

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015RN045
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Name of Service:	Roscommon Community Playgroup Ltd
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Address of Service:	18 Henry Street, Roscommon Town, Co. Roscommon
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Eircode:	F42 NF76
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Name of Registered Provider:	Yvonne Donohue
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Service type:	Sessional
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Date(s) of Inspection:	08/05/2026
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No of pre-school children:	AM	10	PM	2
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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
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

Roscommon community playgroup is a community based early years' service managed by a local voluntary committee and has been in operation since 1993. The service is registered to provide a sessional service for children aged two years six months to six years. The hours of operation are from 09.00hrs to 12.00hrs and an afternoon session from 13:00hrs to 16:00hrs Monday to Friday and operates for 38 weeks of the year. The service is operated from a renovated purpose-built premises within close proximity of Roscommon town. There is an outdoor area to the rear of the premises.

Staffing

A total of six adults were employed in the service, three adults work in the morning session and two adults work in the afternoon session and a relief person is available in event of staff absence. The registered provider does not work in the service and has employed a designated manager to manage the service. The six staff hold a Quality and Qualifications Ireland (QQI) at a Level 5 or over, with one staff holding a level 7 in Early Childhood Care and Education.

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 regulation 9,11,23,25,26, and 28 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 person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

(3) Where a registered provider has been unable for good and proper reason to notify the Agency within the time specified in paragraph (1) or (2), as the case may be, of a change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2), the registered provider shall notify the Agency in writing of the change as soon as possible thereafter.

Non-Compliance Information

- (1) The registered provider did not advise the Agency in writing of the change in a person in charge which came into effect in November 2025.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The person in charge submitted a written response to state a change of circumstance form has been submitted to Tusla and in future if there are any changes it will be advised to Tusla immediately.

Supporting documentation submitted

Photographic evidence has been submitted to advise of the change in circumstance form sent to Tusla

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Summary Comment

The early years inspectorate has assessed the action taken and evidence submitted and deems it to comply with the non-compliance under Regulation 8.

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
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

(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) Upon arrival the inspector was informed of the designated person in charge and it was advised as to who was the deputy person in charge to deputise as required.
- (b) The person in charge was present in the service at all times during the inspection. A review of rosters indicated that the person in charge or their named deputy was present whenever the service operated.

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(2) From a total of six adults employed in the service, the person in charge advised one person is no longer employed in the service and two new persons have commenced in the service since the previous inspection dated 9th of April 2025.

The personal files of the two new adults were reviewed.

(a)(b) Four written validated references were from a past employer or a source other than a past employer were on file in respect of the two staff

(c) Garda vetting disclosures were available in respect of the six 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) Documentary evidence indicated that two of the six staff, who had lived outside the jurisdiction, for longer than six consecutive months, while over the age of 18 years, had the required police vetting.

(4) Relevant documentation of a major award in Early Childhood Care and Education at level 5 or above on the National Qualifications framework was furnished for the six adults.

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

- Children were observed to be actively supervised by the adults at all times when playing in the indoor and the enclosed outdoor play areas during the inspection.
- The entrance door into the pre-school were secure to prevent unauthorised access by a person or the unsupervised exiting by a pre-school child.
- The external outdoor play area was secured thus preventing potential unauthorised persons access and or entry into the premises.
- Toys and play equipment were developmentally appropriate, kept in good repair and did not pose an injury risk to children.
- Cleaning agents were stored in a locked storeroom inaccessible to a preschool child.

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- The heating system was thermostatically controlled, to ensure the temperature was maintained between 18°C to 22°C.
- The water was thermostatically controlled with a temperature reading of 40.9°C on the day of inspection.

Infection Control:

- The inspector observed that the children washed their hands regularly throughout the inspection to include, prior to consuming snack, after outdoor play and after toileting.
- Suitable hand-washing facilities were provided with supplies of liquid soap.
- The playroom had hand sanitiser, cleaning products, personal protective equipment and foot operated lidded bins.
- There were cleaning procedures in place with records of completed works maintained in the service.
- The pre-school room and sanitary areas were well ventilated with the windows open throughout the inspection.
- Tabletops were cleaned immediately prior to children's snack break.

Administration of Medication:

- There were no medications administered to the children on the day of the inspection.
- The staff demonstrated knowledge of safe practices with regards to the safe storage and administration of medication should it be required.

Fire Safety:

- Monthly fire drills were carried out on the premises to ensure the children were familiar with the procedure in event of an emergency.
- All exit routes from the service were free from obstruction during the inspection.

Non-Compliance Information

Infection control

- The nappy changing mat was ripped and torn in places which could prove difficult to effectively clean. It was advised by the person in charge that it is presently not in use.

Administration of medication

- It was advised by the person in charge that one child is on an inhaler.
There was no care plan in place for this child.

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Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

The person in charge submitted a written response to advise that the nappy changing mat has been purchased and it will be checked on a regular basis to ensure it is not ripped.

Administration of medication:

A care plan has been devised for the child on medication, and the service will ensure care plans are in place if a child is on medication.

Supporting documentation submitted

Infection Control:

The person in charge submitted photographic evidence of the new nappy changing mat.

Administration of medication:

Photographic evidence of the care plan for the child on medication.

Summary Comment

The early years inspectorate has assessed the actions taken and evidence submitted and deems it to address the non-compliance under Regulation 23.

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 service provided evidence that a person trained in first aid for children was available to the children attending the pre-school service.

One staff member had current training in first aid for children, and a second staff member has basic first aid training. It was advised by the person in charge that the person with first aid responder training could be on the premises within 5 minutes if the need required.

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The Inspector spoke with the person with the Far training and this staff member advised that she would be available to attend the service with 4-5 minutes if first aid was required to be administered to a child.

The early years inspector advised it would be more appropriate if the person with Far training is on site in event of an emergency. The person in charge advised they would source training as soon as it becomes available and evidence of certification would be sent to the office of the early years inspectorate.

(2)(a)(b) A first aid box was available in the preschool room stored on a high shelf. This contained an adequate quantity of first aid items for the numbers of children attending the service at any one time. and was readily available in the event a child required first aid treatment.

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 the fire drills completed in the service.

The last recorded fire drill was on 29th of April for the morning and afternoon sessions

(b) A record of the number, type, and maintenance record of firefighting equipment in the service was on file.

Records indicated that the annual service of the firefighting equipment was dated 10th of June 2025 and for the smoke and fire detection system was dated 20th of April 2026.

(4) Notices were displayed within the preschool room of the service of the procedures to be followed in the event of fire in the premises.

Non-Compliance Information

(1)(a) It was noted by the inspector that there was no fire evacuation drill carried out for the month of March for the morning or afternoon session.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The person in charge advised that this was an oversight, and they will ensure that in future fire drills are carried out on a monthly basis to ensure the children are familiar in event of an emergency.

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Supporting documentation submitted

Photographic evidence of the monthly fire drills.

Summary Comment

The early years inspectorate has assessed the action taken and evidence submitted and deems it to comply with the non-compliance under Regulation 26.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The service's insurance with an expiry date 27th of March 2027 was for 22 children per session and included public liability insurance, insurance against fire and theft, buildings insurance, insurance for outings undertaken as part of the service provision.