

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier: TU2015WW227

Name of Service: Coillte Academy Pre-school

Address of Service: 2 Cill Sarain, Herbert Road, Bray, Co. Wicklow

Eircode: A98 Y7E5

Name of Registered Provider: Carol Berkeley

Service type: Part Time, Sessional

Date of Inspection: 11/02/2025

No of pre-school children:	AM	15	PM	15
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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	Click or tap here to enter text.
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Description of service

This sessional service was first established in 2012. The service operates from a purpose-built single storey building in the garden of the registered provider's home located within a housing estate in the urban setting of Bray Co. Wicklow. The pre-school is registered to provide care and education for children aged between 2 years and 6 years of age. The service is open from Monday to Friday and operates 09.00am to 1.00pm. The service participates in the Early Childhood Care and Education (ECCE) scheme and operates for 38 weeks of the year. The children have access to an outdoor area directly beside the premises on a daily basis.

Staffing

The registered provider works in the service and employs two adults

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 a review of the staff roster, it was confirmed that there were three adults working in the pre-school and this included the registered provider, these files were reviewed.

(1)(a)

The registered provider was present in the pre-school and there was a named staff member who was able to deputise as required.

(b)

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

(c)

There was a clear management structure in the pre-school service that identified the lines of authority and accountability.

(2)(a)(b)

Written references were available in respect of three adults.

(c)

The required three-year Garda vetting disclosures were available in respect of three adults.

(4)

Three adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications.

(6A)

There was one adult employed pursuant to the Access and Inclusion Model.

Non-Compliance Information

(2)(d)

Police vetting was not available for one adult had lived outside the State for a period of longer than 6 consecutive months since turning 18 years of age.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(d)

Police vetting has been applied for and an appointment has been arranged with the embassy to get police vetting for the time spent outside the State since turning 18 years of age.

Supporting documentation submitted

(2)(d)

Photographic evidence was submitted with the CAPA response of contact with the embassy and of a future appointment for the adult in question.

Summary Comment

(2)(d)

The above actions when carried out will address the non-compliance found on the day of inspection in relation to Regulation 9 (2)(d) but the non-compliance remains outstanding and will be reviewed on next inspection.

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 were an adequate number of adults working directly with the children attending the pre-school service.

(2)
The correct adult/child ratio was maintained at all times. There were three adults employed and present with 15 children on the day of inspection.

(8)(a)
The registered provider ensured that there were two adults on the premises at all times. This was confirmed by reviewing the staff roster.

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, was 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 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. All the children attending were given the opportunity for free play during the morning, and children's participation was encouraged in all activities throughout the day.

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. Children were encouraged to take responsibility for their belongings and tidying up after their snack time.

One to one attention was given to a child when required, in addition, support was given to children so that they remained included in activities.

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. Children were addressed by their name and were given plenty of time to eat their food. All food was provided by the parents of the children in the service. There were low level tables and chairs suitable to the age range of the children and low-level shelving with equipment that was accessible to the children.

All children had the opportunity to avail of outdoor play during their morning. The children attending the pre-school had appropriate outdoor clothing and footwear and were able to enjoy the outdoors on a daily basis. The service had a cosy area both inside the pre-school room and outside, with rugs and soft furnishings for children to use should they require it during their day.

Children's parents are spoken to on an individual basis at collection time. In addition, the service uses a closed online web group to keep in contact with parents. Parents are encouraged to make direct contact with the service, should they have any concerns or issues.

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 there were adults trained in FAR first aid available to the children at all times during their day.

(2)(a)
A suitably equipped first aid box was located in an accessible place within the pre-school room.

(b)
The first aid box was available to the children attending the pre-school at all times.