

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015OY058		
Name of Service:	Killeigh Preschool CLG		
Address of Service:	Killeigh, Tullamore, Co. Offaly		
Eircode:	R35 K4X7		
Name of Registered Provider:	Sandra Dunne		
Service type:	Sessional		
Date of Inspection:	04/04/2025		
No of pre-school children:	AM	10	PM N/A
Address of the Early Years Inspectorate:	Early Years Inspectorate Tusla Child and Family Agency Primary Care Centre Church Avenue Tullamore Co Offaly R35 K1W4		
Inspection undertaken by:	R. Flynn and S. Murray		
Title:	Early Years Inspector and Inspection Registration Manager		

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.

Description of service

Killeigh Pre School CLG was established in 1998 and operates from a converted cottage in the rural village of Killeigh in Co. Offaly. The service offers sessional care to children from 2-6 years of age and participates in the Early Childhood Care and Education scheme. The service operates on a Monday to Friday basis from 09:30 to 12:30. The service is registered to provide school aged childcare in the afternoon.

The service consists of one pre-school room to the front of the property and a smaller pre-school room/kitchenette to the back of the service. An outdoor play area is provided to the back of the premises which can be accessed directly from the back pre-school room.

Staffing

The registered provider and one staff member were present and working directly with the children. A staff member is employed who can provide relief cover if necessary. All staff members working directly with the children held a major award in Early Childhood care and Education at Level 5 or above on the National Framework of Qualifications.

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 and premises. The inspection may also focus on other areas as required. The inspection focused on an examination of compliance under;

Regulations 9(1)(a)(b), (2)(a)(b)(c)(d), (4) Management and Recruitment,
Regulation 11 (1) (3) Staffing Levels,
Regulation 15 (1) Record of pre-school child,
Regulation 16 (1) Record in relation to pre-school service,
Regulation 19 (1) (a) Health, welfare and development of child,
Regulation 23 Safeguarding the health, safety and welfare of child,
Regulation 25 (1) (2) First aid,,
Regulation 26 (1) (4) Fire safety measures
Regulation 29 (e) Premises.

However, on inspection an additional non-compliance which posed a risk was identified under;

Regulation 10 Policies and procedures of the preschool service.

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 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 inspectors observed that the registered provider was the designated person in charge in the service on the day of inspection. There was a named deputy person in charge, who was available to deputise when required.
- (b) The designated person in charge and the deputy person in charge were present during the inspection.

The files of three staff members, including the registered provider were reviewed and the following was noted;

(2)(a)(b)

There were two written references available for the registered provider. One written and validated reference from a previous employer was available for one staff member.

(c) Garda Vetting disclosures were available in respect of the 3 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 available for one staff member who had lived in a state other than Ireland for a period of longer than six consecutive months.

(4) Evidence was available to demonstrate that the registered provider and the two staff members held a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications.

Non-Compliance Information

(2)(a)(b)

The registered provider did not have 2 written and validated references from a previous employer or reputable source available for 1 staff member, and 1 written reference available for a staff member was not validated.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(a)(b)

The registered provider stated in the response that two written validated references are now in place for each staff member. The service has implemented a template system to send to referees when employing new staff.

Supporting documentation submitted

The registered provider submitted copies of the outstanding references to the inspectorate.

Summary Comment

In respect of the corrective action taken photographic evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

Part 11- Management and Staff

Regulation 10 – Policies, procedures etc. of a preschool service.

A registered provider of a preschool service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Non -Compliance Information

Outings Policy

The service did not have an outings policy to support practice relating to outings. The inspection team were informed that the service undertakes outings to the local Gaelic Athletic Association (GAA) pitch.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Outings Policy

The registered provider stated in the response that an outings policy has been developed for the service.

Supporting documentation submitted

The outings policy was submitted to the inspectorate.

Summary Comment

In respect of the corrective action taken documentary evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

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) The ratio of adults to children was maintained on the day of the inspection. There were ten children attending the service being supervised directly by two adults.

