

# Early Years Inspectorate Regulatory Report

## Pre School

**TUSLA Identifier:** TU2016WW012

**Name of Service:** An Sean Scoil

**Address of Service:** Scoil Naomh Íosaf, Lathaleer, Baltinglass, Co. Wicklow

**Eircode:** W91 EF95

**Name of Registered Provider:** Jennifer Kelly

**Service type:** Sessional

**Date of Inspection:** 22/05/2025

<b>No of pre-school children:</b>	AM	10	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 Centre 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>	Click or tap here to enter text.
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### Description of service

An Sean Scoil is a privately owned sessional service that was first established in 2015.

The service is registered to provide care and education for children aged between two years and six years of age.

The service is located in a local National School in Baltinglass Co. Wicklow.

The service is operating from a prefabricated building within the grounds of the National School and consists of one large pre-school room, with a small hall and two separate toilets. There is a small outdoor area located to the back of the building.

### Staffing

The registered provider was not present on the day of inspection. There were two staff members present on arrival to the pre-school, the person in charge and the deputy.

### 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 person in charge, deputy 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 person in charge and inspecting the staff roster it was confirmed that the registered provider and two additional adults work in the service, these files were reviewed.

(1)(a)

The person in charge was present and there was a named person who 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 remainder of the inspection.

(c)

There was a clear management structure within the service.

(2)(a)(b)

Written validated references were available in respect of three adults.

(c)

The required three-year Garda Vetting Disclosures were available for three adults.

(d)

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

(4)

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

(6A)

One adult was employed under the Access and Inclusion Model.

### 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.*

(8)

*(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.*

#### Compliance Information

(1)  
Throughout the inspection there were an adequate number of adults working directly with the children attending the pre-school.

(3)  
The correct adult/child ratio was maintained during the inspection. There were two adults present with ten children.

(8)(c)  
The service is not operated single handedly.

### 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 person in charge ensured that a record in writing of the above particulars, were kept in respect of each child attending the pre-school service.

(3)(c)

The person in charge ensured that these records were available for inspection to an authorised person.

## 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)-(k)

The person in charge ensured that a record in writing was kept of the above list of information in relation to the service.

(3)

The person in one provider ensured that the above list of documents were open to inspection 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 entrance door into the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised.

The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order.

The person in charge had taken measures to ensure the indoor and outdoor play environments were safe and free from hazards.

Cleaning products and hazardous materials were stored securely out of reach of the children.

##### Infection Control:

An infection control policy was in place to inform practice.

Waste was managed appropriately with the use of pedal-operated, lidded bins in the sanitary area and pre-school room.

Schedules were in place and maintained to ensure the service, equipment and materials are regularly cleaned.

Staff were observed to carry out consistent hand washing as appropriate.

The sanitary facilities had warm water, liquid soap and paper towels for the purposes of hand hygiene.

Toilet inserts for children who were being toilet trained were stored off the floor.

The nappy changing area located in one sanitary area was suitable equipped and there was a robust nappy changing procedure located in a prominent place for staff to refer to.

### 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.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

#### Compliance Information

(1)

The person in charge ensured that all children attending the pre-school 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 pre-school.

(b)

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

(4)

The person in charge was able to demonstrate that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it related.

## 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 person in charge and the second staff member were both trained in FAR (first aid response) and were available to the children throughout the inspection.

(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 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 pre-school service on a monthly basis. The last fire drill took place on the 29<sup>th</sup> of April 2025.

(b)

There was a maintenance record for firefighting equipment on the premises dated the 5<sup>th</sup> of September 2024.

(2)(c)

The above records referred to in paragraph (1) were open to inspection by an authorised person.

(4)

There was a notice of the procedures to follow in the event of a fire, clearly displayed within the pre-school room.

## Non-Compliance Information

(1)(b)

There was no up-to-date maintenance record of the smoke detection system available in the pre-school.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

(1)(b)

We have contacted and hired an independent company to ensure that the smoke detectors are working correctly. This will be carried out at the end of July. We will be getting our own contractor to carry out our annual testing independently from the school.

### Supporting documentation submitted

(1)(b)

No evidence was supplied with the CAPA response as the contractor was booked by phone.

## Summary Comment

The above actions will address the non-compliance found on the day of inspection in relation to regulation 26 Fire safety measures, and will be reviewed on next inspection

## Part VII - Premises and Space Requirements

### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

### Compliance Information

(a)

The pre-school appeared to be of a sound and stable structure.

(b)

The premises was visibly safe and secure.

(c)

The pre-school room was at a comfortable temperature, well-lit and had natural ventilation.

(d)

The service was clean, well maintained and not in visible need of repair.

(e)

There were adequate and suitable sanitary and nappy changing facilities within the pre-school building.