

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015TY071
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Name of Service:	Temple Tots Academy
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Address of Service:	Holy Family, National School, Templetuohy, Thurles, Co Tipperary
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Eircode:	E41 FX03
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Name of Registered Provider:	Emer Shelly
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Service type:	Full Day
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Date of Inspection:	05/11/2025
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No of pre-school children:	AM	15	PM	3
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Address of the Early Years Inspectorate:	North Tipperary Civic Offices, Limerick Road, Nenagh, Co Tipperary
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Inspection undertaken by:	L McGeeney
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Title:	Early Years Inspector
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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	N/A
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Description of service

This full day care service was established in 2015 to provide care and education to children aged between 2 and 6 years old. A registered school age care service is also provided. The service operates Monday – Friday, 8am – 5pm for 38 weeks of the year. This includes a daily three-hour session that operates between 9am and 12pm and is funded under the Early Childhood Care and Education Scheme (ECCE) for eligible children.

The service is operated from two rooms in Holy Family National School in the town of Templetuohy in north Tipperary. The main pre-school room is used for the morning session. The second room, which is set up for the school age care service, is available for use by the pre-school children for small group activities or to provide a change of environment. The service has its own sanitary accommodation areas and an enclosed outdoor play area as well as access to the community playground at the entrance to the school grounds.

Staffing

The registered provider works directly with the children in the service each day, supported by two members of staff. All staff hold recognised qualifications 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 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(1)(2)(4), 10, 11(1)(2)(4)(8), 15(1)(3), 16(1)(3), 19(1)(b), 23 and 25(1)(2).

A sampling process was used to assess compliance under regulation 15 Record of a Pre-School Child.

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 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, 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.

Compliance Information

(1)(a) The registered provider was the person in charge and the deputy manager was available to deputise when required.

(b) The designated person in charge or her deputy were present in the service while it was in operation.

(2) Following a review of previous inspection information, information available on inspection and discussion with the person in charge it was determined that of the three staff employed in the service, one staff member was

employed since the previous inspection in February 2023. All three staff files were reviewed as part of the inspection process.

(a) Two written and validated references were available for each staff member working in the service.

(b) Where past employer references were not available, there were references from sources such as previous schools and colleges.

(c) Garda vetting was available on file for each staff member working in the service. Garda vetting had been renewed, in compliance with the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.

(d) Police vetting documentation was not required as none of the staff had lived outside of the state for a period of six consecutive months or longer.

(4) Staff held recognised qualifications in early childhood care and education at levels 5, 6 or 8 on the National Framework of Qualifications.

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 and procedures were reviewed as part of the inspection process and were found to contain the required information:

Policy on administration of medication; Policy on infection control; Policy on managing behaviour; Fire safety policy; Policy on healthy eating and Policy on outdoor play.

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.

(4) Subject to paragraph (5), where a registered provider contemporaneously provides-

(a) a sessional pre-school service, and

(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).

(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) There were 2 staff working directly with 15 children aged between 2 years 11 months and 5 years old on the morning of the inspection. The registered provider was also on the premises but not working directly with the children in the morning. There were three staff and three children present in the service at 12.30pm.

(2) The adult to child ratios were maintained within the recommendations for the duration of the inspection.

(4) The adult to child ratios were maintained within the requirements throughout the day.

(8)(a) There were at least two staff present in the service while it was in operation.

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

A sample size of 12 completed registration forms were reviewed as part of the inspection process:

- (1) The registration forms contained the required information as detailed under parts (a) – (h) of this regulation.
- (3)(c) The registration forms were available in the service for inspection by an authorised person.

Non-Compliance Information

(1)(i) The registration forms did not include signed parental consent for medical treatment in the event of an emergency. It is acknowledged that following the inspection the registered provider emailed the inspector with a copy of the amended form which included the missing information.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

A Consent for Medical Treatment form was created following the inspection and all forms signed by parents were attached to each child's current registration form. All forms were completed by 10 November 2025.

An updated registration form will be provided to future children attending our service, which will include the required Parental Consent for Medical Treatment form.

Supporting documentation submitted

Copies of the updated registration form including medical consent were received by the early years inspector following the inspection.

Summary Comment

All evidence submitted meets the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016.

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:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (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.*

(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) The service maintained the required records as detailed under parts (a) – (k) of this regulation.

(3) The required records were available on the premises and open to inspection by an authorised person.

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-
(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b) The following practices were observed on the day of the inspection which supported the health, welfare and development of the children:

The children enjoyed freedom of choice and freedom of movement throughout the morning, moving between activities of choice according to their own needs and interests.

The children enjoyed play both indoors and outdoors on the day of inspection. Both spaces were set up and equipped for play and exploration, including challenging and risky play such as climbing, sliding and swinging. Staff supervised the children and provided them with assistance and guidance as needed.

The staff had taught the children simple rhymes and songs which were used to support transitions such as tidy-up time between freeplay and snack time or when the staff wanted the children to pause and give their attention. For example, 'Magic fingers on your lips, shh, shh, shh'.

The staff supervised the children during hand washing and provided assistance to those who needed it, for example, with rolling up their sleeves so they would not get wet.

The children were given as much time as they needed to eat their food. The children could leave the table when finished, pack away their lunch boxes and relax with a book in the library corner until all of the children had finished.

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 service was accessed through a door in the side of the school which opened directly into a corridor that led to the two rooms used by the service. This door was not used for access to the rest of the school. A new door had been installed since the last inspection. The top panel was made of glass which allowed staff to see who was at the door and seeking entry before opening the door.

The entrance door was kept secured at all times. There were two bells that visitors could ring to gain access: one for the pre-school room and one for the school age care room.

The outdoor play area was enclosed with fences and gates to prevent unauthorised access to or exit from the outdoor area.

The ground surface of the outdoor area was covered with artificial grass matting which provided an impact absorbent surface especially under swings and climbing equipment.

Hot water was thermostatically controlled not to exceed 43°C. On the day of inspection, the hot water was between 26 and 28°C.

Window blinds were retractable and did not have cords.

Infection control:

The service had an infection control policy.

Hand washing was carried out by the children and staff on a regular basis, for example, after using the toilet or a tissue, after messy play and before eating.

Administration of medication:

There was a policy on the administration of medication. Signed parental consent was sought prior to any medication being administered to a child attending the service.

Fire safety:

Fire escape routes were kept clear of obstruction.

Outing:

The service had a policy for the safe conduct of the annual outing at the end of the school year.

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 and deputy manager held current certification as first aid responders (FAR) valid until 2027.

(2)(a) A suitably equipped first aid box was available in a cupboard in the room.

(b) The first aid box was available if required by a child attending the service.