

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2016DR035
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<b>Name of Service:</b>	Monkstown Grove Montessori School
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<b>Address of Service:</b>	Monkstown Community Centre, Monkstown Grove, Monkstown, Co. Dublin
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<b>Eircode:</b>	A94 V3P9
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<b>Name of Registered Provider:</b>	Nicholas Breakwell
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<b>Service type:</b>	Part Time, Sessional
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<b>Date of Inspection:</b>	28/05/2025
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<b>No of pre-school children:</b>	AM	19	PM	No.
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<b>Address of the Early Years Inspectorate:</b>	The Brunel Building, Heuston South Quarter, St John's Road West, Dublin 8.
<b>Inspection undertaken by:</b>	S. Early O'Brien
<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

Monkstown Grove Montessori School was established in 1993 and is privately owned and operated. The service is registered to provide part-time care to children aged 2-6 years and also provides the Early Childhood Care and Education (ECCE) scheme. The programme of care is facilitated through a Montessori based curriculum. The service is registered to operate from 08:45 to 13:45 each weekday.

### Staffing

There are five adults employed in the service including the person in charge. The registered provider does not work directly in the service but did arrive to attend the closing meeting. On the day of inspection four adults were working directly with the children

### 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 and records. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under the following regulations.

Regulation 9 (1)(a)(b)(2)(3)(4) - Management and recruitment

Regulation 11 (1)(3) - Staffing levels

Regulation 15(1)- Record of a Pre-School Child

Regulation 16 (1)(h)(i)(j)(k) - Record in relation to pre-school service

Regulation 19 (1)(a) - Health, welfare and development of child

Regulation 23 - Safeguarding health, safety and welfare of child

Regulation 25 - First aid

Regulation 26 - Fire safety measures

Regulation 28 – Insurance

A sampling process was used to assess compliance under Regulation 15, Record of a Pre-School Child and Regulation 16, Record in relation to pre-school service.

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.

#### Compliance Information

(1)(a) The registered provider has ensured that there is person in charge of the service.

(b) The person in charge was present and in charge of the service when the inspector arrived at 09:45 on the morning of the inspection. The registered provider arrived to attend the closing meeting at 12:45.

(2)  
The files of five adults were reviewed as part of the inspection. This included three staff members who had joined the service since the last inspection on 27 April 2023.

Documentation was reviewed in respect of these adults and met regulatory requirements as follows:

(a)(b) Two written and validated references were available for one adult.

(c) Documentary evidence of a processed Garda vetting disclosure was available for all five adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.

(d) Police vetting was available for three staff members who had lived outside of the State for a period of more than six months as an adult.

(4)

Records were available demonstrating that all adults employed in the service held a major award in Early Childhood Care and Education at Level 5 or above on the National Qualifications Framework

## Non-Compliance Information

(2)(a)(b)

- A second written and validated reference was unavailable in respect of one adult.
- Three validated references were unavailable for two staff members.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

A second written and validated reference has been obtained for one adult. Three references for two adults have been validated. All references are now on file

As part of the onboarding process, the registered provider has stated that there is a form to be completed in this regard for all new employees in the future prior to their start date.

### Supporting documentation submitted

A copy of the outstanding reference has been supplied, detailed with the validation. Proof of validation has been submitted for the additional three references.

## Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address these non-compliances. These actions will be assessed on the 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.*
- (3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

#### Compliance Information

- (1)  
An adequate number of adults were working directly with the children at all times during the inspection.
- (3)  
The minimum ratio of adults to children for sessional services was adhered to at all times during the inspection. There were nineteen children being supervised by four adults on the morning of inspection.

### 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

(1)(a)(b)(c)(d)(f)(g)(h)(i)

Eleven children's records were sampled and reviewed. The records detailed the information which was required here.

## Non-Compliance Information

(1)(e)

The registered provider did not ensure that a record is kept in writing of the details of adults authorised to collect children other than parents or guardians. This poses a risk to children's safety.

## Corrective & Preventive Action submitted by the Registered Provider

### **Corrective and Preventive Action**

A specific section has been added to the (digital) School Registration Form where parents are able to indicate that names contacts are authorised to collect children from school.

Copies of the Emergency Contacts page of the Registration Form will be made available to parents who wish to add more authorised collection contacts during the school year.

### **Supporting documentation submitted**

Photographic evidence has been submitted to demonstrate the changes made to the registration form to include a section to list adults authorised to collect a child.

## Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address these non-compliances. These actions will be assessed on the next 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:*

*(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)

The registered provider ensured that a record was kept in writing of the information listed above (1)(h)-(k) in relation to the service.

