

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WD043
--------------------------	-------------

Name of Service:	Our Little Treasures LTD
-------------------------	--------------------------

Address of Service:	100 Bishop Fields, Williamstown, Waterford City, Co. Waterford
----------------------------	--

Eircode:	X91 XY20
-----------------	----------

Name of Registered Provider:	Darragh O'Sullivan
-------------------------------------	--------------------

Service type:	Full Day, Part Time, Sessional
----------------------	--------------------------------

Date(s) of Inspection:	26/01/2026
-------------------------------	------------

No of pre-school children:	AM	33	PM	20
-----------------------------------	----	----	----	----

Address of the Early Years Inspectorate:	Community Care Building, Cork Road, Waterford City X91 VX09
Inspection undertaken by:	A. Bradshaw
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
---------------------------------	----------------

Description of service

Our Little Treasures Ltd. is registered as a full day care service in a residential area in the suburbs of Waterford city. It is an adapted detached two-story building at the end of a cul-de-sac in a housing estate. There are three care rooms, baby room, Pre Montessori room and the Montessori room, two kitchenettes for preparing and heating food, a dedicated sleep room and sanitary area adjacent to the care rooms.

The service cares for children aged from 6 months to 5 years of age. The opening hours are from 07:30 to 17:30 Monday to Friday. The outdoor area is at the rear of the building.

The service also offers school age care which is based in a modular building.

Staffing

The registered provider employs 10 staff members and does not work directly with the children.

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.

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 – Management and Recruitment;

Regulation 11 – Staffing Levels;

Regulation 15 – Record of a Pre-School Child;
Regulation 16 - Record in Relation to a Pre-school Service;
Regulation 21 – Equipment and Materials;
Regulation 22 – Food and Drink;
Regulation 23 – Safeguarding Health, Safety and Welfare of Child:
Regulation 25 – First Aid;
Regulation 26 – Fire Safety Measures;
Regulation 28- Insurance.

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 15(1) – Record of Preschool Child and regulation 16(1)(h) Records of a preschool 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 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-

- (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)(b)(c)

The service had a designated person in charge and a person to deputise if required. On review of the attendance sheet and roster, either the person in charge or the designated person were in the service during the hours of operation. During discussion with the staff, it was evident that the management structure was familiar to them and a copy of the line management structure was displayed in the hallway.

(2)

Following a review of information available on inspection and discussion with the registered provider, the inspector reviewed 11 files, including the registered provider's file.

(a)(b) The required references were available for review by the inspector.

(c) Garda vetting was available for the 11 adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every 3 years.

(d) Police vetting was available for two staff members who had resided outside of the jurisdiction for a period longer than six months.

Non-Compliance Information

(4)
On review of the staff files, while it is acknowledged that evidence was available to demonstrate that nine staff members working with preschool children had achieved 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, one staff member did not have the required qualification.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that while the staff member is waiting to receive their level 5 qualification a relief staff member, who is qualified, is being employed full time to work in their place. Going forward only fully qualified staff will be employed.

Supporting documentation submitted

No documentation submitted

Summary Comment

The action and plan submitted by the registered provider has addressed the non-compliance identified on inspection.

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)(2) During the inspection, there was an adequate number of staff working directly with the children. At 10:20, there were 9 staff caring for 33 children, and at 14:05 there were 8 staff caring for 20 children. On a review of the staff roster and the children's attendance records, it was evident that the registered provider always ensured that the minimum ratio of adults to children was maintained. A staff member arrived at the service earlier than rostered, which allowed the person in charge the opportunity to be available to the inspector if required.

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

- (1) Twelve children's records were reviewed and the details required from parts (a) to (i) was included on these forms.

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.*

Compliance Information

- (1) The details required in parts (a)(b)(c)(e)(f)(g)(h)(i)(k) were available to the inspector. The information was included in the parental welcome handbook, staff files, displayed in the main hallway, service policies and included in the attendance record book.

Non-Compliance Information

- (1) (j) On a review of the medication records, there was no written consent from parents for the administration of medication other than an anti-febrile medication in the case of an emergency. The person in charge stated that parents gave verbal permission. However, this is not in line with the service's administration of medication policy which requires prior written consent to administer any medication.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that they have developed a consent form for antibiotics/cough bottles/ inhalers etc for parents to sign to give consent and there is now a separate medicine book for these for each room. Each teacher is aware of this form and the requirement for any new parent joining the service to complete it. There is now a medication book in each room for this with a separate book for antifebrile medication.

Supporting documentation submitted

A copy of the newly developed form was submitted.

Summary Comment

The action and plan submitted by the registered provider has addressed the non-compliance identified on inspection.

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

(1)(a)

There were three care rooms in the service, the baby room which was situated on the ground floor and the Pre-Montessori room and the Montessori room on the first floor. The equipment and materials were varied in each room and were well maintained and suitable for the age and stage of development of the children using them. Toys and materials included kitchen/home corners, baskets of small world, bricks and dolls. Throughout the rooms there was a variety of both natural and manmade materials, and equipment available supported open-ended and imaginative play.

