

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW186		
<b>Name of Service:</b>	Cosy Kids Creche		
<b>Address of Service:</b>	Johnstown Lodge, Kilpeddar, Greystones, Co. Wicklow		
<b>Eircode:</b>	A63 VW89		
<b>Name of Registered Provider:</b>	Carolyn Marx		
<b>Service type:</b>	Full Day		
<b>Date of Inspection:</b>	04/11/2025		
<b>No of pre-school children:</b>	AM	44	PM 32
<b>Address of the Early Years Inspectorate:</b>	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co. Dublin.		
<b>Inspection undertaken by:</b>	Mona Condon		
<b>Title:</b>	Early Years Inspector		
<b>Authority to Inspect</b>			
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).			
<b>Conditions if applicable</b>	Not applicable		

### Description of service

This service is located in an adapted detached bungalow a rural area of Kilpedder, Co. Wicklow. There is a large outdoor area on the premises which the children have access to on a daily basis. It is registered to provide full day care, part-time care and sessional care to pre-school children aged from zero to six years of age. The opening hours are 08:00 to 18:00 daily from Monday to Friday and the service caters for a maximum of 45 pre-school children.

### Staffing

Fourteen adults are employed which includes the manager, cook and two relief staff members. On the day of inspection eight adults provided direct care to pre-school children. The manager was also present and available to give assistance in the rooms as needed.

### 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.

An Immediate Action Notice was issued to the Registered Provider on 05/11/2025 in relation to a non-compliance identified in relation to Regulation 25 - First Aid. There was no adult present who had a current qualification in First Aid Response.

A response from the registered provider was received and accepted 06/11/2025.

### 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 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

(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)&(b) The service had a designated person in charge and a named person to deputise as required who were both on the premises throughout the inspection.
- (2)
- Six new adults have been employed in the service since the last inspection. These six files were reviewed.
- (a)&(b) Eleven written and validated references were available for four adults.
- (c) Garda vetting disclosures were available in respect of six adults.
- (d) Police vetting was available for one adult who had lived outside the jurisdiction for a period of over 6 months as an adult.

(4)

The six adults employed had 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

(2)(a)(b) A second validated reference was not available for one adult.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

A second reference for the employee has been sought and will be filed in staff member's file. In future all references will be in place at commencement of employment.

#### Supporting documentation submitted

Copy of the reference received.

### Summary Comment

The registered provider has addressed the non-compliance as identified on inspection in relation to Regulation 9(.

## 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.*

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

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

### Compliance Information

- (1)  
Throughout the inspection there was an adequate number of adults working directly with the pre-school children
- (2)  
The adult/child ratios were maintained throughout the inspection. There were eight adults providing direct care to forty-four pre-school children who were cared for in five care rooms. The person in charge was present to provide assistance in rooms when needed.
- (8)(a)  
There were at least 2 adults on the premises during the inspection and the staff roster indicated that there are at least 2 adults on the premises at all times.

### 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.*

### Compliance Information

- (1)
- (h) A record was available of each child's attendance which included their time of arrival and time of departure.
- (i) A detailed roster was available.
- (j) A record was available regarding parental consent for the administration of medication in each child's registration form. A method to record medication administration was in place.
- (k) A detailed written record of accidents/incidents which occurred to a pre-school child was available. The individual record was signed by the relevant staff present at the time of the accident/incident and the parent of the child.

## 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 kitchen was inaccessible to children.
- The designated emergency exit doors were clear and unobstructed. The procedure for evacuation was on display in each room.
- All cleaning agents were kept out of reach of children.

##### Infection Control:

- Children were encouraged to wash their hands regularly including before lunch, after using the toilet and after outdoor play. Effective hand hygiene practices were observed in accordance with the services infection control policies and procedures.
- Hygienic nappy changing procedures were observed in line with the service nappy changing policy.
- Each child's soother was stored in individual containers and were sterilised daily.
- Cleaning schedules were maintained in each care room and the environment was clean.

