

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015RN007		
Name of Service:	Castlerea Community Playschool Ltd		
Address of Service:	St Patrick's Street, Castlerea, Co. Roscommon		
Eircode:	F45 PD90		
Name of Registered Provider:	Christina Mannion		
Service type:	Part Time, Sessional		
Date of Inspection:	11/06/2025		
No of pre-school children:	AM	16	PM 11
Address of the Early Years Inspectorate:	Early Year's Inspectorate, TUSLA, Child and Family Agency, Government Buildings, Convent Road, Roscommon, Co. Roscommon		
Inspection undertaken by:	A Kennedy and M Farrell		
Title:	Early Years Inspectors		
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

This ground floor parttime service is in the town of Castlerea, Co. Roscommon. The service is registered to cater for children on a part time basis from 9:00hrs to 14:00hrs, with sessional services provided from 9:00 to 12:00 hours. The service caters for children aged between 2 to 6 years. There are two interconnected playrooms. There is a designated kitchenette for the storage of the children’s snacks. There is an outdoor play area to the rear of the premises for children’s fresh air, exploration, and play.

Staffing

There were five adults in the service at the time of the inspection including a student on placement. The registered provider does not work directly in the service.

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. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under sections of regulations 9, 11, 16, 19, 23, 27 and 32 however, on inspection additional non-compliance which posed a risk was identified under Regulation 15. These findings are outlined within the relevant regulations within this report. These findings are outlined within the relevant regulations within this report.

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.

Additional information

The inspection has been triggered by receipt of information to the inspectorate.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, person in charge, 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.

(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:

(a) the policies, procedures and statements of the service specified in Schedule 5

Compliance Information

(1)(a) There was a designated person in charge and there was a named person available to deputise in the service.

(b) The person in charge was on the premises when the early years inspectors arrived. Staff rosters indicated that either the designated person in charge or deputy were available on the premises at all times when the pre-school children were present.

(2) Vetting files for the five adults were reviewed.

(a) and (b)

Four written validated references, on file for two adults were from a past employer or from a source other than the past employer.

(c) Garda vetting disclosure were available in respect of the five adults. The service did adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.

(d) Not applicable as none of the staff had worked outside the jurisdiction, for six months or more, while over the age of 18 years of age

(4) The four staff who were working directly with children held a Quality and Qualifications Ireland (QQI), at a Level 5 to 8, in Early Childhood Care and Education. Copies of qualifications were on file for the staff.

Non-Compliance Information

(2)(a)(b) There were no written references on file for one adult and no evidence of validation of references for two adults.

(7) (a) There were no records available for inspection in the service in relation to the induction and training of staff regarding the service's policies, procedures and statements.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The person in charge submitted a written response to the office of the early years inspectorate to state

(2)(a)(b)

Two written references have been obtained for one staff member

The references have been validated for the two staff members by contacting the referees directly by phone.

The references have been filed in each staff member's personnel file.

The person in charge has created a recruitment checklist to include

Two written references and documentation of validation by phone call and email confirmation.

The person in charge will ensure all references are verified when staff commence in the service and the recruitment policy has been updated.

(7)(a)The person in charge advised that formal and informal induction sessions for all staff before the service reopens focusing on the service's core policies and procedures, including the updated Child Safeguarding Statement, Health & Safety, Behaviour Management,

Each staff member will then sign an induction acknowledgement form confirming they have read, understood, and been trained on the policies.

Individual staff induction records will be maintained in each staff file

Supporting documentation submitted

- Two written references with evidence of validation for one adult and evidence of validation of two references for two adults.
- The updated recruitment policy.

Summary Comment

The inspectors have reviewed the actions and evidence submitted. The non-compliances identified under Regulation 9 have been adequately addressed.

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.*
- (2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 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) thereof at that reference number is satisfied.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times.*

Compliance Information

- (1) At all times during the period of the inspection, the person in charge ensured that an adequate number of staff were working directly with the children.
- (2) Documentary evidence in the form of staff rosters indicated that adult child ratios were adhered to. On the morning of the inspection, there were 16 children aged between 3 to 5 years. There were four adults directly caring for these children. In the afternoon, there were 11 children aged between 3 to 5 years with three adults caring for these children.
- (8)(a) The registered provider ensured that there were two staff on the premises while the pre-school was operating.

