

INSPECTION OUTCOME REPORT

Information on Service

DCYA Identifier:	13GY0354												
Name of Service:	Stepping Stones												
Address of Service:	Tierneevin National School, Tierneevin, Gort, Co Galway												
Service Provider: (person carrying on Pre-school)	Patricia Beakey												
Type of Service Inspected:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Sessional</td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Part-Time</td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Drop-In</td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Full Day Care</td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Childminding</td> <td style="border: 1px solid black; padding: 2px; text-align: center;"><input type="checkbox"/></td> <td colspan="2"></td> </tr> </table>	Sessional	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Drop-In	<input type="checkbox"/>	Full Day Care	<input type="checkbox"/>	Childminding	<input type="checkbox"/>		
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Date(s) of Inspection:	<table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Day</td> <td style="text-align: center; padding: 5px;">Month</td> <td style="text-align: center; padding: 5px;">Year</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">2</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">0</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">1</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">3</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">5</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">4</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;"> </td> <td style="border: 1px solid black; padding: 5px; text-align: center;"> </td> <td style="border: 1px solid black; padding: 5px; text-align: center;"> </td> </tr> </table>	Day	Month	Year	2	0	1	3	5	4			
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2	0	1											
3	5	4											
No. of Pre-School children on Register:	9												
No. of Pre-School children present on the day of Inspection:	5												
No. of Pre-School children as per Notification Form:	16												
Child & Family Agency Address:	TUSLA – Child & Family Agency, Early Years Services, H.R. Building, Merlin Park, Galway.												
County:	Galway												
Child & Family Agency Inspector(s) and Titles:	Seamus Meehan, Early Years Inspector												

Disclaimer: This report has been compiled following an inspection of the above service on the above date(s). The report is based on the tool which is used by the Pre-School inspectors in assessing compliance with the Child Care (Pre-School Services) (Amendment No 2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection. The areas covered are provided to enable the Pre-School Inspectors to use their professional judgement in assessing compliance/non-compliance. The decision of the Inspector is based on an amalgamation of the information in each section and not in any one question. The weighting of the non-compliances in relation to each other is based on the nature of the non-compliances and not on the number of non-compliances. It is at the professional discretion of the Pre-School Inspector to assess whether prosecution is recommended.

INSPECTION OUTCOME REPORT

Information on Pre-School Setting		
Regulation 10 (Notice to be Given by Person proposing to carrying on a pre-school service)		
<p>(1) Where a person proposes to carry on a pre-school service that person shall, at least 28 days before the commencement of the service, give notice in writing to the Health Service Executive.</p> <p>(2) Notwithstanding paragraph (1) herein, where a person proposes to carry on a pre-school service in a temporary drop-in centre, that person shall, at least 14 days before the commencement of the service, give notice in writing to the Health Service Executive.</p> <p>(3) A notice under paragraph (1) or (2) of this Regulation shall be in the form set out in the Schedule to these Regulations or in a form to the like effect which shall contain all the particulars specified in that form.</p>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1) Sufficient notice in writing has been given to the Health Service Executive regarding the operation of this Pre-School Service.</p> <p>(2) Not Applicable.</p> <p>(3) A notice under paragraph (1) of this regulation was in the form set out in the Schedule in the Regulations.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Pre-School Setting		
Regulation 11 (Notification of Change in Circumstances)		
<p>(1) A person carrying on a pre-school service shall, within 28 days, notify in writing the Health Service Executive of any change in the particulars contained in the notice given by that person in the Schedule to these Regulations or in a form to the like effect.</p> <p>(2) A person who ceases to carry on a pre-school service shall, within 14 days of the cessation of the service, give notice in writing to the Health Service Executive.</p>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1) The service provider has made no changes to the particulars contained in the notice given in the Schedule to these Regulations.</p> <p>(2) Not Applicable.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Pre-School Setting

Regulation 31 (Annual Fees)

