

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2023TY006
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Name of Service:	Totally Kids
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Address of Service:	St Michaels Girls National School, St. Michael Street, Tipperary Town, Co Tipperary
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Eircode:	E34 Y098
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Name of Registered Provider:	Michelle Quinlan, Therese Roche
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Service type:	Part Time, Sessional
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Date of Inspection:	03/11/2025
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No of pre-school children:	AM	18	PM	N/A
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Address of the Early Years Inspectorate:	Glenmorgan Building, Ferryhouse, Clonmel, Co Tipperary E91RF38
Inspection undertaken by:	Antoinette McNamara
Title:	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).

Conditions if applicable	N/A
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Description of service

This service commenced operation in September 2023. The service provides a part-time and sessional care programme 38 weeks per year. The service operates 08:45 to 13:30 daily, which includes a sessional Early Childhood Care and Education (ECCE) programme from 08:45 to 11:45. The service is in a prefabricated log cabin structure on the grounds of a national school in Tipperary Town. A dedicated outdoor area is available for sole use of the service.

Staffing

There are three staff employed in the service including the registered providers. There were three adults working directly with children in the service, which included both the registered providers who work onsite daily. Staff members held qualifications in Early Childhood Education and Care at Level 5 and above on the National Framework of Qualifications.

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 (1) (a-i) (3) Records in relation to a pre-school child,
Regulation 23 Safeguarding health, safety, and welfare of the child,
Regulation 25 (1)(2)(a)(b) First aid
Regulation 26 (1)(a)(b)(4) 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 registered providers, 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) The registered provider is the person in charge and oversees the operation of the childcare facility. A second named person in charge can deputise, as required.

(b) A person in charge was present on the day of inspection. A person in charge was present daily.

The staff files for both registered providers and one additional staff member were reviewed on the day.

(2)(a) Two written and validated references were available for each staff member working at the service.

(b) Where past employer references were not available, there were references from sources such as previous schools and colleges.

(c) Garda vetting was available on file for each staff member working in the service. Garda vetting had been renewed, in compliance with the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.

(d) Police vetting documentation was available for two staff working in the service, who had lived outside of the state for a period of longer than six months.

(4) Certificates of qualifications for the staff working with children were available on file demonstrating that they held a qualification at level 5 and above on the National Framework of Qualifications.

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 were adequate staffing levels to respond to the children’s needs on the day of inspection.

(2) The adult child ratios during the day of inspection were above the minimum regulatory requirements.

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

A sample of 10 completed registration forms were reviewed as part of the inspection process:

- (1) The registration forms contained the required information as detailed under parts (a) to (i) of this regulation.
- (3)(c) The registration forms were available on the premises for 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 premises was adequately secured to prevent children leaving unsupervised and unauthorised persons gaining access. The entrance gate was locked and needed to be opened by a staff member. The outdoor area was secure to prevent children from leaving. Cleaning agents and hazardous materials were stored inaccessible to children. Radiator covers; pinch guards and corner covers were present to prevent injury to children.

Infection control:

The service was clean and well maintained. There were designated children's toilets available to the children. Designated staff toilets were also provided. Suitable handwashing and drying facilities were available in the children's and adult's sanitary facilities. This included warm running water, liquid soap and disposable paper towels. Handwashing reminders and steps were present in the sanitary accommodation. The children were observed to wash their hands at appropriate times such as after using the toilet. Foot pedal operated bins were also in use. Perishable foods were stored in a fridge.

Administration of medication:

The service had a policy regarding the administration of medication to children while attending the service. A lock box was present in the service for the storage of medication in the event that it was present in the service.

Fire safety:

Fire exits were found to be unobstructed on the day of inspection.
There were fire evacuation procedures displayed in a prominent area within the service.

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 first aid responder (FAR) available to the children attending the service.

(2)(a) There was a suitably equipped first aid box stored in an easily accessible position.

(b) The first aid box was available to the children attending the 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) There was a record of fire drills that had taken place in the service. The last fire drill was recorded as having taken place on the 13th of October 2025 and staff advised that monthly fire drills were completed.

(b) There was a record available demonstrating that the smoke alarm system was last serviced in September 2025 and the firefighting equipment was serviced on the same day.

(4) There was a notice of the procedures to be followed in the event of a fire displayed in a conspicuous position on the premises.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

An in-date insurance certificate was available for inspection to demonstrate that valid insurance was in place.