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:*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

Non-Compliance Information

- (1) (i) During review of records and through discussion with a staff member it was confirmed that there was no written parental consent for emergency medical treatment for one of the children attending the service

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The person in charge submitted a written response to the office of the early years inspectorate to advise

(1)(i) The parent has signed the emergency medical consent form and evidence of this was submitted subsequent to the inspection. All children's registration forms have been reviewed, and all emergency medical consent is signed and on file for each child enrolled in the service.

Supporting documentation submitted

- Evidence of the signed medical consent form. was submitted to the Inspectorate on the 12th of June 2025..

Summary Comment

The inspectors have reviewed the actions and evidence submitted. The non-compliance identified under Regulation 15 has been adequately addressed.

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;

(k) details of any accident, injury or incident involving a pre-school child attending the service.

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

Compliance Information

- (1)
- (h) The staff kept daily records of the children in attendance in the service. The records kept on the day of inspection were found to be accurate on review by the inspectors.
- (i) Details of the staff roster and written daily staff attendance were available in the service for inspection.
- (3) The written records were made available to the inspectors in the service by the designated person in charge on request.

Non-Compliance Information

- (k) It was confirmed by staff that on the 12 May 2025, a child had left the building through the main entrance door in view of staff however no written record was available in relation to the incident.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The person in charge submitted a written response to the office of the early years inspectorate to advise that a full investigation into the incident that took place on the 12th of May 2025 was conducted.

A detailed incident report was completed to include the description of how and why the child exited. The staff who were present and the actions taken. The person in charge advised that a risk assessment is in place on the front door. Additional safety measures on the main entrance have been put in place and the drop off and collection policy has been updated and reinforced.

All staff have been retrained on the supervision requirements, door monitoring procedures and the immediate reporting and documentation of all incidents. The service has implemented a daily door safety check log to ensure the doors are secure and functioning. A team meeting was held to review the importance of reporting all incidents, including near-misses or unauthorised exits.

Supporting documentation submitted

A detailed incident report on the incident which occurred on 12th of May 2025

The updated and revised drop off and collection policy.

Summary Comment

The inspectors have reviewed the actions and evidence submitted. The non-compliance identified under Regulation 16 has been adequately addressed.

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

- Each child was given enough time to eat and enjoy their snacks without being rushed. The atmosphere during snack time was relaxed, with pleasant social interaction observed between the children and staff. Children's individual dietary needs were observed to be catered for. The staff assisted the children if required during snack time.
- The staff complied with the service's healthy eating policy.

- A jug of water with plastic cups was available in the playroom to the children. Each child also had an individual drink container or bottle that was available to them if they wanted a drink. The staff informed the inspectors that they refilled the children's drink bottles with water during the day if needed.
- The staff responded to children's individual needs in relation to toileting. The service's toileting policy outlined that staff work closely with families when a child is being toilet trained. On the day of inspection, three children wore nappies that were changed on a regular basis in accordance with the service's nappy changing policy. The privacy and dignity of the children having their nappies changed was observed to be maintained during nappy changes.
- Children were encouraged and supported to develop self-help and personal hygiene skills for example the staff showed children how to wash hands properly after nappy changes, toileting and before eating.
- Children had plenty of opportunities to move themselves, to practice and improve their emerging skills, such as co-ordination and balance when playing in the service's outdoor area. Play activities and experiences were developmentally appropriate and suitably challenging.
- The children were observed engaging with free play, drawing, at construction activities, playing with puzzles, jigsaws, and tabletop activities, playing with animals and transport vehicles, playing kitchen and house.
- The staff supported children in forming and sustaining positive relationships by providing opportunities for individual and small group activities.
- The children were supported to be confident about their identity and to have a strong sense of belonging in the service. The atmosphere in the learning environment was supportive, encouraging and unhurried.

