

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2015WD075

Name of Service: St. Declan's Pre-school

Address of Service: Waterstreet, Waterford City, Waterford, X91 H295

Email Address: principal@stdeclansns.com

Name of Registered Provider: Ciara Parris

Type of Proposed Service:	Full Day Care	<input type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input checked="" type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change: Change in service type from sessional to part-time & sessional service
change in hours of operation from 08:50 - 12:00 to 08:30 – 13:00.

Proposed Number of Children: 32 (22 children attending on a part-time basis)

Recommended Change Following Inspection: Change in service type from sessional to part-time & sessional service
Change in hours of operation from 08:50 - 12:00 to 08:30 – 13:00

Registered change: Change in service type from sessional to part-time & sessional service
Change in hours of operation from 08:50 - 12:00 to 08:30 – 13:00

Date of Inspection:	0	1	0	7	2	0	2	5
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Inspection undertaken by: Aileen Bradshaw

Title: Early years inspector

Tusla Early Years Inspectorate Address: Community Care Centre, HSE Buildings Cork Road Waterford City

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Rationale for Inspection:
Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Part-Time & Sessional Service for 32(Max 22 Part-Time)
Date of Registration	17th July 2025

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	St Declan’s Pre-school is a sessional service based in St Declan’s Boys National School in Waterford city. The service is registered to operate from 08:50 to 12:00, five days a week, during the academic year. The service cares for up to 32 children aged from 3 to 6 years of age.
Premises	The service is in a large room in the main school building and has dedicated sanitary facilities for the pre-school children. They share the outdoor areas with the school children; however, this is rostered to allow all children to use the space daily.
Staffing	The registered provider is the principal of the school, and the board of management employs the person in charge, the deputy person in charge and a third staff member. There are also two relief staff available if required.
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider and, person in charge, who were present on the day of the inspection.

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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.

Requirement met:

The requirement has been met.

(1)(a) The service has a designated person in charge and a person who can deputise if required. The registered provider stated does not work directly with the children but is on the premises.

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.

(8) Without prejudice to paragraphs (2) to (7)—

(b) a childminder shall ensure that a second person familiar with the operation of the service and in a position to provide assistance to the childminder in operating the service is, at all times, within close distance of the service and available to attend the service to assist the childminder in the event of an emergency, and

(c) a registered provider of a sessional pre-school shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

Requirement met:

The requirement has been met.

The registered provider proposes to have 3 staff working directly with the 22 children at all times. Relief staff are available if required.

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.

(2) A registered provider—

(b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

Requirement met:

The requirement was met.

(1)(a)(b)

The layout of the room allows children the space and freedom to move around and choose their activity. The room design includes the following areas of interest: desk top activities, mark making activities including chalk boards, a paint easel, art table, dress-up clothes, a play kitchen with accessories, a library with a wide variety of books, water and sand trays, a large floor area for construction, and a nature table with a fish tank.

The tabletop activities were attractively displayed and available to the children on low shelving. Some examples are threading, construction, and connecting materials.

The equipment and toys are stored on low-level shelving and accessible to the children. There are sufficient tables and chairs to accommodate children to sit and eat their snack or work independently with tabletop materials.

The library is situated away from the main play area and is furnished with a large rug, low couches and soft chairs. The person in charge explained how this space will be used by the children if they wish to take a break from their play. Additionally, there are sleep mats and bedding available should a child need to rest during the day.

(2)(b)

The person in charge described how the preschool children have daily access to one of the many outdoor spaces in the primary school. There is a roster for the school to allow all children access to these spaces. The junior yard to the side of the building has a covered area to allow children to play outdoors in wet weather. In addition, the preschool children have the use of a large, grassed area to the front of the school, and the person in charge described how, during good weather, they bring their sand and water trays outdoors for the children.

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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.

Requirement met:

The requirement is met.

The person in charge stated that families provide the children’s food for snacks and the children’s lunch during the day. However, they stated they will offer breakfast, and they will provide additional food for the children’s snack if required. There is a fridge on site to store any perishable food during the day.

The healthy eating policy described how snack times are a social occasion and also included ideas for healthy snacks and lunches. This policy is included in the parent handbook. The policy has been updated to include information regarding parents providing food for children attending part-time hours.

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.

Requirement met:

The requirement is met.

- The registered provider has an adequate system in place to limit the risk of unauthorised entry or exit from the building.
- There is a cleaning schedule in place with the school’s cleaners, and the cleaning products are stored out of reach of the children.
- Liquid soap and disposable towels are available for the children’s use.
- The tables and chairs in the care room, which will be used for tabletop activities and mealtimes, are at the appropriate height for the age of children accommodated in the room.
- All cables and flexes are adequately secured to reduce the potential risks to a child. Electrical sockets are covered if not in use.
- Shelving and storage units are stable and secure.

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	<ul style="list-style-type: none"> Exit doors were unobstructed during the inspection, and the emergency lighting is mounted over these doors. The kitchen is inaccessible to the children. The outdoor areas are secure within the grounds of the school and the junior yard at the side of the building has a locked gate.
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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.

Requirement met:	<p>The requirement has been met.</p> <p>(1) The person in charge and two adults on the premises are trained to the First Aid Responder level and are available to the children at all times.</p> <p>(a)(b) The First Aid box is stored on an open shelf in the care room.</p>
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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.

Requirement met:	<p>The requirement is met.</p> <p>(1) (a)(b)</p> <p>Records of monthly fire drills are available for review by the inspector. The last fire drill was carried out in June 2025.</p> <p>Evidence reviewed demonstrated that the firefighting equipment was serviced on the 3rd of December 2024, and the smoke alarms were maintained on the 24th of June 2025.</p>
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A notice of the procedures to be followed in the event of a fire is displayed in the preschool room. The evacuation meeting point is at the side of the building and displayed in the main hallway.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement has been met.

The service has insurance to cover a maximum of 22 children on a part-time basis. The expiry date on the insurance certificate is the 30th of January 2026.

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.*

Requirement met:

The requirement has been met.

(a) The person in charge confirmed that they knew of no structural defects and that the building is structurally sound.

(b) The main entrance door to the school has a doorbell and a keypad for adults using the building. The system in place adequately secures the entrance to the building to prevent a child from exiting unsupervised and to prevent unauthorised access to the premises. The registered provider described how work is to be completed over the coming months to create a lobby space at the main door.

(c) The preschool room has large windows which provide natural lighting. The natural light can be augmented with artificial ceiling lighting, which is covered. The windows could be opened to allow the circulation of fresh air.

(d) The preschool room was in a clean condition on the day of inspection. A cleaning schedule is managed by the school cleaning staff.

(e) The sanitary area is away from the preschool rooms, with two toilet cubicles and wash hand basins designated for the preschool children. The person in charge

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	<p>described how they manage toileting the children and how a staff member accompanies the children at all times.</p> <p>There are separate staff toilets. Warm water, liquid soap, and disposable paper towels were provided in the sanitary facilities.</p>
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Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

Requirement met:	<p>The requirement has been met.</p> <p>(1) The clear floor space available in the premises for work, play and movement of children attending the service is adequate for the part-time service proposed.</p> <p>(2) The clear floor space available measured 73.4 square metres.</p>
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