

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



<b>Tusla I.D:</b>	TU2015MO059							
<b>Name of Service</b>	Kilkelly Footsteps Childcare Co. CLG							
<b>Address of Service:</b>	Upper Main Street, Kilkelly, Co. Mayo, F35 YR63							
<b>Email Address:</b>	anneglavey@yahoo.ie							
<b>Name of Registered Provider:</b>	Anne Glavey							
<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	<input checked="" type="checkbox"/>	<b>Part-Time</b>	<input checked="" type="checkbox"/>	<b>Sessional</b>	<input checked="" type="checkbox"/>		
	<b>Drop-In</b>	<input type="checkbox"/>	<b>Childminding</b>	<input type="checkbox"/>	<b>Temporary</b>	<input type="checkbox"/>		
<b>Proposed change:</b>	Change in number of children from 34 to 45. Addition of a session. Change of number in staff employed from 4 to 8.							
<b>Proposed Number of Children:</b>	45 Children							
<b>Recommended Change Following Inspection:</b>	Change in number of children from to 45. Addition of a session. Change of number in staff employed to 8.							
<b>Registered change:</b>	Change in number of children from 34 to 45 children by adding additional session Change in number of staff from 4 to 8 staff							
<b>Date of Inspection:</b>	1	3	0	5	2	0	2	5
<b>Inspection undertaken by:</b>	M. Farrell							
<b>Title:</b>	Early Years Inspector							
<b>Tusla Early Years Inspectorate Address:</b>	Early Years Inspectorate, TUSLA, Child and Family Agency, 2nd Floor, St. Mary's HQ., Castlebar, Co. Mayo.							

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### Rationale for Inspection: Proposed Change of Circumstance

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

<b>Registration Status:</b>	<b>Registered Full Day, Part-Time &amp; Sessional Service for 45 Children</b>
<b>Date of Registration</b>	<b>30<sup>th</sup> June 2025</b>

### 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).

<b>Description of Service</b>	Kilkelly Footsteps Childcare Co. CLG is a non-profit community-based service located in a residential area of Kilkelly in Co. Mayo. The service is registered to provide full day care, part-time and sessional service to children aged from 2-6 years old from 08:00 to 18:00 hours. Sessional services are provided from 9:30 to 12:30 hours and the service proposes to add an additional session. The service is registered to provided school age services.
<b>Premises</b>	The premises was purpose built for the provision of childcare services and there are three playrooms, two of which are currently used for the care of preschool children. There is a third playroom currently used by school aged children which is proposed to be used for an additional session for preschool children. There is a large lobby area, kitchen, dining area, office and sanitary facilities in the premises. A well-developed outdoor area with an enclosed sheltered space is located to the rear and side of the building.
<b>Staffing</b>	It is proposed that there will be eight staff working in the service. The registered provider does not work directly in the service.
<b>Methodology</b>	<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 administrative and legal processes. The contents of the report are compiled by the inspectorate body.</p>

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

<b>Acknowledgements</b>	The Inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.
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### 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>Requirement met:</b>	This requirement has been met.  (1) (a) There is a designated person in charge in the service. (b) There is a named person to deputise in the service when needed.
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### 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.

<b>Requirement met:</b>	The requirement has been met.  (1) It is proposed that one to two adults will work with a maximum of eleven additional children in attendance in the additional playroom.
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### 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.

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—

(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises or

(b) where no such space is provided, the preschool children attending the service have access on a daily basis to an outdoor service.

<b>Requirement met:</b>	The requirements have been met.  (1)
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- (a) The service proposes to use the playroom used by school aged children in the afternoons to accommodate an additional morning sessional service for preschool children. The additional playroom has a range of toys and play equipment provided at low levels in open accessible storage systems for the children to play with. The play equipment is varied and includes transport, construction, kitchen/home, farm toys, small world toys and role play/dress up equipment. There are adjustable tables and chairs of suitable size for children aged from two to six years of age provided to facilitate tabletop activities with the large amount of tabletop equipment, group play and mealtimes. There is a range of art and craft equipment available for the children in the additional playroom. A supply of age-appropriate books will be available for the proposed children. A large, shallow plastic tray with raised edges is set up with kinetic sand for the proposed children avail of messy play.
- (b) The additional playroom has a rest area with soft seating and small wipeable soft coloured cushions positioned near the book corner.
- (3) There are large well-developed enclosed outdoor areas on the premises with impact absorbent surfaces, artificial grass and paving stone ground coverings that children will have daily access to. One section of ground cover has road markings for play with the ride on toys provided in addition to traffic cones that are stored in a storage shed. The storage shed also stores outdoor play equipment such as ride on toys, balls, parachute and hula hoops. There is a large wooden boat shaped climbing system positioned on impact absorbent ground covering for children to climb and play on. There is also an outdoor playroom beside the outdoor play area that the proposed children will have access to. This sheltered area has different types of ground cover including areas of paving stone, wooden deck and impact absorbent ground cover. The area has defined interest areas such as a farm table, construction bench area with tools, a transport area with various toy cars and lorries and a home corner. Chalkboards are in place on the walls for artwork and there is equipment for messy play including a sand table and plastic play items.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

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### 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:

The requirement has been met.

- It is proposed that healthy snacks for the children attending sessional services in the additional room are provided from home in line with the service’s healthy eating policy.
- The designated person in charge advised the inspector that drinking water is to be always available to the children in the room.

