

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WD100		
Name of Service:	Woodlands Playroom		
Address of Service:	C/O Woodlands Leisure Centre, Dunmore Road, Waterford, Co. Waterford		
Eircode:	X91 CC2R		
Name of Registered Provider:	Mary Molloy		
Service type:	Sessional		
Date of Inspection:	06/11/2025		
No of pre-school children:	AM	16	PM N/A
Address of the Early Years Inspectorate:	Tusla Child and Family Agency, Early Years Inspectorate, Ely Hospital, Ferrybank, Wexford		
Inspection undertaken by:	E Mc Garry		
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

This sessional service is in the Woodlands Hotel leisure centre. A preschool service is provided to children aged 2 to 6 years of age. The service is open from Monday to Friday 9.00am to 1.00pm. The service operates from two preschool rooms that have been adapted to provide a preschool service. There is a kitchenette, toilets, nappy changing facilities and an outdoor area to the rear of the service. The service also has access to the hotel grounds where children are brought for walks.

Staffing

There are five staff employed in the service including the registered provider who also works directly with the children. All staff working with the children held a major award in Early Childhood Care and Education at Level 5 and above on the National Qualifications Framework.

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 Management and Recruitment (1) (2) (a) (b) (c) (d) (4),

Regulation 11 Staffing levels (1) (2),

Regulation 21 Equipment and Materials,

Regulation 22 Food and Drink,
Regulation 23 Safeguarding Health, Safety, and Welfare of the Child,
Regulation 25 First aid (1) (2) (a) (b),
Regulation 26 Fire Safety (1) (a) (b) (4),
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 person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Non-Compliance Information

(1)(3)

The registered provider did not inform the inspectorate there was a change in the person in charge in the service. The registered provider is required to inform the inspectorate of any proposed change in the details in relation to the person in charge in their service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider has completed a change in circumstance form to notify the agency of the change in the person who is now in charge in the service.

Supporting documentation submitted

The inspector has received evidence the agency has acknowledged receipt of this change in circumstance.

Summary Comment

The response and evidence submitted is satisfactory to meet the requirements of The Child Care Act 1991 (Early Years Services) Regulations 2016.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(1) A registered provider shall ensure that-

(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.

Non-Compliance Information

(1)(c)

There was a clear management structure in place. A person identified themselves as the person in charge on the arrival of the inspector. The person was clear on their role and responsibility in the service.

(2)(a)(b)

Following a discussion with the manager and on review of documentation, it was established that there were five staff employed in the service. All required written and validated references were available on file for three staff working in the service.

(c)

There was Garda vetting available on file in the service for all staff members. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice to renew Garda vetting every 3 years for all staff.

(d)

Police vetting was not required as no staff member had lived in a state other than Ireland for a period of longer than six consecutive months.

(4)

There were qualifications on file for all staff working directly with the children. These staff held an award in Early Childhood Care and Education at Level 5 and above on the National Qualifications Framework.

Non-Compliance Information

There were two staff working in the service who had only one written and validated reference available on file in the service. All staff are required to have two written and validated references available on file in the service prior to commencing work in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The two written and validated references are now available on file in the service.

Supporting documentation submitted

The two references were received by the inspector. The registered provider now has a check list in place in the staff files in the service which includes all the required documentation for staff. This check list is in the staff file for each staff member to ensure all required documents are always available on file in the service going forward.

Summary Comment

The response and evidence submitted is satisfactory to meet the requirements of The Child Care Act 1991 (Early Years Services) Regulations 2016.

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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.

Compliance Information

(1)

There was an adequate number of staff working directly with the children attending the service throughout the duration of the inspection.

(3)

At 11.00am there were 16 children aged from 2 to 6 years of age in the care of 3 staff.

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

There was a registration form available in respect of each child enrolled in the service. A sample of forms completed by the parents were reviewed as part of the inspection process and were found to contain all the information required under parts (a) – (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 registered provider ensured there was adequate and suitable furniture, play and work equipment and materials available on the premises of the preschool service.