- (1) *Subject to sub-article 4 of this article, a person carrying on a pre-school service shall pay to the Health Service Executive an annual fee towards the cost of inspection under Part VII of the Act and the amount of such fee shall be:*
- (a) *where the service provided does not exceed 3.5 hours in the day - €40.00*
 - (b) *childminding service - €40.00*
 - (c) *in all other cases - €80.00*
- (2) *The Health Service Executive shall, as near as may be to the first anniversary of the notification referred to in Regulation 10 of these Regulations, and annually thereafter, notify the person carrying on a pre-school service of the annual fee to be paid to it by that person.*
- (3) *The person carrying on a pre-school service shall, within 28 days of the receipt by him or her of a notification under paragraph (2) of this Regulation pay the Health Service Executive the fee specified in the notification.*
- (4) *The Health Service Executive may exempt from a fee a person carrying on a pre-school service in which no pre-school child is maintained for profit*

Inspected	Not Inspected	Not Applicable ✓
Compliance Information:	The annual fee is not required at this time as a new registration fee structure is being developed which will replace the current notification fee structure.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Management and Staffing

Regulation 8 (Management and Staffing)

- (1) A person carrying on a pre-school services shall ensure that:
- (a) a sufficient number of suitable and competent adults are working directly with the pre-school children in the pre-school service at all times,
 - (b) the service has a designated person in charge and a named person who is able to deputise as required, and
 - (c) 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 paragraph 1(b) is on the premises.
- (2) A person carrying on a pre-school service shall ensure appropriate vetting of all staff, students and volunteers who have access to a child:
- (a) by reference to past employer references in particular the most recent employer reference, in respect of all staff, and
 - (b) by reference to references from reputable sources, in respect of all students and volunteers, and
 - (c) by acquiring Garda vetting from An Garda Síochána when An Garda Síochána have set down procedures to make such vetting available, and
 - (d) in circumstances where Garda vetting is not available for staff, students and volunteers who have lived outside the jurisdiction, by ensuring that these persons provide the necessary police vetting from other police authorities.
- (3) Such vetting procedures shall be carried out prior to any person being appointed or assigned or being allowed access to a child in the pre-school service.

Inspected ✓	Not Inspected	Not Applicable
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Compliance Information:	<p>(1) (a) There were two adults working directly with five pre-school children. The adult/child ratio was correct in the service.</p> <p>(b) There was a designated person in charge and a named person who is able to deputise as required.</p> <p>(c) During the period of the inspection where the Pre-School Service was being carried on, the designated person in charge or the named person was on the premises.</p> <p>(2) (a) Two written references were available for each member of staff</p> <p>(b) Not Applicable</p> <p>(c) Garda vetting was available for each member of staff</p> <p>(d) Not Applicable</p> <p style="text-align: center;">The service maintains a personnel file on each staff member which contained the following, proof of identity, certificates of qualifications and records of experience.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">Staff Member(s)</th> <th style="width: 10%;">Garda Vetting</th> <th style="width: 10%;">Police Vetting</th> <th style="width: 10%;">1st Reference</th> <th style="width: 10%;">2nd Reference</th> <th style="width: 15%;">Cert Copy of Qualifications</th> <th style="width: 10%;">Photo ID</th> </tr> </thead> <tbody> <tr> <td>Staff 1</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Staff 2</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Staff 3</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p>Note: N/A means Not Applicable</p> <p>(3) All vetting procedures were sufficiently carried out prior to any person being appointed, assigned or allowed access to a child in the service.</p>	Staff Member(s)	Garda Vetting	Police Vetting	1 st Reference	2 nd Reference	Cert Copy of Qualifications	Photo ID	Staff 1	✓	N/A	✓	✓	✓	✓	Staff 2	✓	N/A	✓	✓	✓	✓	Staff 3	✓	N/A	✓	✓	✓	✓
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Staff 2	✓	N/A	✓	✓	✓	✓																							
Staff 3	✓	N/A	✓	✓	✓	✓																							

Non-Compliance Information:	Not Applicable
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Action Required:	Not Applicable
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Recommendations:	Not Applicable
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INSPECTION OUTCOME REPORT

Information on Management and Staffing

Regulation 12 (Number of Pre-School Children who may be catered for in premises)

