

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WX107		
<b>Name of Service:</b>	Sr. Clemen's Community Playschool Ltd		
<b>Address of Service:</b>	Grattan Terrace, Gorey, Co. Wexford		
<b>Eircode:</b>	Y25 DT73		
<b>Name of Registered Provider:</b>	Anne Meyler		
<b>Service type:</b>	Part Time, Sessional		
<b>Date of Inspection:</b>	04/12/2024		
<b>No of pre-school children:</b>	AM	34	PM 24
<b>Address of the Early Years Inspectorate:</b>	Tusla Child and Family Agency, Early Years Inspectorate, Ely Hospital, Ferrybank, Wexford.		
<b>Inspection undertaken by:</b>	C. Ryan		
<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

Sr. Clemen's Community Playschool Ltd. is a community based preschool service which is managed by a voluntary committee. The service offers a play based sessional service for children aged from 2 years 6 months to 6 years. The service operates a morning and afternoon session. The service is located in a purpose-built premises within the grounds of St. Michael's Church, Gorey. The service consists of an entrance hall, two large playrooms, an office and sanitary accommodation. Outside is an enclosed and secured play area located directly off each room to facilitate daily access.

### Staffing

There are eight staff employed to work in the service. The childcare manager is the designated person in charge present on the premises daily. The staff working directly with children in the service held the minimum Quality Qualifications Ireland (QQI) at level 5, 6 and 8 qualifications in Childcare, Montessori Education and Early Childhood Care and Education on the National Qualifications Framework.

### 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.

Regulation 9 (1)(a)(b)(2)(a)(b)(c)(d)(4) Management and Recruitment,  
Regulation 11(1)(2) Staffing levels,  
Regulation 15 Record of a Pre-School Child,  
Regulation 17 Information for Parents,  
Regulation 21 Equipment and materials,  
Regulation 23 Safeguarding Health, Safety, and Welfare of the Child,  
Regulation 25 First aid,  
Regulation 26 Fire Safety and  
Regulation 28 Insurance.

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 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 childcare manager is the designated person in charge of the service. There is a named person available to deputise as required.

The staff files for all eight staff working in the service were reviewed on the day.

(2)(a)(b)

There were validated references for all employees kept in each staff member's file.

(c)

Garda vetting disclosures were available for all staff working in the service. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every 3 years.

(d)  
Police vetting disclosures was available on file for staff who had worked or lived outside the state for more than six consecutive months.

(4)  
Certificates of qualifications for all staff members working directly with the preschool children were available on file.

### 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)  
There was an adequate number of staff working directly with the children at all times for the duration of the inspection.

(2)  
In the morning there were 34 children with 5 staff.  
In the afternoon there were 24 children in the care of 4 staff.

The childcare manager was available during the day and were available to assist across the rooms as required.

### 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.*

#### Compliance Information

A sample of 10 children's enrolment forms completed by the parents were reviewed as part of the inspection process and were found to contain all the information required under parts (a) – (i) of this regulation.

### Part IV – Information and Records

#### Regulation 17 – Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information referred to in subparagraphs (a) to (g) of Regulation 16(1).*

#### Compliance Information

The service has a parent handbook for parents with information about the service including contact details, opening hours, the facilities, drop off and collection procedure, complaints, the curriculum and key policies. The handbook is provided to parents as requested located in the entrance hall and included relevant information and key policies. Parents are provided with an opportunity to visit the service.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The two playrooms were set up and well resourced with toys, materials and equipment suitable to the ages of the children using them. There were child sized tables and chairs suitable for tabletop activities and snack time. The children and staff were observed sitting together at these and chatting during their morning snack. The children were currently interested in the moon and were busy making moons from playdough. The daily routine was calm and relaxed, with the children transitioning between activities seamlessly.

The rooms were well resourced with open shelves, a home corner/kitchen, nature table, construction area, books and a reading area, dolls houses, dress up clothes and art and craft materials. The artwork displayed within the rooms showed the children’s current interest and seasonal themes. The children had created a gingerbread house from cardboard boxes, activity trays had home made snow and magic potions. The presence of birthday walls and family photos provided personalised touches for the children within the rooms.

Children enjoyed imaginative free play within the room and were offered choices. A child was having difficulty settling in that morning, was reassured and supported by staff till they settled. Each playroom had access to an outdoor play area directly off the rooms. The play areas were fully enclosed. A new sheltered area was in the process of being installed and a shed was available for the storage of outdoor toys.

### 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 entrance to the premises was secured to ensure children could not exit unsupervised and unauthorised persons could not enter unannounced. Cleaning products are stored out of reach of the children. Accident and incidents reviewed on the day were recorded in line with the service’s policy.

### Infection Control:

There was warm water, liquid hand soap and hand towels for hygienic handwashing. The playrooms were clean and well maintained. The children's tables were cleaned down between activities and eating. Lunches transported to the service were stored in the fridge in line with safe food practices.

### Administration of Medication:

Records of administration of medication reviewed on the day showed that the staff recorded the administration medication in line with safe administration of medication. Medication was stored out of reach of children.

## 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 were staff trained in FAR and first aid for children available to the children attending the preschool service.

(2)(a)(b)  
There was a suitably equipped first aid box stored in an easily accessible position and was available for use.

## 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.*

*(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)

The last recorded fire drill was carried out on 21 November 2024.

(1)(b)

A record was maintained of when the firefighting equipment and smoke alarm were serviced in September and December 2024.

(4)

There was a notice of the procedures to be followed in the event of fire displayed in a conspicuous position in the entrance of the service.

**Part VI - Safety**

**Regulation 28 - Insurance**

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

**Compliance Information**

The service had a certificate of insurance for a part time care for 44 children.