The service had two rooms in operation on the day of inspection. There was a large room and a smaller room to the side of the main classroom.

The main room was laid out with care and attention to the children attending the service. There was a supply of art materials and paper for painting. There was a shop with miniature products for children to play with. The children were observed enjoying tabletop activities with a supply of bricks to play with. There were toys and play equipment such as dinosaurs, cars, trucks and small world figurines stored in boxes on shelves for children to play with.

The second room was a cosy smaller room which had a mural on the wall. There were jigsaws and a supply of reading books for the children to look at. Staff who spoke to the inspector said children who were a little overwhelmed could come and relax in this room.

There was a small area off the main room where children could read a selection of reading books. This was a cosy area with a pretend fireplace that created a homely and comfortable area for children to play in.

The outdoor area was a tared surface surrounded by a fence directly accessed from the rear of the service. There was a supply of ride on toys for the children to enjoy in the outdoor area. There were small benches and tables for the children to relax on.

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 service provided all the snacks for the children attending the service. The children were observed enjoying a snack of fruit and crackers at 11.00am. Staff were observed refilling the children’s drink bottles when requested by the children.

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 from the main reception area in the leisure centre. The door to the service was secure on arrival to prevent children from leaving unsupervised and to prevent unauthorised people gaining access to the service. Access was gained to the service by ringing the bell. The large outdoor area to the rear and side of the

service was safe, suitable and secure. All cleaning agents were stored on shelves which were inaccessible to children.

Infection control:

The service had an infection control policy. The service appeared to be clean and well maintained. There was warm thermostatically controlled warm water available in all wash hand basins in the service. There was liquid soap, disposable paper towels and foot pedal bins available throughout the service. Effective handwashing practice was observed. Children were supported to wash their hands before snacks, after using the toilet and after messy play.

Accidents and incidents

Previous records of accidents and incidents were reviewed in the service. The recording of the accidents and incidents was in line with the service policy. Parents had confirmed they were informed by signing the documents which were reviewed by the inspector.

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

(2)
There was a suitably equipped first aid box stored in an easily accessible and conspicuous position on the premises and available to the children attending the service at all times.

Non-Compliance Information

(1)
There was no staff member trained in a first aid responder course working in the service. It is acknowledged there were two staff trained in a paediatric first aid course. A registered provider is required to ensure there is a person trained in a first aid responder course available to the children at all times.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Since the inspection 2 staff members have completed a first aid responder course.

Supporting documentation submitted

The inspector has received proof of payment for both courses. The registered provider has confirmed by e mail that both staff attended the course. The certificates will be sent to the inspector when received.

Summary Comment

The response and evidence submitted is satisfactory to meet the requirements of The Child Care Act 1991 (Early Years Services) Regulations 2016.

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)

There was a record of fire drills that had taken place in the service. The last recorded fire drill took place in October 2025.

(b)

There was a record of the number, type and maintenance of the firefighting equipment available in the service. This maintenance was carried out in June 2025. The annual service of the smoke alarm was carried out in service in September 2025.

(4)

There was a notice of the procedures to be followed in the event of fire displayed in a conspicuous position at the main entrance of the service.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was an insurance certificate in place to cover the number of children the service was registered to accommodate. The insurance certificate commenced 5 November 2025 to 27 March 2026.

Non-Compliance Information

The inspector was not assured the service was adequately insured at all times since the last inspection. The inspector reviewed the previous insurance certificates that were available on file in the service. There was no evidence available on file in the service to confirm the service was adequately insured from March 2025 to November 2025.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

There is insurance in place in the service as noted by the inspector on the day of the inspection.

Supporting documentation submitted

The registered provider has initiated a reminder to ensure insurance is updated as required in the service.

Summary Comment

The response and evidence submitted is satisfactory to meet the requirements of The Child Care Act 1991 (Early Years Services) Regulations 2016.