

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2016DR012
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Name of Service:	The Embassy Montessori
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Address of Service:	Primary School, 5 Clyde Road, Ballsbridge, Dublin 4, Co. Dublin
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Name of Registered Provider:	Everina Keverly
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Service type:	Full Day
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Date of Inspection:	12/01/2026
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No of pre-school children:	AM	49	PM	24
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Address of the Early Years Inspectorate:	Early Years Inspectorate 2 nd Floor, Unit 4/5, The Nexus Building Blanchardstown Corporate Park, Ballycoolin Dublin 15 D15 CF9K
Inspection undertaken by:	E Hosford
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	Not applicable.
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Early Years Inspectorate Regulatory Report

Pre School

Description of service

The Embassy Montessori is a privately operated preschool service, situated in an urban area of south Dublin. The service has three care rooms namely, Junior 1 room, Junior 2 room and the Senior room. A separate sleep room is available to the children and a service kitchen located in the basement of the registered providers family home. Outdoor space is located to the rear of the premises where children have access to outdoor play equipment. The service provides full time, part time and sessional care and education to children aged 2 to 6 years and operates 7.30am to 6:00pm Monday to Friday.

Staffing

The registered provider works with the children in the service and employs eight staff who work directly with the children in the service.

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.

The inspection focused on an examination of compliance under regulations 9,11,15,19,23,25 and 26. However, on inspection additional non-compliance which posed a risk was identified under Regulation 8, 29 and 30. These findings are outlined within the relevant regulations within this report.

Early Years Inspectorate Regulatory Report

Pre School

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

- Immediate Action Notice (IAN) was issued to the service on the 12 January 2026 in relation to Regulation 9- Management and Recruitment. On the 13 January 2026 the registered provider responded adequately to the IAN with the measures implemented within the service. Please see details in the body of the inspection report.
- Following the inspection a referral was made to the Service Operating Outside of their Registered Status (SOORS) department of the inspectorate.

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 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) The registered provider did not notify the inspectorate of an increase in the number of children that were being accommodated in the service. The service is currently registered to have a maximum of 44 children aged from 2-6 years on a full day care basis. On the day of inspection there were 49 children present in the service aged from 2-6 years of age and 50 children registered.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) In response to the non-compliance the registered provider has stated that management immediately reviewed attendance and registration procedures and clarified with all staff that children must only attend the service in which they are registered and that the registered maximum number for each service must not be exceeded. Attendance records and procedures have been reviewed and reinforced. To prevent re-occurrence, the following measures have been implemented:

- Attendance is maintained within the registration maximum of 44 children and will not be increased without prior approval from the Inspectorate.
- Children will only attend the service in which they are registered.
- The maximum number of children for each registered service will not be exceeded at any time.
- A daily attendance monitoring system has been strengthened to ensure compliance.
- Staff have received guidance regarding capacity requirements.
- Management will oversee and monitor attendance daily to ensure ongoing compliance

Supporting documentation submitted

(1) Corrective and preventive actions.

Early Years Inspectorate Regulatory Report

Pre School

Summary Comment

The actions submitted by the registered provider regarding Regulation 8 were reviewed and accepted by the inspectorate.

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.

(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.

Early Years Inspectorate Regulatory Report

Pre School

Compliance Information

(1)(a)(b) The service had a designated person in charge and a named person to deputise as required. The deputy person in charge was present in the service when the inspector arrived unannounced and remained in the service for the duration of the inspection.

(c) There was a clear management structure in place and staff were aware of their role and responsibilities.

(2) The staff files of six new staff members employed in the service since the last inspection were reviewed. Garda vetting disclosures for nine staff members were reviewed.

The registered provider had completed the following checks:

(a) Eleven validated written references were available from a past employer.

(b) One validated written reference was available from a source other than a past employer.

(c) Garda vetting disclosures had been obtained for five staff members employed in the service. The service adhered to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years for all staff employed.

(d) Police vetting was available from four countries in respect of four staff members who had resided outside the jurisdiction for a period of more than 6 consecutive months as an adult.

