

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015TY117
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<b>Name of Service:</b>	Jigsaw Day Nursery Ltd
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<b>Address of Service:</b>	Carrigeen Business Park, Frank Drohan Road, Clonmel, Co Tipperary
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<b>Eircode:</b>	E91 PK38
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<b>Name of Registered Provider:</b>	Eileen Acheson
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	09/04/2025
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<b>No of pre-school children:</b>	AM	46	PM	38
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<b>Address of the Early Years Inspectorate:</b>	Glenmorgan Building, Ferryhouse, Clonmel, Co Tipperary E91RF38
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<b>Inspection undertaken by:</b>	Antoinette McNamara
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<b>Title:</b>	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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Jigsaw Day Nursery is located in a purpose built, single storey premises in the town of Clonmel in Tipperary. This full day care service, which caters for children aged 1 to 6 years old, commenced operating in 2004. The hours of opening are 08:00 to 17:45 Monday to Friday, for 51 weeks of the year including a sessional service operated under the Early Childhood Care And Education Scheme (ECCE) from 09:00 to 12:00 for 38 weeks of the year for eligible children. The service is located within a large spacious building containing three early years rooms, sleep rooms, kitchens, staff room, office, sanitary accommodation areas for staff and children and outdoor play facilities. There is also a sister service in Co Waterford. The service also provides a school aged service.

### Staffing

There are currently 18 staff employed in the service. The registered provider works in the service and provides cover for staff as required. Staff working directly with children hold qualifications at Level 5, 6 and 8 on the National Framework of Qualifications.

### 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.

Regulation 9 (1)(a)(b)(2)(a)(b)(c)(d)(4) Management and recruitment,

Regulation 11(1)(2)(8) Staffing levels,  
Regulation 15 (1) (a-i) Records in relation to a pre-school child,  
Regulation 21 Equipment and materials  
Regulation 23 Safeguarding health, safety, and welfare of the child,  
Regulation 25 First aid,  
Regulation 28 Insurance.

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) There was a designated person in charge and a named deputy designated person in charge who was able to deputise, as required.

(b) The designated person in charge was present for the inspection.

The staff files for 18 staff were reviewed on the day.

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

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

(c) Garda vetting disclosures had been obtained for 17 staff members. In the case of 1 staff member, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice,

requiring services to renew Garda vetting every three years. Please refer to the information outlined under Regulation 23 of this report.

(d) Police vetting documentation was available for three staff working in the service, who had lived outside of the state for a period of longer than six months.

(4) Certificates of qualifications for the staff working directly with children were available on file demonstrating that they held a qualification at the minimum level 5 and above on the National Framework of Qualifications.

### 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) On the day of inspection there were adequate numbers of staff working directly with the children.

(2) The person in charge ensured that the adult to child ratio was maintained throughout the day of inspection.

Ratios were as follows:

- Toddler room there were 4 staff caring for 14 children.
- Butterfly room there were 3 staff caring for 17 children.
- Busy Bees room there were 2 staff caring for 15 children.

(8) Documentary evidence indicated that there were always at least two adults on the premises while children were in attendance.

### 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.*

#### Compliance Information

A sample 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) to (i) of this regulation.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The equipment and materials reviewed on inspection were well maintained. All materials were accessible to the children on low level shelving. The service had appropriately sized tables and chairs for the children. The service had play resources available in the care room suitable to the age and stage of development of the children in the room. There was clear interest areas developed within the room such as the arts and crafts, building blocks, kitchen area and imaginative play areas. All areas were well-resourced with equipment and materials. The service

had personalised coat hooks for each child attending the service. There were additional resources for the rotation of materials in the main care room.

The outdoor area was secure and very well resourced. The outdoor area was divided into sections for the children. There was a wide variety of activities for the children to choose from such as mud kitchens, ride on toys, a garden and a digging area. There were also covered outdoor area's available to the children. Children gave long periods outside playing.

### 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 premises was adequately secured to prevent children leaving unsupervised and unauthorised persons gaining access. The entrance door to the service had to be opened by a staff member. The outdoor play areas were secured to prevent children leaving. All blind cords were secure to the wall. Pinch protectors were present on the doors in the service. As the weather was warm the children wore sunhats and staff applied suncream.

##### Infection control:

The service was clean and well maintained. There was warm running water, liquid soap and paper hand towels available for hand drying throughout the service. There were designated children's toilets available to the children. Designated staff toilets were also provided. Hand sanitizer and tissues were also available in the service. Nappy changing areas were clean and well equipped. Staff wore gloves and aprons for nappy changing, in line with the nappy changing policy displayed on the walls in the nappy changing areas. Children were supported to wash their hands at appropriate times during the day such as before eating and after using the toilet or a tissue. Floor beds in the sleep rooms were positioned at least 50cm apart as required to ensure adequate ventilation around each bed and to prevent cross infection. Foot pedal operated bins were also in use. Perishable foods were stored in the fridge. Staff wore gloves and hair nets when giving out meals.

##### Safe sleep:

There was a designated sleep room in the premises for children to sleep during their attendance in the service. Floor beds were available for the children who required naps during their time spent in the service. Cellular blankets were used. The service had a safe sleep policy. Children were monitored while they slept. A staff member remained in the room.

### Fire safety:

Fire exits were found to be unobstructed on the day of inspection.

There were fire evacuation procedures displayed in a prominent area within the service.

### Non-Compliance Information

#### General safety:

1. A Garda vetting disclosure for one staff member was not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General safety:

Garada vetting for one staff member has been reapplied for.

#### Supporting documentation submitted

#### General safety:

Email for confirmation of application sent to Early Years Inspector.

### Summary Comment

Corrective actions have been accepted and will be assessed in practice on next inspection.

## 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) There were staff trained in first aid responder (FAR) available to the children attending the service.

(2)(a) There was a suitably equipped first aid box stored in an easily accessible position.

(b) The first aid box was available to the children attending the service.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

An in-date certificate was in place to demonstrate that the service was insured to provide full day care for the number of children the service is registered to accommodate.