriately.
- The windows in the playrooms on the ground and first floor were fitted with safety systems.
- There were records of a pest control system in operation and monitored regularly.
- All toys and play equipment were observed to be safe and in good condition.
- There was a documented risk assessment system for the indoor and outdoor play areas. The service had a risk assessment system for checking that toys and equipment were not broken, in a clean condition and maintained in a good state of repair.
- There were no pits or ponds in the outdoor area to cause any risk of danger to the proposed pre-school children.
- Documented evidence that the oil heating system is serviced on a yearly basis was available.

Infection Control

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.
- A nappy changing area was available on the ground floor.
- The toys and play equipment were maintained in a clean and hygienic condition.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	<ul style="list-style-type: none"> • The registered provider advised that the outdoor play equipment would be cleaned prior to and after a child's use, with documented records maintained. • A fridge was provided for the storage of perishable foods. • The playroom was observed to be kept adequately ventilated with a total of eight openable windows. • The passive ventilation covers in the sanitary areas were kept in a clean condition. • The registered provider had a cleaning schedule template and cleaning records for the materials, equipment and furnishings.
--	---

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.*

Requirement met:

- (1) The person in charge and another staff member had evidence of current in date first aid responder for children qualification.
- (2)
 - (a) A suitably fully equipped first aid box was readily available and was stored in an easily accessible position in the service.
 - (b) The first aid box was available for preschool children in the playroom.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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.

Requirement met:	<p>(1)(a) Arrangements were in place to record fire drills monthly.</p> <p>(b) A record of the number, type and maintenance record of firefighting equipment in the service was on file.</p> <p>The firefighting equipment was professionally serviced in August 2025. The smoke fire detection system was professionally checked in August 2025.</p> <p>(4) A notice of the procedures to be followed in the event of a fire was displayed in the service entrance and in the playroom.</p>
-------------------------	--

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:	An insurance certificate was available for 22 children in the proposed sessional service valid until the 27 March 2026.
-------------------------	---

Part VII – Premises and Space Requirements

Regulation 29 – Premises

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

- (a) of sound and stable structure,
- (b) safe and secure,
- (c) kept adequately lit, heated and ventilated,
- (d) cleaned, maintained and repaired, as required, and
- (e) equipped with adequate and suitable sanitary facilities.

Requirement met:	<p>(a)</p> <ul style="list-style-type: none"> – From a visual inspection the service appeared to be sound and stable structure.
-------------------------	--

- (b)
- The indoor and outdoor play area were safe and secure.
 - The main door was secured into the service.
 - Restrictive access devices were fitted on the playroom windows.
- (c)
- There is natural light throughout the building and openable windows.
 - There were artificial shatterproof covered ceiling lights in the playroom, corridor and sanitary areas.
 - The oil heating was thermostatically controlled to ensure the playroom temperature remains within the recommended temperature of between 18°C and 22°C.
 - Documentary evidence indicated that the heating system was serviced annually.
- (d)
- In the playroom, play and work equipment was new, clean and in a good state of repair.
 - Cleaning products were safely stored in an inaccessible area away from the playroom.
 - There was a proposed cleaning schedule and cleaning checklist for the playroom, sanitary areas and outdoor areas.
 - The service was maintained in a clean and hygienic condition.
- (e)
- Adequate and suitable sanitary facilities were provided.
 - There are two designated toilets with three wash hand basins in the sanitary areas. There was also a designated nappy changing area with a wash hand basin and an adult toilet with a wash hand basin.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*
- (3) *Where a registered provider contemporaneously provides—*
(a) a sessional pre-school service, and

Requirement met:

(1), (2), (3) The requirement has been met as adequate floor space is available for a maximum of 22 preschool children.

Playroom: Children aged 2-6 years of age - measured 99 meters squared, which allows a maximum of 22 preschool children on a sessional basis based on a minimum of 1.818 square meters of clear floor space.