

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DR105
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Name of Service:	Ballyogan Community Development
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Address of Service:	c/o Samuel Beckett Civic Campus, Ballyogan Court, Carrickmines, Dublin 18.
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Eircode:	D18 HT72
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Name of Registered Provider:	Colette Farrington
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Service type:	Part Time, Sessional
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Date of Inspection:	15/06/2026
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No of pre-school children:	AM	37	PM	37
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Address of the Early Years Inspectorate:	The Early Years Inspectorate, Tusla Child and Family Agency, Loughlinstown Health Centre, Loughlinstown drive, Loughlinstown, County Dublin.
Inspection undertaken by:	Olivia Quill
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).

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Description of service

Ballyogan Community Development is registered to provide part-time care and education for children aged two to six years. The service is community based and operates Monday to Friday from 9am – 1pm; a concurrent sessional service also operates. School-aged childcare is provided in the afternoon.

The service is located in a family resource centre and operates from a purpose-built area located on the ground floor of a mixed-use premises in an urban area of south county Dublin. Care is delivered across three rooms – Caterpillar room, Butterfly room and Ladybirds room. Enclosed outdoor play spaces were accessible from each of the care rooms.

Staffing

In total 12 adults are employed in the service including the registered provider. Additionally, four adults were employed through a community employment scheme including a cleaner. On the day of inspection 13 adults were present including a student. The registered provider was not present on the day of inspection.

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

The inspection was unannounced and focused on the area of governance, health, welfare and development of child and safety. The inspection may also focus on other areas as required.

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A sampling process was used to assess compliance under regulation 19 health, welfare and development of child. As a result, the scope of the inspection included the Caterpillar and Butterfly rooms and did not include the Ladybirds room.

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

(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.*

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(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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

(2) Following a discussion with the person in charge and review of the staff roster, it was confirmed that three adults commenced employment in the service since Regulation 9 was last inspected on 19 April 2024 and a fourth adult was employed through a community employment scheme. Documentation required under Regulation 9 (2), (3), (4) was reviewed in respect of the four adults as detailed below. In addition, Garda vetting disclosures were reviewed for all adults employed to work in service.

(a) Six written and verified reference were available from a past employer.

(c) Garda vetting disclosures were available for all adults who were employed to work in the service. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every 3 years for all adults employed.

(d) International police vetting was available for one of the adults who had lived outside the state for a period exceeding six months as an adult.

(4) Documentation reviewed evidenced that two of the adults held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework. One of the adults who did not hold a recognised qualification held a letter of qualification recognition from the Department of Children, Disability and Equality (DCDE).

Non-Compliance Information

(2)

(a), (b) Two suitable written references were not provided for one adult.

(d) A review of staff records identified that police clearance for an adult who was present and working in the service on the day of inspection could not be made available to the inspector. The person in charge informed the inspector that the adult had been residing abroad and was working in the service for a period of three weeks. As the adults file was inaccessible at the time of inspection, the inspector was unable to verify that the required

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vetting procedures had been completed and that appropriate records were maintained in accordance with Regulation 9(2)(d). It is acknowledged that the adult has since been removed from the service.

(3) Documentation reviewed evidenced that the procedures specified above under 9(2) had not been carried out prior to two of adults commencing employment in the service as detailed above.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)
(a), (b) Upon identification of the noncompliance, two written references for the staff member were obtained and added to the personnel file. The file was reviewed to ensure all required documentation was present and compliant with Regulation 9. The recruitment checklist has been reviewed and updated to include a final compliance check to be signed by the person in charge prior to any employee commencing employment. No staff member will commence employment until all required documentation, including two satisfactory written references, have been received and verified

(d) Upon identification that the required police clearance documentation for a student undertaking a three-week work placement from Germany was unavailable, the placement was immediately suspended and the student did not return to the service. The service has reviewed and updated its recruitment and placement procedures to ensure that all adults, including students, volunteers and work placement participants who have resided outside the State for a period of six months as an adult, provide the required overseas police clearance documentation and two references. A pre commencement checklist has been implemented to verify that all required vetting and documentation are in place before any individual begins work or placement within the service.

Supporting documentation submitted

Written and photographic evidence.

Summary Comment

Supporting evidence was submitted in keeping with the actions submitted. The Regulatory requirement has been met.

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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) An adequate number of adults were working directly with the children at all times during the inspection.

(2) The minimum ratio of adults to children for part-time day-care service was adhered to at all times during the inspection. There were 37 children attending the service being supervised by 11 adults.

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-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b)

The registered provider ensured appropriate and suitable care practices were in place, as detailed below.