(4) Five new staff members who work directly with the early years children had documentary evidence of at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children, Disability and Equality.

Non-Compliance Information

(2)

(c) A Garda vetting disclosure had not been obtained for one staff member employed in the service and working directly with the children. An Immediate Action Notice (IAN) was issued to the service on the 12 January 2026 in relation to Regulation 9- Management and Recruitment.

(3) Documentary evidence was available to demonstrate that the procedures outlined in paragraph (2) had not been completed for one staff member prior to starting in the service and allowed access to the children.

Early Years Inspectorate Regulatory Report

Pre School

(4) One staff member who was working directly with the early years children did not have documentary evidence of at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children, Disability and Equality.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

In response to the non-compliances identified under regulation 9 the registered provider has stated the following.

(2)(c) Garda vetting disclosure was obtained.

(3) The personnel files for the staff member have since been clearly organised to ensure that all recruitment documentation is readily identifiable and recorded in line with Regulation 9. To prevent re-occurrence, the following measures have been implemented:

- A recruitment checklist is in place requiring all the required information is available prior to commencement of employment.
- Management sign-off is required before any staff member starts work.
- Recruitment procedures for all staff are applied consistently.
- Regular audits of personnel files are carried out to ensure ongoing compliance.

(4) In response to the non-compliance the registered provider has stated that the staff member works in a floating role and has never been left unsupervised with children and is not included in the minimum adult: child ratios. At all times, children's safety and supervision were fully maintained, and the staff member was appropriately deployed in a supervised floating role. The following measures are in place:

- Documentary evidence of qualifications, or current enrolment in an approved qualification, is obtained, verified, and retained on file for all staff.
- Staff who are undertaking qualifications are deployed appropriately and are not left unsupervised with children or included in ratios until qualification requirements are met.
- Management reviews and signs off on all qualification documentation prior to staff working directly with children.

Early Years Inspectorate Regulatory Report

Pre School

- Regular audits of personnel files are carried out to ensure ongoing compliance with qualification requirements.

Supporting documentation submitted

(2)(c) Garda vetting for one staff member.

(4) Evidence that a non-qualified staff member has begun a childcare course.

Summary Comment

The actions and evidence submitted by the registered provider regarding Regulation 9 were reviewed and accepted by the inspectorate.

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.

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

Compliance Information

(2) The adult to child ratios were maintained on the day of inspection in the Junior 1 and Junior 2 rooms in the morning and the Junior 2 room and the Senior room in the afternoon, as outlined below.

- Junior 1 room**, there were 2 adults caring for 11 children aged 2-3 years of age in the morning and the room was closed in the afternoon.
- Junior 2 room**, there were 3 adults caring for 15 children in the morning aged from 3-4 years of age.
- Junior 2 room and Senior room**, there were 5 adults caring for 24 children aged 2-5 years in the afternoon.

Early Years Inspectorate Regulatory Report

Pre School

(8)(a) The registered provider ensured that two adults were present on the premises during the operation of the service.

Non-Compliance Information

(2) The minimum adult to child ratio was not maintained in the Senior room in the morning from 10.02-11.05am as there were 2 adults caring for 23 children aged from 4-5 years of age service attending the service on a sessional basis. Three adults were required for this number of children.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2) In response the registered provider has stated that management reviewed the timeline of the incident with staff and reinforced the immediate escalation procedure to ensure ratio compliance is always maintained. Following the inspection the service completed a review and reinforced the service's existing procedures with all staff to ensure that minimum adult to child ratios is always maintained. The ratio procedure and escalation steps are displayed in each classroom. Staff have been reminded that, where there is any risk of ratios not being maintained, the established procedure of temporarily accommodating a child in another classroom must be implemented immediately, including during unexpected events such as late arrivals or unplanned interruptions. This procedure is implemented in a calm and discreet manner, ensuring appropriate supervision, continuity of care, and the wellbeing of the child always. Management will continue to monitor staffing arrangements, room attendance, and ratio compliance throughout the session to ensure that regulatory requirements are consistently met. These measures will ensure that minimum adult to child ratios are maintained at all times and that the service remains fully compliant with the Preschool Regulations.

