

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2018MN500
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Name of Service:	Carrickroe Community Childcare
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Address of Service:	Deravoy, Emyvale, Co. Monaghan
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Eircode:	H18PW08
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Name of Registered Provider:	Rosemary Coyle
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	10/03/2026
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No of pre-school children:	AM	40	PM	40
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Address of the Early Years Inspectorate:	No.18 The Grange Plantation Walk Monaghan
Inspection undertaken by:	S. Skinnader and S. McKenna
Title:	Early Years Inspectors

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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Description of service

Carrickroe Community Childcare has been operating as a community run childcare service since 2018. They provide full day care, part-time and sessional education and care to pre-school children aged from 0 - 6 years of age. The service is open from 8am – 6pm each weekday and caters for a maximum of 48 children. The service operates from 2 rooms in the local community hall, 1 purpose-built building and a prefabricated building all on the 1 site. The service currently has 4 care rooms in operation: the Baby/Wobbler, Toddler Room and 2 Preschool Rooms operating as free flowing rooms. There are sanitary accommodations, nappy changing facilities, a kitchen off the Baby Room, sleep room off the Baby Room and an office in a separate prefabricated cabin.

Staffing

There are 20 staff employed in the service - 15 including the person in charge who work directly with the preschool children, 1 employed in administrative duties, 1 who works only with the school aged children and 3 students one of whom also works with the school aged children. Additionally, there was a transition year student present in a supernumerary capacity.

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.

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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 inspectors wish 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

(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 designated named deputy person to deputise as required. The person in charge was on the premises for the duration of the inspection.

The staff files for all staff members were reviewed on the last inspection and met compliance. The staff files for the 2 staff members and 3 students, who had commenced employment in the service since the last inspection, were reviewed. In addition, Garda vetting disclosures were reviewed for all staff members.

(2)(a) & (b)

- There were 2 written and validated references from a past employer or an alternative source available for 1 member of staff and 2 students.
- One staff member had 1 written and validated reference.

(c) Documentary evidence of a processed Garda vetting disclosure was available for the 2 staff members and 3 students.

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The Garda vetting disclosures were reviewed for all other staff members, and the service did not adhere to the re-vetting timeframes for 1 staff member as specified in Regulation 23 below.

(d) Not applicable as following a review of the staff files presented on the day of inspection, international police vetting was not required as none of the new staff or students had resided outside the jurisdiction for a period of greater than 6 months as an adult.

(4) Documentary evidence was available to demonstrate that the 1 of the 2 members of staff, who worked directly with the pre-school children had a minimum Level 5 childcare qualification. A childcare qualification was not required for the 3 students.

Non-Compliance Information

(2)(a)

- One staff member did not have a second written and validated reference.
- One student required 2 written and validated references.

(4) On staff member did not have documentary evidence of their qualification being equivalent to a minimum Level 5 Childcare qualification.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(a) The registered provider contacted the staff's referee in order to validate the staff's second reference.

The registered provider stated that references were sought for the student which were then validated.

Several actions have been taken to prevent reoccurrence. These include updating our recruitment procedures to ensure references are obtained and verified prior to employment, including updating our Student Recruitment to clearly outline what documentation is required on file, introducing a staff file checklist and assigning responsibility to a second senior member of management as a designated person for compliance oversight completing monthly checks on all files to ensure up to date compliance.

(4) The registered provider contacted the staff members and requested that they make an application to the DCDE Early Years Recognition department and seek clarification regarding their certification meeting the minimum standard of qualification.

Upon hiring staff members with qualifications outside the standard Irish Early Years Qualification Frameworks, we will request the provide proof of qualification & they can make an application for clarity before starting at the service. This has now been added to our recruitment policy.

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Supporting documentation submitted

Letter of qualification equivalency, copies of validated references, copy recruitment policy and staff profile sheet.

Summary Comment

The registered provider's response provided evidence of an appropriate childcare qualification and references as required. The non-compliances were addressed.

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

(1) During the inspection, there was an adequate number of adults working directly with the children attending the pre-school service in the Junior and Senior Preschool Rooms and the Baby and Toddler Rooms.