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.*

Compliance Information

- (1)
A sample of six records were reviewed by the inspectors.
The registered provider ensured that a record in writing was kept of the details relating to (a), (b), (c), (d), (f), (g) and (i) in respect of the records reviewed.
(e) Five of the six records had information for the authorisation for the collection of the child.
(h) Five of the six records had immunisation details recorded for the child.

Non-Compliance Information

- (1)(e)
One record of the six records reviewed did not have information for the authorisation for the collection of the child on file.
(h) One record of the six records reviewed had no immunisation details recorded for the child.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

- (1) (e) (h) The registered provider stated in their response that children's registration forms now include details of authorisation to collect their child and that immunisation records have been completed. The registered provider will ensure all children's records are complete prior to the children commencing pre-school.

Supporting documentation submitted

Photographic evidence of immunisation records and authorisation to collect was submitted to the inspectorate.

Summary Comment

In respect of the corrective action taken photographic evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

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:

- (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)

(h) A written record was available in each care room detailing the attendance of each child.

(i) A staff roster was maintained within the attendance record book detailing hours of work for each staff member.

(j) The inspectors were informed that medication is not routinely given to children attending the service. Administration of medication forms were available in the event that a child requires medication to be administered.

(k) An accident and incident book was maintained to record details of accidents and incidents that occurred, records reviewed were signed by the children’s parents or guardians.

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.

Compliance Information

(1)(a)

Basic Needs

Children were observed to have freedom of movement throughout the premises and choose activities of their choice in either the front or back room. This facilitated independent decision making. The children were engaged in free play, tabletop activities and a child was receiving one to one support when the inspectors arrived to the service. Imaginative play was encouraged and some children had aprons on as they bathed dolls who were having a "spa day".

Children's behaviour was supported using positive strategies such as repetition, clear instruction, modelling and praise. This was evident as children prepared go outside and were observed putting their coats on, receiving support from the staff members if required.

Children were observed eating a packed lunch provided by their parents. The children sat at tables and engaged in conversations with staff. Lunches consisted of a variety of sandwiches, yoghurts and fruit, with water to drink. Children were not rushed eating their meal but were given time to eat at their own pace.

Supporting Relationships

The staff interacted with the children in a respectful, warm and sensitive manner. Staff were familiar with each child and their personality. Appropriate non-verbal communication including eye level contact and getting down to the child's level were observed. Verbal strategies included clear instruction on what was going to happen next, using the children's names, reminding the children of the boundaries during outdoor play, and verbal signalling of transitions. These strategies can help facilitate emotional and social development in young children.

The service maintained books for each child which contained examples of their play and work activities. These are shared with parents at the end of the pre-school year. The registered provider advised the inspectors that information, and updates regarding the service are given to parents via an electronic messaging application.

Physical and material environment

The service was laid out to accommodate the needs of the children attending the service. Low level tables and chairs were provided. A variety of equipment and play materials included a variety of puzzles, books and construction toys. Children's artwork and seasonal art was displayed.

In the outdoor area equipment included a playhouse with a climbing structure and a slide, picnic benches, sand play, an outdoor kitchen, push/pull toys, and chalk for mark making. A retractable awning and large sun umbrella were available to facilitate year round play.

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:

Access to the service is gained through the front door from the main street, which opens into a small lobby area. A half door is at the entry to the pre-school room for security, providing the staff with ease of visibility and communication to visitors and parents. A full door is also at the entry to the pre-school room. Unauthorised access to the setting was prevented with only identified persons being permitted entry by staff.

The service met the necessary safety requirements in respect of the indoor environment, toys, equipment and the safe storage of cleaning agents. Cleaning products were stored in a high-level cupboard in the kitchen area, out of reach of the children. There was documentary evidence available that daily indoor and outdoor play area risk assessments were completed to promptly identify and manage any potential risks in the premises. The perimeter of the outdoor play area was secured by fencing and gates.

Infection Control:

Thermostatically controlled warm water and liquid hand soap was readily available for hand washing. Foot pedal operated bins were provided for the disposal and containment of used tissues. Staff were observed to encourage and prompt the children to wash their hands after outdoor play, toileting and before snack time.

Fire Safety:

Fire exits and escape routes in the service were unobstructed.

