

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW232
<b>Name of Service:</b>	The Convent Montessori
<b>Address of Service:</b>	Unit 3, Marina Village, The Harbour, Greystones, Co. Wicklow
<b>Eircode:</b>	A63 V406
<b>Name of Registered Provider:</b>	Margot Kinsella
<b>Service type:</b>	Part Time, Sessional
<b>Date of Inspection:</b>	12/12/2025

<b>No of pre-school children:</b>	AM	12	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Tusla Child and Family Agency First Floor Trinity Building IDA Business Park Southern Cross Road Bray Co. Wicklow
<b>Inspection undertaken by:</b>	H. Bourke
<b>Title:</b>	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).

<b>Conditions if applicable</b>	N/A
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## Description of service

This Montessori was first established in 2014 and currently caters for children aged two years to six years of age. This service provides sessional and part-time education to children, Monday to Friday from 9.00 to 13.30. The service consists of one playroom which has direct access to the outdoor courtyard. Access to a sanitary area, a cloakroom, kitchen area and storage is also available to the Montessori during its hours of operation.

## Staffing

The registered provider employs three adults on a full-time basis in the Montessori, and a new staff member was being introduced to the service on the day of inspection. The registered provider does not work directly with the children but arrived on site during the 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.

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, 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*
- (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

Following a discussion with the person in charge and reviewing the staff roster, it was confirmed on the day of inspection there were four adults employed and present in the service and these files were reviewed.

(1)(a)

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

(b)

The person in charge was on the premises at the time of the arrival of the inspector and remained on the premises for the duration of the inspection.

(c)

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

(2)(a)(b)

Written validated references were available in respect of four adults.

(c)

Completed Garda Vetting Disclosures were available for four adults.

(d)

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

(4)

Four 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 four adults working directly with 12 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:*

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (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)(a)(h)(i)(j) & (k)

The person in charge 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 door to the Montessori was 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 route in the Montessori room was free from obstruction and clearly marked.

#### Infection Control:

- There was a sanitary area located within the service. There was warm running water at 30°C, liquid soap and paper towels available.
- A foot pedal bin was available in the sanitary area and in the Montessori room for the safe disposal of used paper towels and other waste matter.
- Table cleaning was observed before and after snack time.
- A cleaning schedule was present and maintained in the service.
- Cleaning of the room was observed before the children's Christmas carol 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.*

#### Compliance Information

(1)

The person in charge ensured that all children attending the Montessori were checked in and out on the service register.

(3)(a)(i-iv)

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

(b)

The person in charge had a record in writing in the form of a visitors' book of all such persons who accessed the Montessori.

### 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 was one adult trained in FAR (First Aid Response) available to the children throughout the inspection.

(2)(a)

A suitably equipped first aid box was located in an accessible place within the Montessori room.

(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 10 November 2025.

(b)

There was a maintenance record for firefighting equipment and smoke detectors on the premises dated 30 April 2025 and 29 January 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 what procedures should be followed in the event of an emergency, displayed in the 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 person in charge was able to demonstrate that the children attending the service were adequately supervised throughout their day.