

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier: TU2015WW171

Name of Service: Forever Friends Pre-school

Address of Service: St. Bridget's Community Centre, Old Village, Rathnew, Co. Wicklow

Eircode: A67 EF85

Name of Registered Provider: Glenda Franey

Service type: Sessional

Date of Inspection: 12/05/2025

No of pre-school children:	AM	20	PM	N/A
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Address of the Early Years Inspectorate: Loughlinstown Health Centre,
Loughlinstown Drive,
Loughlinstown,
Co. Dublin

Inspection undertaken by: Mona Condon.

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 pre-school is in an adapted room located in a community centre in Rathnew village, County Wicklow. The service is registered to provide a sessional service to pre-school children aged between two years and six years of age. There are two sessions daily. The morning session hours are between 09.00 and 12.00 and afternoon session is from 12.30 to 15.30 from Monday to Friday. An enclosed outdoor area was available at the front of the premises. A community hall is also available for use by the service on four days of each week.

Staffing

A total of six adults are employed to provide direct care for pre-school children. On the day of inspection five adults provided direct care to twenty pre-school children.

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 and safety. 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

(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

(2) Six adults are employed in the service.

(a)&(b) Twelve written and validated references were available for six adults.

(c) The required Garda vetting disclosures were available in respect of six adults employed. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was available for one adult who had been employed outside the state for a period of more than six months as an adult.

(4)
The six adults employed held major awards in Early Childhood Care and Education at National Framework for Qualifications.

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) Throughout the inspection there was an adequate number of adults working directly with the pre-school children.
- (3) The adult/child ratios were maintained throughout the inspection. There were five adults present with twenty pre-school children on the day of 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:*
- (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.*
- (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) The registered provider ensured that a record in writing was kept of the information listed above (1)(h) - (k) in relation to the service.

(3) A record of details listed above under (1)(h) - (k) were available for inspection.

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 external doors were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- The designated emergency exit doors were clear and unobstructed.
- Documentary evidence was available that fire drills were being carried out on a monthly basis as per best practice guidelines.
- The cleaning agents were stored on high shelving and were inaccessible to the pre-school children.

Infection Control:

- Children were encouraged to wash their hands regularly including before lunch and after using the toilet. Effective hand hygiene practices were observed and in accordance with the services infection control policies and procedures.
- The premises play equipment, and materials were in a clean and hygienic condition.
- Foot-operated pedal bins were available in the care room.

Administration of Medication:

- No medication was administered to a child during the inspection. Staff members were aware of the procedure to follow should medication be required for a child. Completed written records were available when medication was administered to a child. All relevant information was included.

Outing:

- An outing was undertaken last week to a farm. A comprehensive outings policy was available.

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) Two staff members were trained in first aid response (FAR) and were immediately available to the children on the day of inspection.

(2)

(a) The first aid box for children was safely stored in an accessible and conspicuous position next to the pre-school room.

(b)

At all times the first aid box was available to the children.

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 children present were supervised at all times while they were in the in the room and in the adjacent hallway areas during the session.