

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WD024
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Name of Service:	Glor na Mara Playschool
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Address of Service:	Convent Hill, Tramore, Co. Waterford
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Eircode:	Not applicable
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Name of Registered Provider:	Paula Ortega Garcia
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Service type:	Sessional
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Date of Inspection:	15/04/2026
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No of pre-school children:	AM	22	PM	Not applicable
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Address of the Early Years Inspectorate:	Community Care Offices, Cork Road, Waterford City
Inspection undertaken by:	A. Bradshaw
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

Glor na Mara Playschool is located in Tramore town Co Waterford. There is a large care room with sanitary facilities adjacent to it. It is a registered sessional service caring for up to 33 children aged 3 to 6 years. Its operating hours are 09:00 to 12:00 for 10 months of the year. The service has the use of the outdoor area and a large indoor space for physical play.

Staffing

The registered provider works directly with the children and employs a full-time staff member and a relief staff when required.

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 8 – Notification of Change in Circumstances;

Regulation 9 – Management and Recruitment;

Regulation 11 – Staffing Levels;

Regulation 15 – Record of a Pre-School Child;

Regulation 16 - Record in Relation to a Pre-school Service;

Regulation 22 – Food and Drink;

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Regulation 24 – Checking In and Out and Record of Attendance;

Regulation 25 – First Aid;

Regulation 26 – Fire Safety Measures;

Regulation 28- Insurance.

A sampling process was used to assess compliance under regulation 15(1) – Record of Preschool Child and regulation 16(1)(h) Records of a preschool child.

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.

Additional Information

A referral was made to the Services Operating Outside of Registration (SOORS) department of the Early Years Inspectorate, arising from non-compliance identified under Regulation 8 below.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, staff and children who were present on the day of the inspection.

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Statutory Notices

Notice	Date Served	Detail
Improvement Notice IN	15/04/2026	There was no firefighting equipment on the premises There was no record of annual servicing of smoke alarms Registered provider confirmed that fire drills were carried out every three months.
Status	The registered provider submitted corrective and preventative actions which were accepted and addressed the statutory Notice.	

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Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Non-Compliance Information

- (1) Though discussion with the registered provider and a review of records it was identified that the service was currently operating from a different premises. The registered provider stated that the service moved premises in April 2025. While it is acknowledged that the service initiated a change of circumstance to change the address, however the process was not completed and the registered provider failed to notify the inspectorate of the change of address.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that they have contacted the operator and have a copy of the change in circumstances form to ensure that all the required changes are notified to Tusla.

Supporting documentation submitted

Evidence of communication between the current provider and the previous operator.

Copy of the change in circumstance form.

Summary Comment

The non-compliance remains outstanding as the registered provider is engaged with the SOORS department of Tusla.

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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)(b)

The service had a designated person in charge and a person to deputise if required. On review of the attendance sheet and roster, either the person in charge or the designated person were in the service during the hours of operation.

(2)

Following a review of information available on inspection the inspector reviewed three files, including the registered provider's file.

(c) Garda vetting was available for the three adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every 3 years.

(d) Police vetting was available for one staff member who had resided outside of the jurisdiction for a period longer than six months.

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(4)

Evidence was available to demonstrate that the three staff working with the preschool children had achieved 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.

Non-Compliance Information

(2)

(a)(b) The required validated references were not available for one staff member.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that they have validated the required references and a staff recruitment policy has been developed to include this step as part of the recruitment process. They stated that this process will be followed moving forward

Supporting documentation submitted

A copy of the policy was submitted.

Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on 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.

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Compliance Information

(1)(3) During the inspection, there was an adequate number of staff working directly with the children. At 10:17, there were 2 staff caring for 22 children. On a review of the staff and children's attendance records, it was evident that the registered provider had ensured that the minimum ratio of adults to children was maintained. The registered provider explained that a relief person was available to work if required.

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) Twelve children's records were reviewed and the details required from parts (a) to (i) was included on these forms.

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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;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*

Compliance Information

- (1) The details required in parts (a) to (i) were available to the inspector. The information was included in the staff files, displayed in the main hallway, the service policies and included in the attendance record book.

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Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

The registered provider stated that the service provides the snacks during the morning. On the morning of the inspection children were observed to eat buttered crackers, fruit and they were served cups of water. During discussion with staff, it was established that the children attending did not have food allergies or preferences. They described how previously they have adjusted the snacks to accommodate all children if required. Snack time appeared to be a sociable occasion with children chatting and engaging in conversations with each other. Children were observed to demonstrate independence after snack time by tidying up once their snack was over. Children had drinkable water available to them throughout the morning.

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.*
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*
- (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.*

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Compliance Information

(1)(2)

A record of the children's attendance was reviewed. The completed children's attendance book recorded the arrival and departure times of the children and the staff.

(3)(a)

On the inspector's arrival the main door into the service was secure. The staff described how they greeted the parents at the door at the beginning and end of each session. The arrivals and collections book recorded the name of the child and the time they arrived and left the service, and the name of the adults who collected and dropped the child to the service.

Non-Compliance Information

(3)(b)

On the inspector's arrival, there was no requirement to sign in and through discussion with the registered provider they confirmed there was no visitor's logbook.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that they have purchased a visitors' book and will require all visitors to sign in and out and state the purpose of their visit. A Visitors Policy has been developed to outline the steps required when a visitor enters the premises.

Supporting documentation submitted

A copy of the policy was submitted.

Photographic evidence was submitted.

Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on 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) The registered provider had ensured that a person trained as a first aid responder was available to the children at all times. Both staff members had up to date First Aid Responder training.
- (2)
- (a)(b) A suitably equipped first aid box was available and was safely stored in an easily accessible and conspicuous position in the cupboard.

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-
- (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.

Non-Compliance Information

(1)(2)(4)

See Statutory Notice section in relation to Improvement Action Notice IN1403 served.

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Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The inspector reviewed the insurance certificate with an expiry date of 27 March 2027.