- (1) *After inspection of a premises, the Health Service Executive may make a proposal to fix the maximum number of pre-school children who may be catered for at the same time in a premises in which a pre-school service is being carried on. The Health Service Executive shall, when making such a proposal, have regard to the age range of the pre-school children, the adult/child ratios, the group size and the space per child. The Executive shall notify in writing the person carrying on the service of its proposal and of the reasons for it and the notification shall include a statement that the person concerned may make representations to the Executive within 21 days of the receipt by that person of the notification.*
- (2) *A person carrying on a pre-school service who has been notified of a proposal under paragraph (1) of this Regulation may, within 21 days of the receipt of the notification, make representations in writing to the Chief Executive Officer of the Health Service Executive and the Chief Executive Officer or his designated officer shall*
 - I. before deciding the matter, take into consideration any representations duly made to it under this paragraph in relation to the proposal, and*
 - II. notify the person in writing of the decision and of the reasons for it.*
- (3) *The person carrying on the pre-school service shall comply with the decision referenced to at paragraph (2) herein.*
- (4) *Without prejudice to the obligation to comply set out in paragraph (3) such person may apply in writing to the Chief Executive Officer of the Health Service Executive at any time after the decision in paragraph (2) is made, seeking amendment of the decision on the grounds that the circumstances which led to the decision have changed.*
- (5) *Upon receipt of such application, the Chief Executive Officer or his designated officer shall consider the representations made and decide on whether the maximum number fixed be amended.*
- (6) *The decision referred to in paragraph (5) and the reasons for it shall be notified to the person carrying on the pre-school service who shall comply with such decision.*

Inspected	Not Inspected	Not Applicable ✓
Compliance Information:	Not Applicable	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Health, Welfare & Development of Child

Regulation 5 (Health, Welfare and Development of Child)

A person carrying on a pre-school service shall ensure that each child's learning development and well being is facilitated within the daily life of the service through the provision of the appropriate opportunities, experiences, activities, interaction, materials and equipment, having regard to the age and stage of development of the child and the child's cultural context.

Inspected ✓	Not Inspected	Not Applicable
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Compliance Information:

Basic Needs of the Infants & Children

The basic needs of the children were being met within the service as outlined below:-

- Healthy eating was promoted within the service, children were observed eating a healthy snack in line with the 'Food and Nutrition Guidelines' for Pre- Schools e.g. healthy sandwiches, fruit, yogurts and water. A healthy eating policy was in place.
- A hand washing and hygiene policy were in place, staff and children were observed washing their hands at appropriate times during the day e.g. before meal, after outdoor activities, and toileting.
- Staff were supportive and were attentive to each child's individual needs at toilet time.
- A soft seated area and blankets were available for children to rest.

Supporting Relationships around Children

- A key working system was in place for each child attending the service.
- A profile was kept on each child attending and this was established in conjunction with the parents.
- Snack time was observed to be enjoyed by the children in a social and unhurried manner. Staff sat with the children at snack time and interacted in a friendly manner with children.
- Staff were observed showing sensitivity, warmth and positive regard for children and their families e.g. Staff listened and responded to each child in a caring way at their level.
- The environment encouraged children to be confident and independent and to develop their self- esteem e.g. this was in evident during mealtimes, toileting and the daily programme of activity.
- The service communicated with parents on a daily basis and through formal meetings.
- The service was integrated into the local community e.g. the children were presently working on a down on the farm project.

Physical & Material Environment

- The indoor environment was bright, comfortable and pleasant. Resources were organised so that they are easily accessible to each pre-school child e.g. low level shelving and other items of interest were at eye level.
- Clearly defined special interest areas were developed in the playroom e.g. soft seated reading area, home corner, puppet/soft toys area, puzzle, play house, toy corner, dress up corner and a nature area.
- The outdoor environment was spacious, pleasant and safe and was laid out to accommodate the needs of the children and adults in the setting. A range of age appropriate equipment and games were available.
- The service was in the process of developing planting beds to the rear of the service.