Supporting documentation submitted

(2) Photo of established procedure in each classroom.

Summary Comment

The actions and evidence submitted by the registered provider regarding Regulation 11 were reviewed and accepted.

Early Years Inspectorate Regulatory Report

Pre School

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) The records maintained for the total number of 12 children attending the service were inspected and all were found to be appropriately completed with the required information as specified in sub-sections (a) to (i) in this regulation.

(3)(c) The children's records were open to inspection as requested by the inspector as an authorised person

Early Years Inspectorate Regulatory Report

Pre School

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-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

Compliance Information

(1)(a)

Basic Needs:

- The staff members were observed to be kind and attentive in their interactions with the children and the atmosphere in the service was warm and child centred.
- Healthy eating was promoted within the service with staff working with parents and children to encourage healthy packed lunches. Drinking water was freely available to the children throughout the session. The staff members sat with the children at mealtimes encouraging conversations and extending interactions.
- The children were observed using the toilet under supervision, with assistance provided by the staff member when necessary.
- Children were observed moving freely within the care room and taking a break from activities and relaxing in a rest area in the care rooms which were equipped with soft matting and child sized chairs.

Physical and Material environment:

- The care rooms were bright and promoted independent access to activities, equipment and materials, children's toys and equipment were displayed on low shelving and accessible for children to choose their own work.
- Age-appropriate materials of the Montessori learning approach were available in the care rooms laid out in a variety of designated interest areas:
- Practical Life (trays with jugs, bowls, spooning, threading, tongs and pegs),
- Sensorial (pink tower, brown stairs, long rods and knobbed cylinders),
- Language (pencils, paper, insets for design, sandpaper letters, wooden letter puzzles books),
- Mathematics (number rods, sandpaper numbers, wooden number puzzles),

Early Years Inspectorate Regulatory Report

Pre School

- Culture (world maps of continents, globes, wooden puzzles). Additionally, there was a Creative area with paper, crayons and art materials.
- All materials and equipment in the care rooms were appropriate to the age and development of the child.
- The furniture provided in the care rooms was low level and age appropriate for the children attending.
- Curriculum and daily schedule for each care room was on display. Artwork was displayed on the walls of each classroom.
- An outdoor area was available to the rear of the service and was equipped with sand trays, bikes, and cars. Space was provided to enable the children to run and play games.

Supporting Relationships around children:

- The staff members demonstrated sensitivity and responsiveness to each child's individual needs, likes and preferences, and frequently initiated conversations with the children, responded meaningfully to their verbal and non-verbal cues and provided regular praise and encouragement using a gentle tone of voice.
- An emphasis was placed on sharing and taking turns among the children and this was evidenced while the children played in the care rooms and outdoor area.
- Staff members were familiar with the children's parents and extended families who could engage with staff at drop off and collection.
- Staff worked well together in delivering care to the children while promoting independence during self-directed play and games.

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 main entrance to the service and care rooms was closely monitored by staff who granted access by an electronically operated gate.
- The premises and outdoor play area was appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the service.

Early Years Inspectorate Regulatory Report

Pre School

- The care room was observed to be suitable and safe with all cleaning agents and sharp implements out of reach.
- The water temperature in the sanitary accommodation in the service did not exceed the recommended maximum water temperature of 43°C. This reduced the risk of scalding for the children in attendance.
- The children were supervised at all times during the session.
- Flexes and cables were secured and were inaccessible to the children.
- Toys and equipment were well maintained and free from hazards.

Infection Control:

- Adequate hand-washing facilities were available in the sanitary facilities used by the children, these included thermostatically controlled hot water, liquid soap, paper towels and bins.
Children were supported to clean their hands before lunch and after using the toilet.
- A refrigerator was available in the care rooms to refrigerate perishable food items from home.
- The service was observed to be clean and well maintained with cleaning schedules in operation within the care room and sanitary facility. The care room and sanitary facility had active mechanical ventilation to extract any stale air.
- The outdoor sand pit was fitted with a secure cover to prevent contamination by animals and birds when not in operation.