(2) When the inspectors arrived unannounced to the service, there were 4 rooms in operation: the Baby/ Wobbler Room, the Toddler Room and the Preschool Rooms.

The following adult: child ratios were observed:

- Three staff in the Baby/ Wobbler Room with 9 children aged 6 months to 2 years. A student was also present in a supernumerary capacity.
- Two staff in the Toddler Room with 8 children aged 1 year 10 months to 2 years 3 months. A student was also present in a supernumerary capacity.
- Four staff in the Preschool Rooms with 23 children aged 3-4 years.

(8) On review of documentation, the registered provider ensured that there are at least 2 adults on the premises at all times

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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:

- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

(h) The attendance record for each child attending the service had been completed detailing their arrival time and were signed out appropriately on leaving.

(i) The staff rota present on the day of inspection was adequate specifying the staff roster for each day in the rooms and the hours to be worked.

Non-Compliance Information

- (k)
- Thirty accident / incident forms were reviewed in Preschool Room and 15 had not been signed by the manager in the service and 2 did not have a parental signature.
 - In the Toddler Room 20 records were reviewed and none were signed by the manager.
 - In the Baby and Wobbler Room 26 were reviewed and 9 had no managers signature and 1 did not have a parent's signature.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(k) All Accident/Incident Report Forms have been updated and completed with Managers/Parent signature. A managers checklist has been developed and will be completed monthly to ensure all documentation is up to date. Staff have been requested to bring the Accident/Incident Report Book to the Manager directly after the incident.

Supporting documentation submitted

Copy of manager's checklist.

Summary Comment

The registered provider's response was reviewed and accepted. The non-compliance was addressed and this will be for review at the next inspection.

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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,

Compliance Information

There were 4 rooms in operation on the day of inspection namely the Baby/Wobbler, Toddler and the 2 Preschool Rooms which operated as 1 free flowing area and then the smaller room of the rooms - the Quiet Area became a sleep area in the afternoon.

(1)(a) The following examples demonstrate how the registered provider ensured that children's learning, development and well-being was facilitated within the service.

Basic needs:

- In all rooms the children were observed to move freely in the care rooms. The Preschool Room used a free-flowing system where the children could go between the two rooms to play with their chosen toys or in their chosen interest areas. The children in the Toddler and Preschool Rooms had a change of environment to the outdoor play areas. The children were dressed appropriately to go outside.
- Younger babies were moved regularly - from lying to sitting positions, to play in an activity centre, and were held and comforted by staff.
- The children in the Preschool Rooms brought in their own snacks which consisted of sandwiches, fruits, pancakes, yogurts, cheese, rice cakes and crackers. A homemade dinner was provided daily by the service with a 6-weekly menu on display. Dinner on the day of inspection consisted of chicken casserole, potatoes, vegetables and gravy.
- In the rooms nappies were changed routinely, as required and in a timely manner, and the dignity and privacy of the children was maintained. Pleasant interactions were observed between staff and the children. The toilet trained children were encouraged to be independent with toileting and discreet supervision was also provided by staff as required.
- Attention was given to personal care, faces, noses and hands were cleaned, and bibs were placed on the younger children for mealtimes.
- Child led sleep needs were observed in operation in the Baby / Wobbler Room. The children from the Toddler Room who required a sleep, slept in the designated sleep room located directly off the care room.

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The children in the Preschool Room that required a sleep slept in an area set up in the smaller of two care rooms – the Quiet Area after dinner time.