##### Administration of Medication:

- No child was given medication on the day of inspection. Documents reviewed and discussions with staff indicated that the administration of medication procedure was followed by staff.
- Written parental consent was available should temperature reducing medication be required to be administered to a child.
- All medication was stored in a safe place and was clearly labelled for each individual child.

##### Safe Sleep:

- On the day of inspection, a sleep log was maintained every 10 minutes by staff detailing the physical checks carried out on sleeping children under 2 years of age.
- The temperature of the sleep room and the care rooms where children slept was in the acceptable range.

##### Outing:

- It was confirmed by the person in charge that the pre-school children do not go on outings from the service.

### Non-Compliance Information

#### General Safety:

1. In the ECCE2 room a blind cord was not secured and therefore was hanging loosely from a glass door. This posed a serious risk of strangulation to a child as although not within reach of the children from the floor, the children present could climb on a chair to gain access. It is acknowledged that once this was identified by the Inspector, the blind was immediately removed.
2. Garda vetting was available for two staff members. However, this vetting disclosure was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
3. At 10:30 it was observed that the side gate entrance leading to the ECCE 1 Room a lock was in place, however this lock was open. This posed a risk of unauthorised access as the lock could be accessed and opened from outside.
4. No adult was present in the Little Stars room at 13:10 while five children aged over 2 years were sleeping on low beds. Music was playing very loudly in the room. Following discussion with staff members it was understood that the children were monitored every 10 minutes by staff from the room next door. This posed a risk to sleeping children as they would not be seen or heard if they awoke. When children are asleep on low beds a staff member must be with them at all times.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. The blind was removed immediately on the day of inspection. It has been re-fitted and is no longer accessible to a child. The observation of the blind has been included on our daily safety checklist.
2. The renewal of Garda vetting process for the two staff members has commenced and email confirmation received. Going forward there will be regular checks on staff files to ensure that all vetting is up to date.
3. Code lock was purchased and placed on the gate – keycode displayed for staff members only, and to act as an egress route in the event of a fire. There is a designated person to ensure gate is locked at all times.
4. A designated staff member is now present in the Little Stars room from 12pm to 2pm daily while the children are sleeping.

### Supporting documentation submitted

Photographic evidence of the blind in place and the blind cord secured.

Copy of Garda vetting application acknowledgement.

Photographic evidence of the lock on gate and signage.

### Summary Comment

The registered provider has addressed the non-compliances as identified on inspection in relation to Regulation 23 point 1-3 inclusive. As point number 4 relates to a practice issue, it will be reviewed on next inspection.

### 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.*

### Compliance Information

- (1) The registered provider ensured that a record was kept of all children entering and leaving the service on a daily basis
- (3)(a)(b) visitors' book was used to record all persons, other than those listed above, who enter the premises.

## 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)(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 attending the pre-school service.

### Non-Compliance Information

(1) A person with a current qualification in First Aid Response (FAR) was not available to the children in the service. An Immediate Action Notice was issued to the Registered Provider on 05/11/2023 in relation to this. It is acknowledged that the RP had booked places for three staff members to complete a First Aid Response course commencing on 17 November 2025.

A staff member with a current qualification in Paediatric First Aid was available.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

FAR training scheduled and will be attended by two staff members. A letter of acknowledgement and attendance will be emailed. Regular checks on staff files will be carried out to ensure all required training is up to date.

#### Supporting documentation submitted

A copy of the confirmation letter confirming that two staff members had completed a First Aid Response Course dated 17, 18, 19 November 2025.

### Summary Comment

The registered provider has addressed the non-compliances as identified on inspection in relation to Regulation 25.

## 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.

### Compliance Information

- (1)
- (a) Records were available indicating that the last fire drill was carried out on 03/09/2025.
  - (b) Records were available detailing the number, type, and maintenance of fire- fighting equipment. and smoke alarms dated March 2025 and June 2025 respectively.
- (4) Notices were displayed detailing the procedures to be followed in the event of fire.