

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015OY057
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Name of Service:	Harbour Hill Pre-School
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Address of Service:	Cushcallow, Banagher, Birr, Co. Offaly
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Eircode:	R42 K171
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Name of Registered Provider:	Jackie Gleeson
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Service type:	Sessional
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Date of Inspection:	08/01/2026
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No of pre-school children:	AM	19	PM	N/A
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Tusla, Child and Family Agency, Primary Care Centre, Church Avenue, Tullamore, Co. Offaly.
Inspection undertaken by:	K. Murphy
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).

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Description of service

The service operates as a sessional service catering for up to 22 children. The age range of children enrolled in the service is 2 to 6 years of age. The service operates between the hours of 09:00 and 12:00 on a Monday to Friday basis for 38 weeks. The service is operated by an independent provider.

The Early Years' Service is attached to the home of the registered provider and provides two pre-school rooms. Outdoor play facilities are attached to the rear of the service. On-site parking and set down facilities are available. The service is situated on the outskirts of the village of Banagher, Co. Offaly.

Staffing

The registered provider and the two employed staff members were present and working with the children on the 8 January 2026.

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 -

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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*

(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 registered provider was available in the service.

(b)

The registered provider was present for the duration of the inspection.

Three files were reviewed including the file of the registered provider and the following was noted:

(2)(a)(b)

The required number of written validated references were available in respect of the files reviewed from a past employer or from a source other than a past employer. Two written references were available in respect of the registered provider.

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(c)

A Garda Vetting disclosure was available in respect of the 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 staff member had lived outside the state for a period of longer than six consecutive months.

(4)

The three adults working directly with children attending the service and held a major award in Early Childhood Care and Education at level 8 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)

The minimum ratio of adults to children was maintained during the inspection.

(3)

There were nineteen children attending the service supervised directly by three adults.

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Part IV – Information and Records

Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

(1)

The service kept and maintained written records of information in relation to the service in accordance with Regulation 16 (1)(a)(b)(c)(d)(e)(f)(h)(i)(j) and (k).

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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-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b)

The children were supported to be self-caring, suitable to their age and stage of development. Children were encouraged to be independent in caring for their belongings and putting on their coats. All children were observed to enjoy free play, choosing their own activity to participate in supervised and supported by the adults.

There was a calm and happy atmosphere in the service. Children were content and the adults were familiar with each child and their personality. The adults were observed to be positive towards children evidenced by individual names used, eye contact and praise for children on completion of activities. Children were supervised to use the toilet independently and regular hand washing was observed.

The routines were child led with the adults following the individual verbal and non-verbal cues of the child. The adults were observed to interact in a kind and caring manner with the children.

The children were supported in accordance with their preference on an individual level and as part of the group.

The adults used individual names, maintained eye contact and conversed with the children during all activities.

Seamless transitions were noted as the children were given a lead in time to change from one activity to another.

A range of developmentally appropriate experiences were available for the children. Areas of interest were noted and included equipment and materials for home, construction, arts and crafts, dress up, sensory play and small world items.

The service worked in partnership with parents. At collection time parents were provided with a verbal handover on the activities and progress of each child throughout the morning.

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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.

(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.

Compliance Information

(1)(a)

Suitable and adequate play and work equipment were provided indoors and outdoors which included toys and equipment for construction, sensory, tabletop activities, arts and crafts and home corners.

(b)

Soft furnishings in the pre-school rooms were available to support the rest and relaxation needs of the children.

(4)

An outdoor play area with a tarmac surface area was attached to the side of the service and accessed directly from the main pre-school room.

A separate gated outdoor play area with an all-weather artificial grass surface area was located to the rear of the service. This area was equipped with wall mounted chalk boards, goal posts, playhouses, an outdoor play kitchen area and a bench. A section of the outdoor play area had bark and absorbent surface areas. These areas were equipped with a large climb and slide unit, two free standing slides and a triple swing unit.

A sheltered area was in place to facilitate all weather play for the children. A secure storage shed was used to store a variety of bikes and trikes for use by children.

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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 entrance door to the service was secure to ensure the safety of the children within. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

Infection Control:

The premises were visually clean. All toys and materials were easily cleanable. Thermostatically controlled warm water, paper hand towel and liquid soap was available in the sanitary accommodation. Children were observed to wash their hands before snacks and after using the toilet. Foot operated pedal bins were available in the sanitary accommodation and the pre-school rooms for the hygienic disposal of waste.

Administration of Medication:

Temperature reducing medication was available in the service if a child presented with a high temperature. Appropriate documentation was in place to record the administration of medicine should it be required by a child in attendance.

Fire Safety:

Emergency exit doors and routes were unobstructed. A fire assembly point was noted to the front of the premises.

Outing:

The registered provider stated that outings were not carried out from the service.

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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.

(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

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 nominated staff member.

(3)(a)

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

(b)

A visitor log was in place to record the details and purpose of all visitors to the service.

(4)

The visitor log is retained throughout the annual operation of the service.

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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)
Two adults were qualified in First Aid response (FAR) and available on the premises during the hours of operation.
- (2)(a)
A fully equipped first aid box was readily available in the service.
- (b)
A first aid box was accessible to the adults caring for the children in the pre-school 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 firefighting 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

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in September 2025

(4)

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

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence of current insurance cover for the number of children attending the service. The expiry date noted was 27 March 2026.