### 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:

The requirements have been partially met:

#### General Safety

- The outdoor play area is enclosed by walls and securable gates to prevent children from leaving unnoticed and people from accessing the area without permission.
- Blind cords on windows in the additional playroom have securing devices in place.
- The kitchen is inaccessible to the children.
- The door to the storage area and boiler off the proposed additional playroom is secured and proposed to be inaccessible to the children.
- Secure storage for medication is available on high shelving in the proposed additional playroom out of reach of children depending on manufacturers storage advice.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

	<ul style="list-style-type: none"> <li>• Safe storage is provided for cleaning products in a secured small sluice area and is inaccessible by children.</li> <li>• The toys and play equipment are age-appropriate for the proposed age range of children, clean and in good condition.</li> <li>• A pull cord in the staff sanitary units is inaccessible to children.</li> <li>• The service's oil tank is located off the outdoor play area and inaccessible by children.</li> </ul> <p><b>Infection control:</b></p> <ul style="list-style-type: none"> <li>• Refrigerators are available to store perishable food items and medication depending on manufacturer's instructions.</li> <li>• There is separate storage for children's personal belongings.</li> <li>• Foot pedal operated bins are used for waste disposal.</li> <li>• The oil tank and outdoor waste storage bins are fenced off and inaccessible to children in the service.</li> </ul>
<b>Requirement not met:</b>	<p>The following requirement was unmet:</p> <ul style="list-style-type: none"> <li>• The water at one of the wash-handbasins in the children's sanitary accommodation was recorded at 45.4°C above the maximum level of 43°C.</li> </ul>
<b>Response from Provider:</b>	<p>The registered provider advised in writing that:</p> <ul style="list-style-type: none"> <li>• A plumber has attended the service and has rectified the issue with the temperature of the water in the wash-hand basin.</li> </ul> <p><b>Evidence submitted by the service:</b></p> <ul style="list-style-type: none"> <li>• A copy of a report from the plumber and photographic evidence of the maximum temperature of the water from the taps in the wash-hand basin.</li> </ul>
<b>Summary Comment:</b>	<p>The requirement has now been met.</p>

### 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.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

- (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:**

The requirement has been met.

- (1) Evidence of the completion of first aid training (FAR) for children was available for two staff in the service with expiry dates of the 1 February 2027.
- (2) (a) There is a suitably equipped and labelled first aid box stored on a high shelf in the playroom.  
(b) The first aid equipment is proposed to be always available to children attending the playroom.

### 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:**

The requirement has been met.

- (1)  
(a) Templates are available for the recording of the monthly fire drills that are proposed to take place in the service.  
(b) Records in writing are available in the service of the number, type and installation record of firefighting equipment and smoke alarms in the premises. The records show that the smoke alarms/fire detection system were last maintained on the 4 April 2025, and the firefighting equipment was last maintained on the 2 February 2025.
- (4) Notices of the procedures to be followed in the event of fire are displayed conspicuously in the playroom. The fire assembly point used by the service to the rear of the building is clearly signposted.

### Part VI – Safety

#### Regulation 28 – Insurance

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

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

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>The service has a certificate of insurance in place for a maximum of 58 children at any one time with an expiry date of 27 March 2026.</p>
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### 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.*

<b>Requirement met:</b>	<p>The requirements have been met.</p> <p>(a) No obvious defects were observed in the building structure.</p> <p>(b) The main entrance door at the front of the service is secured to prevent unauthorised entry to the area and children from leaving unnoticed. There is a keypad and buzzer system in place to gain access authorised by staff.</p> <p>(c) <b>Lighting:</b> There is both natural light from windows and artificial lighting provided in the premises which is adequate and suitable for the provision of a childcare service. The light fittings in the proposed additional playroom and in the sanitary areas have protective covers.</p> <p><b>Heating:</b> The heating is provided by radiators heated by an oil fuel central heating system. The system was last serviced on the 27 February 2024. The air temperature of the playroom was recorded at 21.8°C and the children’s sanitary unit at 21.0°C within the required ranges of 18-22°C. The radiators have adjustable controls to regulate their temperatures.</p> <p><b>Ventilation:</b> There is an openable window and sliding patio door in the proposed additional playroom to allow ventilation of the room. There are openable windows in the children’s sanitary units and the adult sanitary accommodation to ventilate these spaces.</p>
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# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

- (d) There are cleaning schedules and cleaning recording templates in place for the additional playroom and sanitary accommodation. The playroom and sanitary areas are clean, and the equipment is in good condition. Records of pest control servicing are available in the service with the last servicing dated for the 24 March 2025.
- (e) There is a sanitary facility located off the playroom proposed to be used by the additional children. The sanitary facility has two toilets and two wash handbasins. The additional staff are proposed to use the existing staff sanitary area with a toilet and wash hand basin. Liquid soap, paper towels and foot pedal bins are provided in the sanitary units for handwashing and drying purposes.

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 full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.
- (3) 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.
- (4) Where a registered provider contemporaneously provides—
  - (a) a sessional pre-school service, and
  - (b) a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).

**Requirement met:**

The requirement has been met.

- (1) There is adequate clear floor space in the playroom measuring 53 square metres which can accommodate the proposed maximum of 11 children attending sessional services in the additional playroom.
- (2) The clear floor space can accommodate the 11 proposed children in the additional sessional playroom.
- (3) The minimum of 1.818 square metres of clear space is available in the additional playroom for the proposed 11 children to attend sessional services.
- (4) The minimum of 1.818 square metres of clear space is available in the playroom for the proposed 11 children to attend sessional services where sessional and full day care/part-time services are contemporaneously provided in the additional playroom.