

# Early Years Inspectorate Regulatory Report

## Pre School

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| <b>TUSLA Identifier:</b> | TU2021GY002 |
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| <b>Name of Service:</b> | Kilcooley Preschool |
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| <b>Address of Service:</b> | Ballydavid, Kilcooley, Loughrea, Co. Galway |
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| <b>Eircode:</b> | H62 YY62 |
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|-------------------------------------|----------------|
| <b>Name of Registered Provider:</b> | Carmel Griffin |
|-------------------------------------|----------------|

|                      |           |
|----------------------|-----------|
| <b>Service type:</b> | Sessional |
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| <b>Date of Inspection:</b> | 17/06/2026 |
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|-----------------------------------|----|---|----|---|
| <b>No of pre-school children:</b> | AM | 6 | PM | 0 |
|-----------------------------------|----|---|----|---|

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|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Address of the Early Years Inspectorate:</b> | Tusla -Child and Family Agency<br>Early Years Inspectorate,<br>Quality and Regulations Directorate,<br>Clinical and Administration Building,<br>Block A – First Floor -Green Corridor,<br>Merlin Park Hospital,<br>Galway City. |
| <b>Inspection undertaken by:</b>                | S. Meehan                                                                                                                                                                                                                       |
| <b>Title:</b>                                   | 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 operates out of a converted classroom on the grounds of Kilcooley primary school in the townland of Ballydavid, near the town of Loughrea. There is a main playroom, entrance hall and adjacent to the playroom lobby are the sanitary facilities. The pre-school offers an Early Childhood Care and Education (ECCE) programme and sessional care programme from 09.15 to 12.15, Monday to Friday. A quiet rest area is available for the children to rest and relax. There is a secure outdoor play area to the side and rear of the building, which includes a sheltered play area.

### Staffing

There was a total of 2 adults working in the service which includes the registered provider. The registered provider was the person in charge and there was deputy manager available to deputise 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 and safety. 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, the other adult 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.*

*(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.*

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### Compliance Information

- (1)(a) The registered provider ensured that there was a named designated person in charge. There was a named person who could deputise as required.
- (b) The designated person in charge was present in the service for the duration of the inspection.
- There were no new adults working in the service since the last inspection on the 09/01/24:
- (2)(a)(b)(d) The service was compliant with this part of the Regulations on the last inspection and there were no new adults employed in the service since that time.
- (c) On review of the files garda vetting disclosures were required and renewed within the three-year requirements for the two adults. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew garda vetting every three years.
- (4) The registered provider ensured that all adults working directly with children had a major award in Early Childhood Care and Education, the 2 adults had at least a minimum of a level 5.

### 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.*
- (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) There was an adequate number of adults working with the children on the day of inspection.
- (3) The registered provider ensured that the minimum ratio of adults to children was adhered to.
- There were two adults working directly with six children during the operation of the sessional service.
- (8)(a) The registered provider ensured that two adults were rostered during the operation of the service.

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### 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

15(1) (a) to (i)

There was a total of six children registered in the service and all six registration forms were reviewed. The service had met the requirements of this part of the Regulations.

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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, and

#### Compliance Information

19(1)(a)

##### Basic Needs:

- Children were observed at table top activities, free play and art work. Adults were observed helping children and encouraging them to complete various tasks.
- Soft seating was provided for children when they wanted to rest or take time out.
- Appropriately sized tables and chairs were available for children for table top activities and for snack time.
- Children were observed enjoying snack under the supervision of the adults. The children were given plenty of time to enjoy their meals and snack in a relaxed and unhurried environment.
- The snacks were healthy and nutritious which included wraps, sandwiches, fruit and water or milk.
- A fridge was available for the storage of children's perishable items in their lunch box.
- A water station was readily available in the playroom for the children to self-serve and to place the water bottles on.
- The cutlery, plates and drinking utensils used were suitable for the children's ages and stages of development.
- Children were encouraged and supported to manage their own personal care appropriate to their own level of independence.
- All children were toilet trained and self-toileting was both encouraged and supported by adults.
- Hand washing was observed before snack time and after toileting.
- The children had access to a large playroom to move around and select which activities they chose to engage in.
- There was a large sheltered outdoor play area that was well equipped and had clearly defined interest areas. There was also a large grass area with a planting area and a forest walk. The service had a variety of outdoor equipment to support children's fine and gross motor skill development.

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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 service provided evidence that a person trained in first aid responder for children was available to the children attending the pre-school service.
- (2)(a) The first aid box was stored in an easily accessible and conspicuous position in the hallway of the service.
- (b) The service demonstrated that the first aid box was fully equipped with all contents within expiry dates and were available to the children attending the pre-school service.

### 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 monthly fire drills completed in the service. The last recorded fire drill was carried out on the 28 May 2026.
- (b) Records were available in relation to the number, type and maintenance of fire-fighting equipment with the annual service date 26 August 2025.
- The smoke and fire detection alarm system had the last annual service date on the 26 August 2025.
- (4) Notices were displayed within the service of the procedures to be followed in the event of fire on the premises.