

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015RN054
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Name of Service:	Toddle In Childcare Centre
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Address of Service:	Loughglynn, Castlerea, Co. Roscommon
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Eircode:	F45 PC82
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Name of Registered Provider:	Siobhan O Connor
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Service type:	Sessional
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Date of Inspection:	29/05/2026
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No of pre-school children:	AM	15	PM	n/a
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Address of the Early Years Inspectorate:	Early Year's Inspectorate, TUSLA, Child and Family Agency, Government Buildings, 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

Toddle In preschool is a community based early years' service managed by a local voluntary committee. 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 8.45hrs to 12.15hrs Monday to Friday and operates for 38 weeks of the year. The service is operated from a room within the community centre located in a rural village of Loughlynn, Co. Roscommon. There is an outdoor area to the rear of the premises.

Staffing

A total of three adults were employed in the service at the time of inspection and all three staff worked directly with the children. The registered provider does not work in the service and has employed a designated person to manage the service. The three adults hold a relevant major award 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 Regulations 9, 11, 15, 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-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.

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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 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.

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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 designated person in charge was on the premises on the day of the inspection.
- 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)(a)(b) It was advised by the person in charge that there have been no staff changes since the last inspection held on the 20th of March 2025 took place. The files for the registered provider and the three adults were reviewed and satisfactory on the previous inspection.
- (c) Garda vetting disclosures had been obtained for all staff. 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 none of the three staff, had lived outside the jurisdiction, for longer than 6 consecutive months, while over the age of 18 years, and therefore did not require police vetting.
- (4) There was evidence of the required qualification in Early Childhood Care and Education or equivalent on file for the staff members who worked directly with the children.

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) Documentary evidence indicated that an adequate number of staff were working directly with the children. 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.
- (3) The person in charge ensured that the minimum ratio of adults to children specified was maintained. On the morning of the inspection, there were 15 children present. There were three staff, directly caring for and supervising these children.

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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.*

(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.

(5) A registered provider shall ensure that a record in writing referred to in paragraph (2) is retained for a period of 2 years from the date on which the child attends the service.

Compliance Information

(1)(a)(b)(c)(d)(e)(f)(g)(h) &(i)

Twelve of the children's records were presented and reviewed by the early year's inspector.

The twelve records reviewed showed that the entries were factual, consistent, and accurate.

The children's records contained the following: -

- The name and date of birth of the child.
- The date in which the child first commenced in the service.
- The date on which the child stopped attending the service (where relevant).
- The name and address of the child's parent or guardian, and a telephone number where that parent or guardian (or a relative or friend of the parent or child) can be contacted during the hours of operation.
- Written authorisation / permissions for collecting the child.

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- Details were recorded of any illness, allergy, or additional need(s) the child had, together with all the information relevant to the provision of specific care or attention.
- The name and telephone number of the child's registered medical practitioner.
- A record of any immunisations the child has had.
- Written parental or guardian consent was included to allow the child to have appropriate medical treatment if there was / is an emergency.

(4) & (5) The person in charge advised and documentary evidence from file review indicated, that all relevant children's records were kept for 2 years from the date a child stops attending the service.

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 secure to prevent unauthorised entry.
- The external play area to the rear of the premises was secure 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.
- The heating system was thermostatically controlled, to ensure the temperatures were maintained between 18°C to 22°C.
- 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.
- Exit routes and doors were free from obstruction. Emergency lit signage pointed to exit routes.
- There were foot pedalled lidded bins in the sanitary areas and playroom.
- Visibility posters were on the glass door to the outdoor area.

Infection Control:

- Children were observed washing their hands after toileting, outdoor play, messy play and after blowing their noses. The children washed their hands under supervision prior to consuming their snacks.
- The playroom had cleaning products and foot operated lidded bins.

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- 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.
- Mouthed toys were removed after use and sterilised appropriately. The adults were observed regularly washing their hands including after disposing of tissues into bins.
- Fixtures, fittings and play resources were observed to be in a hygienic condition. The adults showed awareness of the services procedures including the management of suspected infection when questioned.
- A refrigerator was provided for the storage of perishable foods.
- There were cleaning schedules and records for the playroom, sanitary areas, and outdoor area.
- Tabletops and work surfaces were cleaned with disposable paper towels and disinfectant spray.
- Adequate supplies of disposable tissues were readily available in the playroom.
- The mechanical ceiling vents in the children's sanitary accommodation were maintained in a clean condition.

Administration of Medication:

- It was advised by the staff presently no child is on medication.
- 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

Non-Compliance Information

Infection Control:

1. It was observed on the day of the inspection that there was no hot water in the children's wash hand basins to enable effective hand washing. The person in charge advised that the hot water heater is broken and requires replacement. It was advised that the committee are actively pursuing this issue.
2. The nappy changing mat was ripped and torn in places which could prove difficult to effectively clean.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

The person in charge submitted a written response to the office of the Early Years Inspectorate to advise that

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1. A new hot water tank has been installed, and the hot water will be checked on a regular basis to ensure it is proper working order.
2. A new nappy changing mat has been purchased, and it will be checked on a regular basis to ensure there are no rips/tears.

Supporting documentation submitted

Infection Control:

The person in charge submitted

1. Evidence from the plumber to confirm the installation of the new hot water cylinder.
2. Proof of purchase of a new nappy changing mat.

Summary Comment

The early years inspector has assessed the actions taken and evidence submitted and deems it to meet the non-compliances noted 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 at all times to the children attending the pre-school service. Three staff members had current training in first aid for children.
- (2) (a) There was a first aid box with content items within date, safely stored, easily accessible and stored in a conspicuous position.
- (b) The service demonstrated that the first aid box was fully equipped and available to the children attending the pre-school

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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 was available of the monthly fire drills completed in the service. The last recorded fire drill was dated 18th of May 2026.
- (b) Records were available in relation to the number, type, and maintenance of fire-fighting equipment with the annual service dated 2nd of September 2025.
- The smoke and fire detection alarm system for the premises had the last annual service dated 19th of August 2025.
- (4) A notice was displayed within the service of the procedures to be followed in the event of fire on the wall in the pre-school room.

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 27 March 2027 was for 23 children and included the following -
- public liability insurance,
 - insurance against fire and theft,
 - buildings insurance,
 - insurance for outings undertaken as part of the service provision.