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 door was found to be secure on the inspectors' unannounced arrival to the service to prevent unauthorised entry and children from leaving unnoticed.
- There were securing mechanisms on internal doors allowing staff to control access by children to the hallway leading to the main entrance door, the kitchen, the upstairs area and nappy change area.

- The outdoor play area was secured so that children could not leave the area unsupervised and unauthorised persons could not enter the area.
- All cleaning agents were stored inaccessible to the children.
- Leads, cables, and flexes were wall mounted and secured to prevent any trip or strangulation hazard.
- All toys and play equipment were observed to be safe and in good condition.
- Daily records of attendance were kept for all the children attending the service.
- Individualised written care plans with parental input were in place for children where needed.

Infection Control:

- The children's snacks containing perishable food items were stored in the refrigerator in the kitchen.
- The staff were observed to clean down surfaces after use for example tables after eating.
- Warm water, liquid soap and paper towels were provided and used by the children and staff for handwashing and drying purposes. Foot pedal bins were provided for disposal of waste in the service. Disposable aprons and gloves were worn by staff when changing nappies and disposed of appropriately.

Administration of Medication:

- The staff advised the inspectors that none of the children needed to have medication administered to them while in the service. The staff showed awareness of the service's policy on administration of medicines including the safe storage of over-the-counter medicines.

Safe Sleep:

- All the children attending the service were aged over two years of age and none of them required to sleep on the day of the inspection.

Fire Safety:

- Emergency exits and routes were observed to be free from obstruction during the inspection.

Outing:

- The service's outdoor area was located a short distance away from the building with access via a laneway. The staff treated the use of the area as an outing. A staff member risk assessed the outdoor area before use on the day.

Non-Compliance Information

General Safety:

1. There was no written risk assessment available on the day in relation to the access of the outdoor area via the laneway.
2. There was a rodent bait box potentially accessible to children in the grass section of the outdoor area.

3. One of the wooden benches in the outdoor area was damaged with a length of timber broken exposing rusty screws.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

The person in charge submitted a written response to the office of the early years inspectorate to advise

1. A written risk assessment is in place of the laneway used to access the outdoor area and it identifies potential hazards, and it includes implemented immediate safety measures to include supervision ratios during transitions, designated staff roles. Signage to advise of Caution children at play will be erected before the preschool reopens. A risk assessment will be carried out every term.
2. The rodent bait box has been covered, and the pest control company have been requested to relocate it to a different area in the playground, out of reach from the children.
3. The damaged bench lath where the rusty screws were exposed, has been removed and replaced in the outdoor area. The outdoor play area was reinspected to ensure no other hazardous materials or equipment were present. The service will carry out maintenance checks in the garden regularly to make sure the outdoor equipment is safe from harm of children.

Supporting documentation submitted

General Safety:

Photographic and documentary evidence was submitted to the office of the early years inspectorate to advise of

1. the risk assessment of the laneway
2. the covered rodent bait box.
3. the repaired wooden bench lath.

Summary Comment

The inspectors have reviewed the actions and evidence submitted. The non-compliances identified under Regulation 23 have been adequately addressed.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The children played in the service's outdoor area for a substantial time during the inspection. While walking to the outdoor area via a laneway, one staff member remained at the rear of the group of children and adults to keep them in view and ensure that they remained in the group. The children were observed to be closely supervised by the staff when using the laneway at all times.

The staff were observed to move around the outdoor area where the children played to keep them in their line of vision when supervising them. At collection time following the sessional service, the staff were observed to hand over care of the children to their parent/guardian at the gates, supervised at all times.

The children were supervised closely when eating by the staff who sat at tables with them. Older children used the toilet by themselves but were within earshot of staff if they needed help from staff.

Part VIII - Notifications and Complaints

Regulation 32 – Complaints

(1) A registered provider shall ensure that the complaints policy of the service specifies-

- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
- (b) the manner in which such a complaint shall be dealt with, and*
- (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

Compliance Information

The service had a complaints policy which specified;

- (a) the procedure to be followed by a person of making a complaint in relation to the service,
- (b) the manner in which the complaint would be dealt with, and
- (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.