Children and staff sat together for the morning snack, promoting a relaxed and sociable atmosphere. Warm and positive interactions between children and staff were observed throughout this time. Children appeared familiar and comfortable with staff, calling them by name and engaging in conversation.

Parents provided lunch for their children. Snacks available included a variety of sandwiches, fresh fruit, and yogurt. Each child was provided with their own water bottle at mealtimes, and drinking water was freely available and easily accessible in all care rooms.

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Older children used the toilet independently while being closely supervised by staff. Younger children's nappy-changing needs were attended to as required. Warm, responsive one-to-one interactions between staff and children were observed during these routines.

Staff reported that they communicate with parents daily during drop-off and collection times. In addition, the service uses a digital application to share information, updates, and photographs with parents.

Each care room had access to an outdoor play area located directly outside the room. All children spent time outdoors during the inspection. Children were engaged in a variety of activities, including colouring with staff, playing in the playhouse, and using the slide. Staff were observed sitting at children's level, supporting and encouraging their play through positive interactions.

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:

- A video intercom system was in place at the main entrance of the service to prevent unauthorised persons from entering and to ensure children could not exit unsupervised.
- Cleaning agents were stored safely out of children's reach.
- The kitchen was inaccessible to children.

Infection Control:

- The environment was clean and staff maintained a record of cleaning.
- Liquid soap, warm water and single use paper towels were available to support effective hand hygiene practices. Children were supervised washing their hands after outdoor play and prior to eating.
- Children's lunches were stored in designated refrigerators in line with food safety.

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Administration of Medication:

- Staff when spoken to were able explain the procedures to take to ensure medication is given safely. A sample of medication records were reviewed and these contained details of the medication given, the signature of staff who administered the medication, a witness and written consent from the parents.
- Staff were also familiar with care plans for children who were prescribed emergency medication. The required medication was clearly labelled and stored safely for use in the event of a medical emergency.

Fire Safety:

- The designated fire escape routes were clearly marked and free from obstruction on the day of inspection.
- Staff adequately detailed the procedure to safely evacuate children from the service in the event of a fire.

Non-Compliance Information

General Safety:

1. In the Caterpillar room a long trailing cable from a plug was accessible to the children during the morning posing a potential safety risk. It's acknowledged a member of removed it at 10.56am.
2. Behind the sensory room in the outdoor area. There were two trailing cables accessible to children posing a potential safety risk.

Infection Control:

3. During observation of nappy changing practices, a staff member was observed washing a child's hands prior to removing and disposing of the gloves used during the nappy change. This did not align with best practice, as gloves should be removed and disposed of immediately following the completion of the nappy change and before any further contact with the child to prevent the spread of infection. A review of the service's nappy changing policy also identified that not all required steps of the nappy changing procedure were clearly detailed. Specifically, the policy did not explicitly include the removal and disposal of used gloves before assisting the child with handwashing. In addition, the bin provided for the disposal of nappies was unsuitable. The nappy disposal bin was a lidded bin rather than a pedal operated bin which increased the risk of cross contamination.

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Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The trailing cable was removed immediately upon identification during the inspection at 10.56 and the area was made safe for children. A daily environmental safety check has been introduced to identify and remove hazards such as trailing cables before children access the room. Staff have been reminded of their responsibility to ensure all electrical equipment and cables are inaccessible to children at all times.
2. The cables were immediately secured and relocated to ensure they were inaccessible to children. Daily checks have been created and staff made aware to include checks for electrical hazards.

Infection Control:

3. The staff member received immediate guidance regarding best practice for infection control procedures. Staff were reminded that gloves must be removed and disposed of immediately following completion of a nappy change and before any further contact with the child. The lidded nappy bin was replaced by a pedal operated bin. The nappy changing policy and procedure will be reviewed and updated in our next in-service training day on the 24th of August 2026 to clearly outline each step of the nappy changing process, including glove removal prior to assisting with handwashing. Infection prevention and control procedures will be revisited with all staff during a team meeting and practice observations will be undertaken periodically by management to ensure compliance.

Supporting documentation submitted

General Safety:

Written evidence.

Infection Control:

Written and photographic evidence.

Summary Comment

Supporting evidence was submitted in keeping with the actions submitted. The Regulatory requirement has been met. Practice will be reviewed on next inspection.

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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 evidence to show that a person trained in first aid for children was available for the duration of the inspection.

(2)

(a) A suitably equipped first aid box was available in each care room. The first box was stored safely in an easily accessible and prominent position in the care rooms.

(b) The first aid box was observed to always be available to the adults caring for the children attending the service.