Programme of Activities and its Implementation

- A documented daily routine was in place. Short, medium and long term curriculum planning was in place in the service. This programme planning includes programmes based on Aistear the National Curriculum Framework and Siolta the National Quality Framework. The theme for the month was spring and this was on display on the notice board. Various songs, rhymes associated with spring were taught to the children.

INSPECTION OUTCOME REPORT

Information on Health, Welfare & Development of Child

Regulation 5 (Health, Welfare and Development of Child)

	<ul style="list-style-type: none">• The curriculum included all aspects of each individual child's profile which was established through systematic observation and assessment of learning.• The curriculum allows children to have the opportunity to engage and interact in small and larger groups.• Children have the opportunity to initiate, lead and be independent on a daily basis e.g. children were given a turn to be the little helper, all children helped to clean up, put away materials and equipment.
Non-Compliance Information:	Not Applicable
Action Required:	Not Applicable
Recommendations:	Not Applicable

INSPECTION OUTCOME REPORT

Information on Health, Welfare & Development of Child

Regulation 9 (Behaviour Management)

- (1) A person carrying on a pre-school service shall ensure that no corporal punishment is inflicted on a pre-school child attending the service.
- (2) A person carrying on a pre-school service shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of any child.
- (3) A person carrying on a pre-school service shall ensure that written policies and procedures are in place to deal with and to manage a child's challenging behaviour and to assist the child to manage his or her behaviour as appropriate to the age and stage of development of the child.

Inspected ✓	Not Inspected	Not Applicable
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|-------------------------|---|
| Compliance Information: | <p>(1) (a) There were two adults working directly with five pre-school children. The adult/child ratio was correct in the service.</p> <p style="padding-left: 20px;">(b) There was a designated person in charge and a named person who is able to deputise as required.</p> <p style="padding-left: 20px;">(c) At all times during the period where the Pre-School Service is being carried on, the designated person in charge or the named person is on the premises.</p> <p>(2) (a) Two validated references were available for each member of staff</p> <p style="padding-left: 20px;">(b) Not Applicable</p> <p style="padding-left: 20px;">(c) Garda vetting was available for each member of staff</p> <p style="padding-left: 20px;">(d) Not Applicable</p> |
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The service maintains a personnel file on each staff member which contained the following, proof of identity, certificates of qualifications and records of experience.

Staff Member(s)	Garda Vetting	Police Vetting	1 st Reference	2 nd Reference	Cert Copy of Qualifications	Photo ID
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Staff 2	✓	N/A	✓	✓	✓	✓
Staff 3	✓	N/A	✓	✓	✓	✓

Note: N/A means Not Applicable

- (3) All vetting procedures were sufficiently carried out prior to any person being appointed, assigned or allowed access to a child in the service.

Non-Compliance Information:	Not Applicable
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Action Required:	Not Applicable
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Recommendations:	Not Applicable
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INSPECTION OUTCOME REPORT

Information on Premises and Facilities

Regulation 18 (Premises and Facilities)

A person carrying on a pre-school service shall ensure that:

- (a) the premises are of sound and stable structure, are safe and secure and are suitable for the purposes of providing a pre-school service,*
- (b) adequate space per child is provided in the premises*
- (c) the premises, fixtures and fittings are kept in a proper state of repair and in a clean and hygienic condition and protected from infestation*
- (d) suitable and secure storage facilities are provided for cleaning chemicals and unsafe, toxic, dangerous or hazardous materials, substances or equipment*
- (e) adequate and suitable storage is provided for prams, pushchairs, carrycots, play and work equipment and personal belongings, and*
- (f) the premises are adequately rodent-proofed in a manner which does not compromise the safety of the pre-school children or constructed in such a manner as to prevent the ingress of pests.*