Safe Sleep:

- Two children were facilitated to sleep on low beds in the sleep room, each were provided with suitable bed linen for sleep.
- A staff member maintained 10-minute sleep checks on each child to include their colour, breathing and position. The temperature of the room was also recorded as 18°C which is within the recommended temperature of 18°C to 22°C while children over two years of age sleep.

Fire Safety:

- Documentary evidence was available to demonstrate that monthly fire drills were completed in the service and all fire equipment to include fire extinguishers and smoke detectors were serviced yearly.
- The designated fire exits were illuminated and clear of any obstructions throughout the inspection.

Early Years Inspectorate Regulatory Report

Pre School

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 service provided evidence that seven adults trained in First Aid Response were available at all times to the children attending the pre-school.

(2)(a) and (b) Suitably equipped first aid boxes were available and safely stored in an easily accessible and conspicuous positions on the premises.

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) A written record was available of the fire drills completed in the service. The last recorded fire drill took place on the 9 December 2025.

(b) A record was available of the number, type, and maintenance of the firefighting equipment which was last serviced 10 November 2025 and for the number, type and maintenance of the mains powered smoke alarms in the premises, which were last serviced on the 15 October 2025.

(4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed on the premises.

Early Years Inspectorate Regulatory Report

Pre School

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-
(e) equipped with adequate and suitable sanitary facilities.

Non-Compliance Information

(e) The service is not currently equipped with an adequate number of sanitary facilities for 49 children aged from 2-6 years of age. The current facilities consist of two separate sanitary areas beside Junior 1 and Junior 2 rooms consisting of a toilet and wash hand basin, and a further three toilets and two wash hand basins beside the Senior room. The service requires an additional wash hand basin to meet the needs of the children in attendance on the day of inspection.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(e) In response the registered provider has stated that a review of the service sanitary facilities took place following the inspection finding. Attendance has since returned to and is maintained within the registered maximum of 44 children unless and until approval for any increase in numbers is granted by the Inspectorate.

- Any proposed increase in registered numbers will be applied for and approved in advance, ensuring facilities and resources are reviewed and approved prior to implementation.
- Management will continue to monitor attendance levels and the availability and visibility of sanitary facilities to ensure ongoing compliance with the Preschool Regulations.
- Management is satisfied that this was an isolated occurrence, and appropriate systems are in place to ensure continued compliance.

Supporting documentation submitted

(e) Corrective actions

Summary Comment

The actions submitted by the registered provider regarding Regulation 29 were reviewed and accepted by the inspectorate.

Early Years Inspectorate Regulatory Report

Pre School

Part VII - Premises and Space Requirements

Regulation 30 - Minimum space requirements

(3) A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.

Non-Compliance Information

(3) On the day of inspection there were 11 children aged between 2-3 years of age attending a sessional service in the Junior 1 room. However, on review of the children's attendance records and on discussion with staff it was confirmed that 12 children are registered and have been in attendance in the care room. The care room is 19.6m² and only has adequate clear floor space for a maximum of 11 children attending a sessional service and 8 children on a full day care basis.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(3) In response the registered provider has stated that to ensure full clarity and absolute alignment between registration and room capacity, the registered number for the Junior 1 room has now been formally reduced to 11 children. All relevant records have been updated to reflect this. Management has reviewed and documented the maximum capacity for each room based on clear floor space requirements.

Procedures have been strengthened to ensure that registration numbers do not exceed the approved room capacity. Management will continue to monitor registrations and attendance to ensure ongoing compliance. Management is committed to maintaining full compliance with the Regulations and to ensuring ongoing adherence to all regulatory requirements

Supporting documentation submitted

(3) Corrective actions.

Summary Comment

The actions submitted by the registered provider regarding Regulation 30 were reviewed and accepted by the inspectorate.