Supporting Relationships

- The atmosphere in each of the care rooms was warm and welcoming, and children were observed to be engaged in play and activities during the inspection. The children appeared familiar with the staff and students who cared for them and were observed to call out for help if they needed support. Conversations about the child's home life such as their new siblings at home and going swimming were observed between children and staff demonstrating familiarity with the child's home life. The children in the Toddler room enjoyed circle time when they chatted about their local community area and what they enjoyed out of the village coffee shop.
- Soft tones, positive and respectful language were observed in interactions between the staff and children in all the rooms, for example *"oh lovely well done"* *"very good"* *"would you like some help"...* *"try again.... Yeah"*.
- In all rooms the staff were down at the children's level for activities and assisted the children in their chosen play activities for example in the Preschool Room one of the rooms was converted into a hospital and staff were actively engaged in the role play with the children while other staff sat with children who wanted to do art work. In the Baby/ Wobbler room the children explored their care room and were observed to enjoy playing alongside the staff and student with sensory materials such as feather boas, a rice tray and supervised bubble play.
- The service operated a key person system in the Preschool Rooms. Communication with parents was predominantly verbal at drop off and collection times and also through an electronic application "the app" where a child's daily sleep record was recorded and photographs were posted. A term time newsletter with updates from the service, each care room and news within the local community is sent home with children at the end of each term.

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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.

Non-Compliance Information

General Safety:

1. The service did not adhere to the re-vetting timeframes for 1 staff member as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years.
2. There was a gap at the bottom of the entrance gate to the community pitch area, used by the Toddler children on the day of inspection. This area leads onto a busy car park area outside the premises. This was a potential health and safety risk should a child pass under the gate and exit the outdoor play area.
3. In one of the Preschool rooms there were unprotected sharp corners on brown shelving units. This was a potential injury risk.
4. In the Preschool Room / Quiet Area the cupboard under the sink which contained plastic bags and a bait box was unlocked and accessible to the children. This was a health and safety risk. In addition, the cupboard had been signed off on the daily checklist as having been checked.

Infection Control:

5. The children in the Baby/ Wobbler room were observed to move directly from playing to having their morning snack and dinner. No handwashing was observed before children were served their food on both occasions, which poses an infection control risk.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The vetting had been applied for before inspection and was issued on 24th of March 2026. A staff training checklist/spreadsheet has been developed highlighting renewal dates of mandatory certificates. We have added an extra field highlighting the date renewals must be submitted, 3-4 months prior to expiry leaving time for oversights/backlogs etc. This is displayed in a prominent area in the office with a designated person for compliance oversight completing monthly checks on all files to ensure up to date compliance.
2. Maintenance closed off the underside of the main gate in the community walking track. Black plastic skirting was fitted to secure the underside gap where a child could crawl under and escape. Staff were made aware of the risk and added this to the Outdoor Risk Assessment that must be completed by staff before using

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the area.

3. Furniture corner protectors were applied to all unprotected corners on brown shelving units to reduce the potential risk of injury. The Preschool Room Risk Assessment was updated and ensuring there are corner protectors attached at all times has now been added. Risk Assessments have been edited, making staff initial the risk they sign off on creating accountability making everyone aware of their duty of care to ensure areas are assessed and risk assessments are reflective of the actual environment on the day.

4. Locks were attached to all cupboard doors that are accessible to the children including the under-sink cupboard. The Preschool Room Risk Assessment was updated and ensuring the cupboard doors have locks attached at all times has now been added. Risk Assessments have been edited, making staff initial the risk they sign off on creating accountability making everyone aware of their duty of care to ensure areas are assessed and risk assessments are reflective of the actual environment on the day.

Infection Control:

5. Staff were emailed our service's handwashing policy, and it was displayed within their room. Child Friendly Handwashing posters were also displayed in the room at a child friendly height. A meeting was had with the Staff and Room Lead Educator and this was brought to their attention and reminded of their duty of care to the children, regarding their health & safety and infection control. They were reminded of the educational purposes of teaching the children life skills and healthy habits in line with our service policy. Staff were emailed the service's policy and asked to sign a hardcopy to ensure their understanding of it. Hands are always washed before meals.

Supporting documentation submitted

General Safety:

Copy of the updated Garda vetting, photographic evidence.

Infection Control:

Copies daily governance list, daily risk assessments, hand washing procedure poster and policy

Summary Comment

The registered provider's response and supporting information has been reviewed. The responses are accepted and the non-compliances addressed.

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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.*
- (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 record was maintained of all fire drills which had been completed in the service, the last recorded 02/26.
- (b) A record was kept of the number, type and maintenance of the fire-fighting equipment dated 16/5/25 and 11/12/25 respectively.
- (4) Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the premises.