Non-Compliance Information

General Safety:

1. A child was observed to have whole grapes in their lunch box. The grapes were not cut in half which presented a potential choking risk.
2. Visibility strips positioned at a child's eye level were not in place on the glazed panels on the double patio doors leading to the outdoor area. There was a potential risk that a child could walk into glass doors and receive an injury.

Infection Control:

3. Single use paper towels were not available in the sanitary accommodation to support effective hand hygiene practices. Children were observed to use a communal cloth hand towel located in the sanitary accommodation. This practice increased the risk of cross contamination and the spread of infection.
4. Perishable items such as yoghurts and ham sandwiches contained within the children's lunchboxes were not refrigerated.

Administration of Medication:

5. Temperature reducing medication was not available in the service should it be required in the event of an emergency. It is acknowledged that parental consent for the administration of this medication was on file.

Outings:

6. The inspectors were informed that the children are brought on outings to the local GAA pitch which is located across the road from the service. No documented risk assessments on outings that had previously occurred were in place to support this practice and ensure the safety of the children.

Action submitted by the Registered Provider

Corrective Action

General Safety:

1. The registered provider has communicated to parents to cut fruits such as grapes and cherry tomatoes. Lunches will be checked by staff to minimise any potential choking hazard risks. Staff will cut any foods deemed to be a choking hazard.
2. Visibility stickers have been placed on the centre of the glass patio doors that lead out to the garden.

Infection Control:

3. Paper towels have been placed in the hand towel dispensers in the sanitary accommodation.

4. Perishable food items are now stored in labelled resealable lunch bags in the fridge.

Administration of Medication:

5. A bottle of temperature reducing medication has been purchased for the pre-school. Best before dates of medication will be noted and medication will be replaced before it goes out of date.

Outings:

6. A risk assessment has been established for outings. Risk assessments will be conducted prior to outings. The registered provider will ensure staff are aware of the safety requirements for outings.

Supporting documentation submitted

General Safety:

A copy of the letter to parents regarding potential choking hazards was submitted to the inspectorate.

Photographic evidence of eye level visibility strips was submitted to the inspectorate.

Infection Control:

Photographic evidence of stocked paper towel dispensers was submitted to the inspectorate.

Photographic evidence of lunch stored in resealable lunch bags in the fridge was submitted to the inspectorate.

Administration of Medication:

Photographic evidence of temperature reducing medication was submitted to the inspectorate.

Outing:

A copy of the outing's checklist and risk assessment specific to the GAA pitch was submitted to the inspectorate.

Summary Comment

In respect of the corrective action taken photographic evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

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 registered provider ensured that a person trained in first aid response was available to the children attending the service. One staff member had First Aid Responder (FAR) certification.

(2)
(a) The first aid box was safely stored in an easily accessible location on the premises.
(b) The first aid box was readily available to staff caring for the 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 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 was available of fire drills completed in the service. The last recorded fire drill took place on 27 February 2025.
(b) Records reviewed demonstrated that the annual servicing of the fire extinguishers was conducted in 2024.
(4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the service.

Non-Compliance Information

(1)(a) Evidence that fire drills were carried out monthly was not available. A fire drill was not recorded as taking place in March 2025.

(b) The smoke detection system was not serviced on an annual basis. Records reviewed demonstrated that the smoke alarms were last serviced on 06 September 2023.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)(a) The registered provider stated in the response that a fire drill was conducted on the 07 April 2025.

(b) The registered provider stated in the response that the smoke detection system was serviced on 28 April 2025. The registered provider stated that the fire extinguishers and smoke alarms have been serviced by an appropriate person. The maintenance of the fire safety equipment will be booked for service in advance of the expiration date.

Supporting documentation submitted

(1)(a) A fire drill record was submitted.

(b) A fire detection system service certificate was submitted.

Summary Comment

In respect of the corrective action taken photographic evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-
(e) equipped with adequate and suitable sanitary facilities.

Compliance Information

(e) The service has sufficient sanitary facilities for the 11 children registered to attend the service from September 2024 to June 2025 and for the staff members. The service has 2 toilets and 2 hand washing facilities available. The regulatory requirement is that children and staff have separate sanitary facilities and that 1 toilet and 1 hand wash basin is available for every 11 children.