

Early Years Inspectorate Regulatory Report

Pre School

#TUSLA Identifier: TU2015WW141

Name of Service: Roundwood Community Pre-school

Address of Service: 73 Ashwood, Roundwood, Co. Wicklow

Eircode: A98 A386

Name of Registered Provider: Ann O'Toole

Service type: Sessional

Date of Inspection: 03/06/2025

No of pre-school children:	AM	16	PM	N/A
-----------------------------------	----	----	----	-----

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

Roundwood Community Pre-school was first opened in September 2009. The pre-school is a community-based service and there is a board of management who are in charge of the running of the service. The board of management employ the registered provider.

It is a non-profit service that is registered to provide care and education for children aged between two years and six years of age on a sessional basis.

The service operates from a single storey house located in a housing estate outside the village of Roundwood Co. Wicklow. The pre-school consists of one large room, a sanitary area and a kitchen/office. There is an enclosed outdoor area to the rear of the premises.

The service operates between the hours of 9.00 and 12.00 Monday to Friday and has resumed its afternoon service from 12.15 to 15.15 since September 2023. The pre-school participates in the Early Childhood Care and Education (ECCE) scheme and operate a sessional service for 38 weeks of the year.

Staffing

There are five adults employed by the board of management and this includes the registered provider.

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.

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.

(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme.”

Compliance Information

Following a discussion with the registered provider and inspecting the staff roster it was confirmed that the registered provider and four other adults work in the service, these files were reviewed.

(1)(a)

The registered provider was present and there was a named person who 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 remainder of the inspection.

(c)

There was a clear management structure within the service.

(2)(a)(b)

Written validated references were available in respect of five adults.

(c)

The required three-year Garda Vetting Disclosures were available for five adults.

(d)

International police vetting was not required as no adult working in the service had lived outside the jurisdiction for more than six consecutive months as an adult.

(4)
Five staff members held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications.

(6A)
One adult was employed under the Access and Inclusion Model.

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.

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

(c) a registered provider of a sessional pre-school service 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.

Compliance Information

(1)
Throughout the inspection there were an adequate number of adults working directly with the children attending the pre-school.

(3)
The correct adult/child ratio was maintained during the inspection. There were four adults present with sixteen children.

(8)(c)

The service is not operated single handedly.

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)-(i)

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

(3)(c)

The registered provider ensured that these records were available for inspection to 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;

(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;

(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),(g),(h)&(i)

The registered provider ensured that a record in writing was kept of the above list of information in relation to the service.

(3)

The registered provider ensured that the above list of documents were open to inspection by an authorised person.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b)

The registered provider ensured that appropriate and suitable care practices were in place

The atmosphere in the pre-school was happy, relaxed, friendly and child centred. Staff members were respectful and kind towards the children in their care and each child was listened to and given time to chat and express their thoughts and feelings. The transition between one activity and the next was smooth and unhurried, aided by the

language used by the adults to the children. Positive reinforcement of children’s behaviour contributed to a pleasant environment for the children in the service.

A strong ethos of teamwork was evident from observing how staff members worked together.

The relationships between the adults and children reflected a sense of belonging, inclusion, connectedness and diversity.

The pre-school room was equipped with low level child sized tables and chairs and materials and equipment were easily accessible on low level open shelving units in the room. Interest areas included a home/kitchen corner, construction area, a sand pit, art area and rest area with library. Materials and equipment included paint, paper, crayons, play dough art and craft materials, blocks, puzzles, jigsaws, books, musical instruments, cars, animals, dolls, buggies, sensorial play table and natural materials.

Information was shared with parents and guardians at the collection time. The service uses email to update parents regarding the service. Parents use texting and phone to contact the 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 pre-school 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 pre-school.

(b)

The registered provider had a record in writing in the form of a visitors' book of all such persons who accessed the pre-school.

(4)

The registered provider was able to demonstrate 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 related.

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 ensured that an adult present was trained in FAR (first aid response) and was available to the children throughout the inspection.

(2)(a)

A suitably equipped first aid box was located in an accessible place within the adjacent kitchen/office.

(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 pre-school service on a monthly basis. The last fire drill took place on the 9th of May 2025.

(b)

There was a maintenance record for firefighting equipment and the smoke detection system on the premises dated December 2024 and the 12th of March 2025 respectively.

(2)(c)

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

(4)

There was a notice of the procedures to follow in the event of a fire, clearly displayed within the pre-school room

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was a certificate present to demonstrate that the service was adequately insured for the correct number of children and expired on 9th of March 2026.