

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WW155
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Name of Service:	Busy Fingers Pre-School
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Address of Service:	2 Killacoran, Aughrim, Aughrim, Co. Wicklow
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Eircode:	Y14 P796
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Name of Registered Provider:	Patty Keogh
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Service type:	Sessional
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Date of Inspection:	11/06/2026
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No of pre-school children:	AM	34	PM	n/a
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Address of the Early Years Inspectorate:	Tusla Child and Family Agency First Floor Trinity Building IDA Business Park Southern Cross Road Bray Co. Wicklow
Inspection undertaken by:	H. Bourke
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

This sessional service was first established in 2000. The service operates from a purpose-built premises located on the grounds of the registered providers home in the rural setting of Aughrim Co. Wicklow. The service is registered to provide care and education for children aged between two years and six years of age.

The service comprises of three large pre-school rooms with sanitary accommodation. The registered provider operates a sessional ECCE service for 38 weeks of the year Monday to Friday 9.00 am to 12:30pm. The service has staggered the arrival and collection times of the children since the pandemic.

Staffing

There are currently seven adults working in the pre-school. This includes the registered provider and one administration staff.

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 -

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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*

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(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.

(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.

(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 registered provider and a review of the staff roster, it was confirmed that there were six adults employed in the pre-school service by the registered provider. The registered provider works full time in the service.

(1)(a)

The registered provider was present in the pre-school and there was a named staff member who was able to deputise as required.

(b)

The registered provider was on the premises at the time of arrival of the inspector and remained on the premises for the duration of the inspection.

(c)

There was a clear management structure in the pre-school service that identified the lines of authority and accountability.

(2)(a)(b)

Written references were available in respect of seven adults.

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- (c)
The required three-year Garda vetting disclosures were available in respect of seven adults.
- (d)
International police vetting was available for one adult who had live outside the State for more than six months since turning 18 years of age.
- (3)
The procedures specified in paragraph (2) were carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.
- (4)
Six adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.
- (6A)
One adult was employed under the scheme funded by the Minister and known as the Access and Inclusion Model.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

There was a robust nappy changing procedure available in the pre-school, and a laminated copy was located on the wall over the nappy changing area for the adults to refer to if required.

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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.

(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)
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 six adults present with 34 children.

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.*

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(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 registered provider made sure that a record in writing was kept of the above information in relation to the service.

(3)

The registered provider ensured that these records were available for inspection to 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:

- All storage facilities were inaccessible to the children attending the pre-school.
- All cleaning agents were stored safely out of the reach of the children.
- A head count of children was carried out before children went to the outdoor area, when they arrived in the outdoor area and when they returned to their care room.
- The emergency exit route from the pre-school rooms were free from obstruction and clearly marked.
- The main door to the pre-school was securely locked on arrival of the inspector to the service.
- All toys examined were in good condition and equipment was suitable, age appropriate and in good working order.
- A daily risk assessment was observed and recorded for both inside and outside the pre-school.

Infection Control:

- Cleaning schedules for the pre-school rooms were available and maintained.

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- The pre-school rooms had access to a sanitary area, with toilets, warm running water, liquid soap and paper towels.
- A foot pedal bin was available in the sanitary area for the safe disposal of used paper towels. Foot pedal bins were also available in all care rooms.
- Table cleaning was observed before and after snack time as was hand washing by adults and children before snacks and after using the toilet.

Administration of Medication:

While medication was not administered on the day of inspection, the correct procedure to record the dispensing of medication was available for review.

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 registered provider ensured that all children attending the pre-school service were checked in and out on the service register.

(3)(a)(i-iv)

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The registered provider ensured that no other person other than the agreed list of people has access to the pre-school service.

(b)
The registered provider had a record in writing in the form of a visitors' book of all such persons who accessed the pre-school service.

(4)
The registered provider ensured that a record in writing referred to in paragraph (3)(b) was retained for a period of one year from the date to which it related to.

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)
All adults working in the pre-school were 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 each pre-school room.

(b)
The first aid box was available to the children attending the service at all times.

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Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The registered provider was able to demonstrate that all children attending the pre-school service were adequately supervised throughout their day. The adult to child ratio was over the minimum requirement.