

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015SO005		
Name of Service:	Busy Bees Day Care & Family Centre Ltd		
Address of Service:	Rathmadder, Gurteen, Co. Sligo		
Eircode:	F56 N120		
Name of Registered Provider:	Ruth Conlon		
Service type:	Full Day, Part Time, Sessional		
Date of Inspection:	13/02/2026		
No of pre-school children:	AM	42	PM 16
Address of the Early Years Inspectorate:	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84		
Inspection undertaken by:	S Killeen		
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).

Conditions if applicable	Not Applicable.
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Description of service

Busy Bees Day care and family centre is a not for profit, full day care service located in a rural town in County Sligo. It provides a preschool service for children aged between 0 and 6 years of age and is open from Monday to Friday between 8am and 6pm. A school age service is also provided.

Staffing

There were 14 adults employed to work in the service, including the Person in Charge and the Deputy Person in Charge. On the day of the inspection 15 adults were present. Of these, 10 were working directly with the pre-school children, 1 adult working with the after-school children and 1 in the kitchen. There was 3 students on placement. The Person in Charge was available to provide cover for staff breaks as required. The Registered Provider does not work in the service daily.

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.

The inspection focused on an examination of compliance under regulations 9,10,11,15,23,24,26 and 29.

A sampling process was used to assess compliance under regulation 10 policies procedures, 15-record of a preschool child 24-checking in and out and record of attendance.

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 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
- (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-

- (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

Compliance Information

- (1) The registered provider ensured that.
- (a) There was a designated person in charge and an adult named to deputies in their absence.
 - (b) The designated person in charge was available on the premises throughout the period of inspection.
 - (c) There was 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.
- (2) Following a review of previous inspection information, information available on inspection and discussion with the person in charge it was determined that no new staff member had been employed since the previous inspection. Garda vetting for one staff member whose disclosure was identified as due for renewal was requested for review. The following vetting information was available for 1 adult and 3 students:
- (c) Garda vetting for one staff member whose disclosure was due for renewal was reviewed.
Garda vetting disclosures had been obtained for 3 students. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

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

Compliance Information

The following policies were reviewed on inspection:

- Infection Control.
- Administration of medication.
- Risk management.

The policies contained the information required to guide staff on best practice.

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.

Compliance Information

(1) On the day of inspection, there was an adequate number of adults working directly with preschool children attending the service.

(2) The minimum ratio of adults to children was maintained at all times throughout the inspection.

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.

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

- (1) On the day of inspection, a sample of 12 children's files were reviewed, a record in writing was held on file for the following.
- (a) the name and date of birth of the child was available from 12 records.
 - (b) the date on which the child first attended the service was available from 12 records reviewed.
 - (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 was available from 12 records.
 - (e) authorisation for the collection of the child was available for all 12 records.
 - (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 was available from 12 records.
 - (g) the name and telephone number of the child's registered medical practitioner was available from all 12 records.
 - (h) record of immunisations, if any, received by the child was available from 12 records.
 - (i) written parental consent for appropriate medical treatment of the child in the event of an emergency was available for all 12 records.
- (3) On the day of inspection, a record in writing in respect of each pre-school child was available and open to inspection on the premises by-
- (c) an authorised person.

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 into the service was found to be secured upon the inspectors unannounced arrival to the service, which prevented persons entering unauthorised and children from leaving the building unsupervised.
- All cleaning products in the care rooms were stored on high level shelving out of the reach of children.
- Materials and resources were maintained in a good state of repair.
- The kitchen was inaccessible to the preschool children.

- Highchairs within the baby room were fitted with a 5-point safety harness and were in good sate of repair.
- The outdoor perimeter was secure with waste bins stored out of reach of children.

Infection Control:

- The materials and resources throughout the service were visually clean.
- Tables and highchairs were observed to be cleaned prior to and after mealtimes in baby room.
- Foot operated pedal bins were available within the service for safe disposal of waste.
- Thermostatically controlled warm water, liquid soap and paper towels were available in each of the children's sanitary accommodation to support good hand-washing practices.
- Children were observed washing their hands at appropriate intervals throughout the day including after using the toilet and before eating.
- Child friendly handwashing posters were placed beside the sinks. Handwashing was supervised by the adults to ensure all hands were cleaned effectively.
- Aprons and gloves were available and observed in use by staff when changing of a child.
- Up to date cleaning schedules outlining appropriate cleaning methods and the various areas to be cleaned within the playrooms and sanitary and nappy changing accommodation were available.
- Ventilation in each of the rooms was provided by openable windows.
- Ventilation in the sanitary accommodation and nappy changing areas was by mechanical ventilation.

Administration of Medication:

- On discussion with staff on the day of inspection, they were aware of their roles and responsibilities for the safe administration of medication. No medication was administered on the day of inspection.

Safe Sleep:

- The service had a designated sleep room with appropriate cots available to children.
- Sleep checks were observed to occur every ten minutes.
- The Sleep room temperature was recorded at 19.0 °C on the day of inspection, within the acceptable range.

Fire Safety:

- Fire doors were observed to be unobstructed throughout the service.
- Fire evacuation procedures were clearly displayed in the care rooms.
- Fire extinguishers were on the premises and easily accessible.

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.

Compliance Information

(1) Records showed that a designated member of staff checked each child in and out of the service during the inspection. These details were recorded in an attendance record.

(3) (a) There was a visitor record kept in the ground floor hallway of the service. The visitor record showed that the staff approved the entry to the service of people other than a preschool child attending the service, a person dropping off a preschool child, employee or unpaid worker.

(b) The records contained dated entries of visitors to 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 fire fighting equipment and smoke alarms in the premises.

(2) The record referred to in paragraph (1) shall be open to inspection by-

(c) an authorised person.

(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 procedure was in place to practice and record monthly fire drills. The last documented fire drill was dated the 12th of February 2026.
 - (b) A record of the number, type, and maintenance of firefighting equipment and smoke detection system in the service was on file. Records indicated that the last annual maintenance for the firefighting equipment was dated March 2025. The records for the smoke detection system indicated the last service occurred in February 2025.
- (4) The record referred to in paragraph (1) was available and open to inspection by-
- (c) an authorised person.
- (4) On the day of inspection, a notice of the procedures to be followed in the event of fire were observed to be displayed in a conspicuous place within the premises.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Compliance Information

- (a) *The premises appeared to be sound and stable structure. There were no observable indications of defects in the structure of the premises.*
- (b) The premises was safe and secure. All exit doors were secured to prevent children leaving the facility unsupervised. All fire exits were unobstructed allowing for safe evacuation of the premises if needed.
- (c) There was adequate lighting and ventilation in all areas of the premises.

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- (d) All areas were clean, well maintained and all play materials and equipment were in a proper state of repair. Detailed cleaning schedules for the premises were displayed on the walls of the preschool rooms.
- (e) There were adequate sanitary facilities provided suitable for the needs of the children attending.