## 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-*

*(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and*

## Compliance Information

(1)(a)

### **Basic Needs**

Healthy eating was promoted in the service and staff reported that all food items are provided from home. Staff advised that crackers and fruit are also available. Drinking water was accessible to children throughout the day. Children were encouraged to feed themselves and staff supported children who needed assistance. Children appeared happy and content within the care room.

Children's care needs were observed to be met promptly. Children's noses were cleaned promptly, and hands and faces were cleaned after dinner. Staff were observed engaging warmly with children during the inspection. Children were encouraged and supported to be independent including cleaning up after their play and meals.

### **Supporting Relationships**

Staff demonstrated a good awareness of the needs of each child in their care and responded to children's cues promptly. Staff interacted warmly with the children throughout the inspection and were observed supporting children in their play. Staff provided an appropriate level of supervision whilst supporting the children's independence during play and mealtimes.

Staff described how they record information about each child's day, their learning and development. Children's learning is documented in learning journals which is shared with parents in June.

## **Physical and Material Environment**

The care room was arranged to provide a range of play materials and areas of interest providing children with the freedom to play and explore. Areas of interest included small world toys, construction toys, jigsaws, a rest area with books, home corner and dress up area. The care room provided a range of developmentally appropriate play experiences for the children and was adequately resourced with a variety of materials. Family photos, birthday displays, visual routines and children’s artwork were on display.

## **Programme of Activities**

While the service is delivered through a Montessori curriculum, children were also observed to have the opportunity to make choices on their own play materials within the environment.

Language development was supported in discussions observed both at snack time, in one-to-one work and in the outdoor areas where the adults encouraged the children to use words to describe their thoughts and feelings.

The environment was laid out to support the children’s independence. Play materials were observed to be accessible to the children on low level shelving. Low level tables and chairs were available in the care rooms.

## 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**

The inspectors found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

### **General Safety:**

- The entrance door leading into the service was appropriately secured to prevent children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- Visitors to the premises were required to sign in on arrival to the premises.
- The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order.
- The registered provider had taken measures to ensure the indoor play environments were safe and free from hazards.

### **Infection Control:**

- Liquid soap, warm water and paper towels were available to facilitate hand washing.

- Children were encouraged to handwash after toileting, before snack and on return indoors from outdoor play.
- Foot pedal bins were available throughout the service for the safe disposal of used hand towels and other waste products.
- Tables were observed by the inspectors to be cleaned before and after snack time.
- Lunch boxes that included perishable food items were stored in the fridge in the care room in line with safe food guidance.

### Administration of Medication:

- There was written evidence of prior parental consent for the administration of anti-febrile medication and prescribed medication and there were procedures in place to safely administer and document such medication if required.
- Staff adequately detailed the procedures for administering medication if required during discussions with the inspectors.

### Fire Safety:

- On the day of inspection, all emergency exits were observed to be clearly identifiable and were not obstructed.

### Non-Compliance Information

#### Infection Control:

1. The nappy changing practice observed was at variance with the nappy changing policy in place and inadequate to prevent the spread of infection as evidenced whereby the staff member did not change their gloves and used the same gloved hand to change the nappy and redress the child posing a risk of cross contamination.

#### Administration of Medication:

2. Procedures and practices in place for children attending the service requiring medication were at variance with the service policy, posing a potential risk to the health and safety of children. Care plans in place for four children who require emergency medication did not contain sufficient detail contrary to the services Emergency Medication policy.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### **Infection Control:**

The nappy changing policy has been updated, and all staff have had refresher training taken on the new policy and it is now in place.

The Person In Charge of the service will check that the new nappy changing policy and procedure is being adhered to.

#### **Administration of Medication:**

An additional Medical Care Plan form has been created to capture the necessary information with sufficient detail so that children who require emergency medication can be appropriately cared for.

The Medical Care plan form will be completed by all parents and/or the medical practitioner prior to the service accepting any medication from parents.

### Supporting documentation submitted

#### **Infection Control:**

A copy of the revised Nappy Changing policy and procedure has been submitted by the registered provider.

#### **Administration of Medication:**

A copy of the new Medical Care Plan form has been submitted by the registered provider.

## Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address these non-compliances. These actions will be assessed on the next inspection.

### 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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
  - (b) an employee, and
  - (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 evidence of a record of fire drills being carried out monthly, the last recorded fire drill was documented as having been carried out on 14 May 2025.
  - (b) A service record was maintained for the fire detection system and smoke alarms. These were last serviced on 21 August 2024.
- Firefighting equipment service records were available demonstrating that this equipment is serviced annually and was last serviced on 22 August 2024.
- (4)
- Fire evacuation procedures were displayed in conspicuous places throughout the service.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

The registered provider had a valid certificate of insurance which expires on 04 August 2025 for a Montessori service which covers a maximum of 22 children.