

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015OY028
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Name of Service:	Castleview Pre-School
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Address of Service:	Kilcruttin, Tullamore, Co. Offaly
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Eircode:	R35 W0H7
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Name of Registered Provider:	Sr. Xavier O'Brien
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Service type:	Sessional
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Date of Inspection:	07/01/2026
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No of pre-school children:	AM	5	PM	N/A
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Tusla, Child and Family Agency, SAP Office, St. Loman's Campus, Mullingar, Co Westmeath
Inspection undertaken by:	C.O' Connor Hughes
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.
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Description of service

This community based voluntary Early Years service provides an Early Childhood Care and Education scheme (ECCE) for children attending the service aged from 2 to 6 years of age. This service operates between the hours of 09:30 to 12:30 on a Monday to Friday basis.

The service is located in an adapted premises on the traveller's site in Kilcruatin, Tullamore, Co Offaly. The service consists of a playroom, office and a kitchen. An outdoor play area is situated at the rear of the service.

Staffing

Three adults are employed in the service. The designated person in charge and a staff member were working directly with children on the 7 January 2026. The deputy designated person in charge is located in a sister service in Tullamore and provides relief cover for the person in charge as required. The registered provider does not work with children.

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. The inspection was carried out during the morning session that finished at 12:30.

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 person in charge, staff member 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.

Compliance Information

(1)(a)

The designated person in charge and a named person to deputise were available as required.

(b)

The designated person in charge was present for the duration of the inspection.

Four 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 past employers or from a source other than a previous employer in respect of the three staff members. Two written references were available for the registered provider.

- (c)
Garda vetting disclosures were available in respect of the four staff 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 adult had lived outside the state for a period of longer than six consecutive months.
- (4)
The staff members and the registered provider working directly with children attending the service held a major award in Early Childhood Care and Education at Levels 5 and 6 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)
An adequate number of adults were working directly with the children.
- (3)
There were five children attending for the morning session supervised directly by the designated person in charge and a staff member.

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)

There was a calm and happy atmosphere in the service as children learned through play. Children were happily engaged in tabletop activities and enjoyed story time. Small group work was observed as adults supported children with their one-to-one activity. Transitions were seamless as children were given notice to change from one activity to another. Children were given a choice as they selected what activity they wanted to participate in and where they wanted to sit in the playroom.

Adults held children in positive regard using their individual names, interacting and conversing with children at eye level. Soft language tones were used by the adults when conversing and interacting with children. Adults praised children on completion of activities. An access and inclusion plan was available for children requiring extra support and assistance in the service.

The service worked in partnership with parents in the following ways: A verbal handover is given on collection, an electronic system was in use for communication with parents sharing photographs and updates of the children's daily activities. The child's learning folder depicting the child's play and work activities is shared with parents at the end of the pre-school term.

The indoor environment provided an experience that was developmentally challenging, diverse, creative and enriching for the children. Low level tables and chairs were in place. Age and stage appropriate toys and play materials were accessible to children on low level shelving. Photographs, artwork and posters were displayed in the bright colourful playroom. Defined areas of interest included: a construction area, a home area, a hair salon, a shop, puppets and dress up. The outdoor play area was located to the rear of the service. Toys and equipment were stored in the shed and taken out for use when the children go to the outdoor play area.

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.

Compliance Information

There was a variety of suitable and sufficient play materials and equipment to support children for various forms of play in the indoor environment in the service.

The tables and chairs were child sized suitable to their age and development.

Equipment was well maintained, durable and easy to clean.

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.

Compliance Information

The service provides healthy snacks for the children attending on a sessional basis. Lunches consisted of ham sandwiches and fruit with milk and water to drink. The designated person in charge discussed the various healthy food options available for children throughout the week.

A refrigerator was available for the storage of perishable foods.

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 main entrance to the service was secure which ensured no unauthorised entry. Access to the service is via a bell system for entry. Metal shutters are put in place when the service is closed. The service met the necessary safety requirements in respect of the indoor environment, toys, equipment and the safe storage of cleaning agents. The inspector signed the visitors book on arrival.

Infection Control:

The premises was visually clean. Warm running water, paper hand towels and liquid soap were available for use in the sanitary accommodation. The temperature recorded at the wash hand basins was 41.2 degrees Celsius.

Windows provided natural ventilation in the playroom and in the sanitary accommodation.

Foot operated pedal bins were available for the hygienic disposal of waste.

Children washed their hands before the snack and after using the toilet.

Administration of Medication:

A temperature reducing medication was stored inaccessible to children and was available if a child should get a high temperature.

Fire Safety:

The fire exit routes in the premises were unobstructed. The fire assembly point was noted to the front of the service.

Outing:

The designated person in charge stated the service does not undertake outings.

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.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

Compliance Information

(1)

The records of arrival and departure reviewed verified that each child attending the service was checked in and out of the service by a staff member.

(3)(a)(b)

All entry to the service with the exception of (i), (ii), (iii) and (iv) was approved by a staff member.

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

(2)(a)

An equipped first aid box was located in the pre-school room.

(b)

A first aid box was accessible to adults caring for children in the 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 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 written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 12 December 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 and the smoke alarms in the premises were serviced on the 31 January 2025 and on the 23 September 2025 respectively.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in the service.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

An insurance certificate was available for review which covered the number of children attending the service and was valid until the 23 April 2026.

Part IX - Inspection and Enforcement

Regulation 33 – Furnishing of information to agency

A registered provider shall furnish the Agency with such information as the Agency may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form, if any, as may be specified by the Agency.

Compliance Information

The designated person in charge provided the required information for the inspection.