The baby room had a low partition which gave the mobile children in the room the opportunity to move around the space independently while keeping the younger babies in a designated area. There was soft flooring in this space which made it comfortable for babies who were crawling or beginning to take their first steps.

The layout of the rooms allowed children access toys and materials independently with shallow baskets on the floor in the baby room and low open shelving in the two other rooms. The care rooms had personalised touches that included family photos, birthday walls, and individually named hooks for children to hang their coats and bags on.

The outdoor play area was at the rear of the premises, with direct access from the baby room in addition to the back door. This area was fully enclosed with an all-weather soft surface. There was a mud kitchen, a planting area, a climbing frame, swings, slides, and ride-on toys and a covered area.

(b)

There was a designated sleep room with five cots and space for low beds depending on the number of children requiring a sleep.

Each of the rooms for the older children had cosy/area set up with soft mats and cushions if a child required a rest or a break from their play.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

The person in charge stated that the parents of the children provide the food during the day. However, there are additional snacks available if they require more food. Snack time appeared to be a sociable occasion with staff observed to sit with the children and engage in conversation. Children in the Montessori room were observed to demonstrate independence after snack time by tidying up and putting their empty lunch boxes in their bags. Children's perishable food was stored in labelled containers in the fridges. Records reviewed demonstrated that each dinner was reheated to the required temperature before serving. Children had their bottle of water available to them throughout the day.

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 entrance and exits of the service were secured to prevent children leaving the service or unauthorised persons from gaining entry.
- A record of visitors was maintained; the inspector was required to sign in and out on the day of the inspection.
- Emergency exits of the building were unobstructed.
- Cleaning products were stored out of reach of the children.
- The service Safety Statement was displayed in the main hallway of the service.
- Comprehensive records for the reheating of food were available for review.

Infection Control:

- Up to date cleaning schedules were display in the service.
- Warm water, liquid soap and paper towels were available at all wash handbasins.
- Nappy changing was carried out as per the services Nappy Changing policy. Disposable gloves and aprons were used appropriately.
- Children were observed to wash their hands before eating.

Non-Compliance Information

General Safety:

1. A radiator cover in the Pre Montessori room was broken and posed a pinch risk to children.
2. The flooring in the Montessori room was worn at the seams and had some holes which created a risk of a child tripping.

Infection Control:

3. Cots in the baby room were not positioned 50cm apart to reduce the risk of cross infection.

Administration of Medication:

4. Medication records were not completed, children's identifying information had not been completed on some forms – for example, of the 10 forms sampled 8 did not include the child's surname or date of birth. Two forms did not have all the required signatures, and the inspector could not be assured that the

registered provider had ensured that parents had been informed of any medication which had been administered during the day.

Safe Sleep:

- Sleep records were not consistently updated every 10 minutes as required by the service's sleep policy. For example, at 14:05 two children were sleeping in cots and however the sleep record had been completed up until 13:30.
- At 13:03, three children were observed to sleep on low beds with four children sleeping in cots. Staff described how they do not stay in the room with the sleeping children but check them every 10 minutes. A staff member is required to be present in a room where children are sleeping on floor beds at all times.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

- The registered provider stated that radiator cover has been replaced with additional ones on storage if required.
- A tradesman is booked over the mid-term break to address the flooring in the Montessori room.

Infection Control:

- The sleep room has been rearranged creating 50cm space between the cots. This will be reviewed regularly to ensure the space is maintained.

Administration of Medication:

- The registered provider stated that each form was checked and all details required were completed on these forms, Details regarding the time the parents are contacted at either by phone call or text message will be recorded along with the dose of medicine and parents' signature along with two staff members will be completed going forward. All staff have been informed of this requirement.

Safe Sleep:

- The registered provider stated that sleep records are completed every ten minutes and going forward all staff have been made aware of this requirement.
- The registered provider stated that a staff member will be designated to stay within the room with sleeping children to supervise.

Supporting documentation submitted

General Safety:

A copy of the updated form

Infection Control:

Photographic evidence was submitted

Administration of Medication:

No evidence submitted

Safe Sleep:

No evidence submitted.

Summary Comment

The action and plan submitted by the registered provider has addressed the non-compliance identified on 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) The registered provider has ensured that a person trained as a first aid responder was available to the children at all times. Six staff members had up to date First Aid Responder training.
- (2) (a)(b) Suitably equipped first aid boxes were available and were safely stored in an easily accessible and conspicuous position in the kitchens.

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) The registered provider had a record of the monthly fire drills.
- (4) Evacuation notices were displayed in each of the rooms.

Non-Compliance Information

- (1) (b) Fire extinguishers had not been serviced since April 2024 this poses a risk of malfunction during a fire.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that there had been an error with the fire equipment servicing agreement and the company has since serviced the fire extinguishers. An annual reminder has been set to ensure this is completed in a timely manner going forward.

Supporting documentation submitted

Evidence of the servicing of the fire extinguishers was submitted.

Summary Comment

The action and plan submitted by the registered provider has addressed the non-compliance identified on inspection.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The service displayed an insurance certificate with an expiry date of 24 March 2026.