

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WX109
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<b>Name of Service:</b>	Bellefield Early Years Centre
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<b>Address of Service:</b>	C.W.C.W.(Enniscorthy) Ltd., Bellefield, Enniscorthy, Co. Wexford
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<b>Eircode:</b>	Y21 A0W5
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<b>Name of Registered Provider:</b>	Trevor Jacob
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<b>Service type:</b>	Part Time
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<b>Date of Inspection:</b>	23/01/2026
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<b>No of pre-school children:</b>	AM	27	PM	13
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate Tusla Ely Hospital Wexford
<b>Inspection undertaken by:</b>	C. Ryan
<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>	Not applicable
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### Description of service

Bellefield Early Years Centre service offers a play-based programme to all children with an emphasis on the inclusion of children with additional needs. The service offers part time care and operates Monday to Friday.

### Staffing

There are a total of eight staff working in the service. The childcare manager is the designated person in charge daily and works directly with the children. The registered provider does not work in the service. The staff working directly with children in the service held the minimum of level 5, 6 and 8 qualifications in Childcare and Early Childhood Care and Education on the National Qualifications Framework or a nursing qualification deemed by the Minister to be equivalent.

### 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.

This inspection focused on an examination of compliance under the following regulations:

Regulation 9(1)(2)(4) – Management and Recruitment,

Regulation 11(1)(2) – Staffing Levels,

Regulation 15 – record of Preschool Child,

Regulation 20 (1)(a)(b) -Facilities for Rest and Play,  
Regulation 21 - Equipment and Materials,  
Regulation 23 – Safeguarding Health, Safety and Welfare of 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
- (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

(1)(a)(b)(c)

The manager was the designated person in charge of the service on the inspector's arrival. There was a second named staff member available to deputise as needed. Staff were clear around their roles and responsibilities and reporting structures within the service.

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

(2)(a)(b)

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

(c)

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

(d)

Police vetting disclosures were on file for the staff who had lived outside of the state for a period of longer than six months as an adult.

(4)

There were certificates of qualification for the staff members working directly with the preschool children 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)(2)

During the inspection, there were an adequate number of staff working directly with the children.

During the morning there were 6 staff caring for 27 children.

During the afternoon there were 4 staff caring for 13 children.

The manager was present and available on the premises throughout the day.

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

#### Regulation 20 – Facilities for rest and play

**(1)** Subject to this regulation, a registered provider shall ensure that-

- (a)** having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and
- (b)** there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

### Compliance Information

(1)(a)

The service consisted of two playrooms, both opening directly into the entrance hallway. Each room was equipped with a wide variety of play materials, which were of good quality and suitable for the age and stage of development for the children. Open shelving allowed children to access toys and materials independently, and there was sufficient space for children to move around and play.

Toys and materials included kitchen/home corners, baskets of small world, bricks and dolls. The playrooms had personalised touches that included family photos, birthday walls, and individually named hooks for children to hang their coats and bags on. Throughout the rooms there was a variety of sensory, tactile play and staff were observed engaged in play with the children.

The service had a designated outdoor play area for the children at the rear of the premises. This area was fully enclosed. There were grassy areas, concreted pathways and all-weather soft surfaces. Both of the rooms had direct access to the garden. There was a mud kitchen, planting areas, sand play, climbing frames, swings and slides, a climbing frame and ride-on toys and a covered area.

(b)

Each of the rooms had cosy/rest areas set up with soft mats and cushions if a child required a rest. There was a designated sensory room which was freely available as needed for children.

### 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 rooms were equipped with low shelving, containers and baskets which allowed children to access toys and equipment independently. The room was resourced with furniture and equipment and areas of interest. The equipment, toys and materials available to the children were suitable for their age and stage of development. These included a construction area, reading areas, dolls house, home/kitchen, child sized tables and chairs, puzzles and activity trays.

Children's identity and belonging in each room were fostered with family photographs, birthday walls and personalised hooks to store their belongings.

Children's artwork was displayed and there was evidence of a programme of care and daily routine.

### 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 a person trained in a first aid responder course immediately available to the children attending the preschool service.

(2)(a)(b)

There were suitably equipped first aid boxes stored in an easily accessible position on the premises which were available to the children attending the preschool service.

### 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)

Fire drills were completed monthly. The last fire drill completed was recorded on the 19 December 2025.

(b)

A record was maintained when the firefighting equipment and smoke alarm system were serviced in July and December 2025.

(4)  
There was a notice of the procedures to be followed in the event of fire displayed in a conspicuous position in 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 valid certificate of insurance for part time care service for 44 children.