

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WD054
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Name of Service:	Naíonra KCK
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Address of Service:	Cool na Smear, Dungarvan, Co. Waterford
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Eircode:	X35 X267
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Name of Registered Provider:	Eimear Radley
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Service type:	Part Time
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Date of Inspection:	17/09/2025
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No of pre-school children:	AM	11	PM	n/a
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Address of the Early Years Inspectorate:	Community Care Offices, Cork Road, Waterford City
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
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Description of service

Naíonra KCK is a part-time community service based in a parish hall in the rural townlands of Coolnasmear, on the outskirts of Dungarvan. The service has the use of the main hall, a kitchen and adjacent sanitary facilities from 09:15 to 14:15, Monday to Friday. There is a secure outdoor area to the side of the premises. The service is registered to operate from September to June and cares for up to 22 children aged 2-6 years at any one time. The service also offers school-aged care.

Staffing

The service employs three staff members. The registered provider is a member of the Board of Management and does not work directly with the children. On the day of the inspection, there were 3 staff working directly with 11 children. One of the staff was employed under the Access and Inclusion Model.

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 announced and focused on the area of governance/ health, / safety/ premises and facilities.

The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations:

Regulation 9 – Management and Recruitment;

Regulation 11 – Staffing Levels;

Regulation 15 – Record of Preschool Child;

Regulation 16 – Record in Relation to Pre-School Service;

Regulation 20 – Rest and Play;

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 – Record in Relation to Pre-school Service.

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) The designated person in charge and a deputy designated person were available throughout the inspection. After reviewing the staff attendance records, it was evident that the person in charge and the deputy were in attendance during the hours of operation. The management structure and staff roles were laid out in the parents' welcome pack.
- (2) The inspector reviewed four files, including the registered provider's file.
- (c) Garda vetting was available for each staff. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice, which requires services to renew Garda vetting every 3 years.

Non-Compliance Information

- (2) (a)(b) Of the files reviewed, references were not available for one staff member.
- (d) While it is acknowledged that Police vetting was available for two staff members who had resided outside of the state longer than 6 consecutive months, there was no evidence available to demonstrate whether one staff member required police vetting.
- (4) While it is acknowledged that evidence was available to demonstrate that two staff members held at least a major award in Early Childhood Care and Education at Level 5, there was no evidence available for one staff member.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2) (a)(b) The registered provider submitted copies of validated references which had been outstanding for one staff member.
- (d) The registered provider submitted evidence demonstrating that police vetting was not required for the staff member.
- They stated that individual staff folders have been created, and all required documentation will be filed in these.
- (4) Evidence to demonstrate that all staff held at least a major award in Early Childhood Care and Education at Level 5 was submitted. The registered provider stated that a copy of the list of qualifications from the Department of Children, Disability, and Equality will be available to evidence the staff members level of training.

Supporting documentation submitted

The registered provider submitted a copy of the relevant validated references and a copy of communication from the Department of Children, Disability and Equality which verified the required qualification.

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) On the day of the inspection, three staff members were caring for 11 children. One of these staff members was employed under the Access and Inclusion Model.
- (2) On review of the staff attendance sheets and the children's attendance records, it was evident that the registered provider ensured that there was an adequate number of staff working directly with the children.

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.

Non-Compliance Information

The inspector reviewed a sample of 12 children's registration forms; of these, 6 did not include the required information. For example, three forms did not have the date the child started in the service, two did not have the names of persons authorised to collect the child, and three did not have the child's record of immunisations.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that every child's registration form was reviewed and parents were requested to complete them fully. Going forward management will ensure the parent complete all the required information on registration of their child.

Supporting documentation submitted

No documentation was submitted.

No documentation was submitted.

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

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

The information required in this regulation was available to the inspector. Details referred to from (a) to (j) were included in the service policies, the parental handbook and the staff files. Through discussion with the staff, they stated that they do not administer medication unless it is an emergency, in line with the service policy. However, there were blank medication forms available if required.

Non-Compliance Information

The inspector reviewed four accident and incident reports, and of these, three were not completed fully. A second staff signature was omitted from the forms.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that going forward accident and incident reports will be completed as per the requirements on the forms.

Supporting documentation submitted

A sample of recent completed forms were submitted as evidence.

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 20 – Facilities for rest and play

(1) Subject to this regulation, a registered provider shall ensure that-

(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

Compliance Information

(1)(a)(b)

The service was based in a local community hall, which was shared with other community groups; as a result, the furniture and equipment were set up each morning before the children arrived. On the day of the inspection, there was a low shelving unit with table-top activities displayed at the children's level. There was a variety of construction toys, shape building materials, puzzles and jigsaws. There were dress-up clothes, a play kitchen, and a tool bench to support the children's imaginative play.

There were sufficient tables and chairs to accommodate children to sit with each other to eat their snack or to work independently with the tabletop materials. There were two large soft floor cushions for the children to sit and read stories or to take a break away from the main group. There was clear floor space to allow children to actively move in the hall and to promote gross motor movement during music or dance activities.

The outdoor area was a fenced grassed space at the side of the building. There was space for water and sand play and a mud kitchen for imaginative play. There were buddy benches to encourage children to sit together in small groups.

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 in first aid was available to the children at all times.

The person in charge stated that they were due to complete a refresher course in the coming weeks.

(2) A suitably equipped first aid box was stored in an easily accessible and conspicuous position in the office.

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) (b) Evidence reviewed demonstrated that the firefighting equipment was last serviced in September 2025 and the smoke alarms were last serviced in November 2024

Non-Compliance Information

- (1)(a) During discussion with the staff, they confirmed that fire drills were carried out monthly however a written record of these drills was not maintained. There was no notice of the procedures to be followed in the event of an evacuation displayed in the hall.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that going forward all fire drills will be recorded in writing and the evacuation procedure has been displayed in the hall.

Supporting documentation submitted

A copy of the record of a recent fire drill was submitted as evidence.

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 was insured for a maximum of 22 children on a part-time basis. The expiry date of this insurance was 27 March 2026