

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WW102
--------------------------	-------------

Name of Service:	Knockeevin Montessori School & Nature School
-------------------------	--

Address of Service:	Knockeevin, Church Road, Greystones, Co. Wicklow
----------------------------	--

Eircode:	A63 WF97
-----------------	----------

Name of Registered Provider:	Gill Gray
-------------------------------------	-----------

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

Date of Inspection:	09/12/2025
----------------------------	------------

No of pre-school children:	AM	37	PM	36
-----------------------------------	----	----	----	----

Address of the Early Years Inspectorate:	Tusla Child and Family Agency First Floor Trinity Building IDA Business Park Southern Cross Road Bray Co. Wicklow
---	--

Inspection undertaken by:	H. Bourke
----------------------------------	-----------

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	N/A
---------------------------------	-----

Description of service

This service was first established in 1985 and is located in the village of Greystones, County Wicklow. The service provides part-time day care and a sessional service to pre-school children aged between two years and six years of age.

The service is open from Monday to Friday between 09:00 and 14:00 and offers a sessional ECCE service for 38 weeks of the year. The premises is located in prefabricated buildings in the grounds of a detached house which has a large garden available for use by the pre-school. There are three rooms provided for the care of children.

Staffing

The registered provider and five other adults work in the service. There were five adults including the registered provider were present on the day of inspection.

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/ safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under

Regulation 9 - Management and Recruitment

Regulation 11 - Staffing Levels

Regulation 15 – Record of pre-school child

Regulation 16 - Record in relation to per-school service

Regulation 23 - Safeguarding health, safety and welfare of child

Regulation 24 - Checking in and out and record of attendance

Regulation 25 - First aid

Regulation 26 - Fire Safety measures

Regulation 27 - Supervision

However, on inspection a non-compliance which posed a risk was identified under

Regulation 31 - Notification of Incidents

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

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, 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)

The registered provider was present on the day of inspection and a named person was able to deputise as required.

(b)

The registered provider was on the premises at the time of the arrival of the inspector and remained on the premises for the duration of the inspection.

(2)(a)(b)

Written validated references were available in respect of six adults.

(c)

Completed Garda Vetting Disclosures were available for six adults.

(d)

International police vetting was available for one adult who had lived outside the jurisdiction for more than six consecutive months as an adult.

(4)

Six adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or had a qualification deemed equivalent.

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)

Throughout the inspection there were an adequate number of adults working directly with the children attending the Montessori service.

(2)

The correct adult/child ratio was maintained at all times. There were five adults working directly with 37 children on the day of inspection.

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.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (c) an authorised person.*

Compliance Information

(1)(a) to (i),

The registered provider ensured that a record in writing of the above particulars, were kept in respect of each child attending the Montessori service.

(3)(c)

The registered provider ensured that these records were available for inspection by an authorised person

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;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

Compliance Information

(1)(a) & (k)

The registered provider had a record in writing of the above information in relation to the service.

(3)

The above records were available for inspection, on the premises by an authorised person.

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 main doors to the Montessori rooms were securely locked on arrival of the inspector to the service.
- All toys examined were in good condition and equipment was suitable, age appropriate and in good working order.
- All cleaning products were stored safely out of the reach of children.
- The emergency exit routes in the Montessori rooms were free from obstruction and clearly marked.

Infection Control:

- There were sanitary areas located in the Montessori service. There was warm running water at 30°C, liquid soap and paper towels available.
- Foot pedal bins were available in the sanitary areas and in the Montessori rooms for the safe disposal of used paper towels and other waste matter.
- Table cleaning was observed before and after snack time.
- Hand washing by the adults and children was observed before snacks and after using the toilet.
- A cleaning schedule was present and maintained in the Montessori service.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

Compliance Information

(1)
The registered provider ensured that all children attending the Montessori were checked in and out on the service register.

(3)(a)(i-iv)

The registered provider ensured that no other person other than the agreed list of people had access to the Montessori.

(b)
The registered provider had a record in writing in the form of a visitors' book of all such persons who accessed the Montessori.

(4)
The registered provider was able to demonstrate that the visitors' book was kept for a period of one year from the dates to which it relates.

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 two adults trained in FAR (First Aid Response) and available to the children throughout the inspection.

(2)(a)
A suitably equipped first aid box was located in an accessible place between the Montessori rooms.

(b)
The first aid box was available to the children attending the service at all times

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.*
- (2) The record referred to in paragraph (1) shall be open to inspection by-*
- (c) an authorised person.*
- (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 having taken place in the Montessori service. The last recorded fire drill was 5 December 2025.

(b)

There was a maintenance record for firefighting equipment and smoke detectors on the premises dated May 2025 for both.

(2)(c)

The above records referred to in paragraph (1) were open to inspection by an authorised person.

(4)

There was a notice of what procedures should be followed in the event of an emergency, displayed in each Montessori room.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The registered provider was able to demonstrate on the day of inspection that the children were continually supervised throughout their day.

Part VIII - Notifications and Complaints

Regulation 31 - Notification of incidents

A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:

(d) a serious injury to a pre-school child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise;

Non-Compliance Information

(d)

The service failed to notify the Agency within 3 working days of an injury to a child who required medical treatment in a hospital following an accident sustained while in the Montessori.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(d)

Notification of the incident was sent to Tusla and a risk assessment was carried out and policies reviewed. Staff were made aware of the need to report these types of incidents within three days. Our policy for managing these situations has been updated.

Supporting documentation submitted

(d)

Photographic evidence of a completed Notification of incident form was submitted with the CAPA response and the updated policy should prevent the non-compliance from occurring again.

Summary Comment

(d)

The photographic evidence and proposed actions have addressed the non-compliance found on the day of inspection in relation the regulation 31 (d) and will be reviewed on next inspection.