Inspected <input checked="" type="checkbox"/>	Not Inspected	Not Applicable
Compliance Information:	<ul style="list-style-type: none"> (a) From a visual inspection the purpose built service was of sound and stable structure with controlled entry and egress. (b) In excess of the 2 sq. metres per child in a sessional service was provided for five pre-school children attending the service. The Pre-school room measure 32 sq. metres and can accommodate a maximum of 16 children at any one time. (c) The premises, fixtures and fittings were kept in a proper state of repair, clean and hygienic. Detailed cleaning schedule and record of the cleaning was maintained and available for inspection. The building was found to be free of any gaps under doors or in walls and protected for infestation. (d) Cleaning and janitorial supplies were stored in a secured room which was inaccessible to children. The service was kept in a clean and hygienic manner. (e) Children and staff personal belongings were stored appropriately and suitable low level storage was available for play and work equipment e.g. hooks in the room, cubby holes and low level shelving. (f) The premises was adequately rodent proofed, by the service provider. No pest activity was observed indoors or outdoors on the day of inspection. 	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 19 (Heating)

A person carrying on a pre-school service shall ensure that:

- (a) the premises are adequately heated throughout with suitable means of heating from the time of occupancy of the premises to the end of the occupancy, having regard to the needs of the pre-school children attending service, and*
- (b) a heating system liable to emit into the premises offensive or harmful gases, fumes or odours is not permitted*

Inspected <input checked="" type="checkbox"/>	Not Inspected	Not Applicable
Compliance Information:	<ul style="list-style-type: none"> (a) The heating system in the service was oil fired heating. The playroom was heated at 21.3 degrees centigrade which is within the required temperature range. (b) The heating system was new and was installed in the service January 2014. 	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Premises and Facilities

Regulation 20 (Ventilation)

A person carrying on a pre-school service shall ensure that suitable and adequate means of ventilation is provided in the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	There was suitable and adequate ventilation provided in the premises by means of openable windows in all occupied rooms.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 21 (Lighting)

A person carrying on a pre-school service shall ensure that suitable and adequate lighting is provided in the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The lighting of the premises was suitable and adequate. The service was well-lit with adequate natural lighting, supplemented by artificial lighting.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 22 (Sanitary Accommodation)

A person carrying on a pre-school service shall ensure that adequate and suitable sanitary facilities are provided within the building.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	There was one toilet and 1 wash hand basin for every 10 toilet trained pre-school children. Separate sanitary accommodation was available for staff. Liquid soap and paper towels were available in all the sanitary areas.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 23 (Drainage and Sewage Disposal)

A person carrying on a pre-school service shall ensure that suitable and effective means of drainage and sewage disposal are provided to the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	Drainage and sewage disposal was suitable and effective on inspection. Toilets and wash hand basins were all functioning properly with no obstructions or blockages.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Premises and Facilities

Regulation 24 (Waste Storage and Disposal)

A person carrying on a pre-school service shall ensure that all waste and other refuse is stored hygienically and disposed of frequently and in such a manner as not to cause a nuisance.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	Waste was handled and disposed of in a hygienic manner as not to cause a nuisance. Waste bins were provided in the playroom. Bins were stored in a secure area inaccessible to children to the side of the premises. A private company removed the waste on a weekly basis.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 25 (Equipment and Materials)

A person carrying on a pre-school service shall ensure that:

- (a) there is sufficient furniture, play and work equipment and materials and that such furniture, equipment and materials, are suitable, non-toxic, in a proper state of repair and are maintained in a clean and hygienic condition, and*
- (b) there is an appropriate supply of clean bedding, towels and spare clothes for the pre-school children.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(a) The furniture, equipment and toys were of suitable design and condition, in good repair and non-toxic. There were a sufficient number of age appropriate chairs and tables. Suitable adult seating was provided. (b) Spare clothes for the pre-school children were appropriately stored in a hot press and allocated cubby holes.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 28 (Facilities for Rest and Play)

A person carrying on a pre-school service shall ensure that:

- (a) adequate and suitable facilities for a pre-school child to rest during the day and night (if an overnight pre-school service is provided) are provided, and*
- (b) adequate and suitable facilities for a pre-school child to play indoors and outdoors during the day are provided, having regard to the number of pre-school children attending the service, their age and the amount of time they spend in the premises.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(a) The service facilitated and catered for each child's need for sleep or rest, a suitable quiet area was available in the room. (b) The outdoor and indoor play facilities were sufficient and were suitable for their purpose. The facilities available provided stimulating activities and play opportunities for the children in all areas of play, learning and development. The facilities were appropriate for the age range of the children in attendance and for each individual child's developmental needs. The indoor play facilities were designed with clearly defined interest areas e.g. nature area, sand & water play, dress up area, kitchen area, quiet soft seated area, library and table top games.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Safety Measures		
Regulation 6 (First Aid)		
<i>There shall be a suitably equipped first aid-box for children in the premises.</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	There was a fully-equipped first-aid box on the premises, the contents of which were frequently checked and replaced, as necessary, by a designated member of staff. The first-aid box was readily accessible to staff but stored out of the reach of children. All staff held an up to date first aid certificate. A staff member with first aid was available at all times on the premises.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Safety Measures		
Regulation 7 (Medical Assistance)		
<i>A person carrying on a pre-school service shall ensure that:</i> <i>(a) adequate arrangements are in place to summon medical assistance promptly in an emergency, and</i> <i>(b) a protocol is in place for the administration of medication.</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(a) A list of the contact details for the parents and G.P. of each child was readily available in the office. A working mobile telephone was available in each room at all times on the premises. (b) The service had a policy and clear procedures were in place in relation to the administration of medication. The policy included the administration of both prescribed and non prescribed medication.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Safety Measures		
Regulation 16 (Fire Safety Measures)		
(1) <i>A person carrying on a pre-school service shall keep a record in writing of-</i> <i>(a) all fire drills which take place in the premises, and</i> <i>(b) the number, type and maintenance record of the fire fighting equipment and smoke alarms in the premises</i> (2) <i>The record referred to in paragraph (1) of this Regulation shall be open to inspection by:</i> <i>(a) a parent or guardian of a pre-school child attending or proposing to attend the service</i> <i>(b) every person working in the service, and</i> <i>(c) an authorised person</i> (3) <i>A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(1) (a) The records show last fire drill took place on the 06/05/2014. (b) Documented evidence of the type, the amount of fire fighting equipment was available for inspection. They were serviced on 22/05/2014, this included the fire extinguishers and smoke alarms. (2) (a)(b)(c) Fire records were available for inspection. (3) The fire evacuation procedures were on display in each playroom.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Safety Measures

Regulation 27 (Safety Measures)

A person carrying on a pre-school service shall take all reasonable measures to safeguard the health, safety and welfare of a pre-school child attending the service and in particular shall ensure that:

- (a) all heat emitting surfaces are protected by a fixed guard or are thermostatically controlled to ensure safe surface temperatures,*
- (b) hot water provided for use by a pre-school child is thermostatically controlled to ensure a safe temperature*
- (c) any garden or external play area is so fenced and doors and gates are so secured to prevent a pre-school child gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to the garden or external play area*
- (d) ponds, pits and other hazards in any garden or external play area are so fenced as to ensure the safety of a pre-school child attending the service*
- (e) steps are taken to prevent the spread of infection,*
- (f) and operational procedures for the safe conduct of outings are in place and a pre-school child is safely escorted on any outing.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<ul style="list-style-type: none"> (a) The heat emitting surfaces were thermostatically controlled, by the service provider to a safe temperature. (b) Hot water in the children's sanitary areas was thermostatically controlled not to exceed 43 degrees centigrade. (c) The outdoor play area was secured and safely fenced off to ensure that children could not leave this area without adult supervision. (d) The outdoor area was secured and hazards were fenced so as to ensure the safety of the pre-school children in attendance. (e) Preventative measures were in place to minimise outbreaks of an infectious disease. Staffs were vigilant in ensuring that hand washing by children was carried out, this was observed on the day. A hand washing policy and a contingency plan was in place in the pre-school service should an outbreak of an infectious disease occur. A sickness exclusion policy was in place for pre-school children and staff. The service was maintained in a clean and hygienic condition, cleaning programmes were in place and this information was recorded. (f) A detailed outings policy was available which outlined the procedures to keep children safe and appropriately supervised at all times. 	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Food and Drink

Regulation 26 (Food and Drink)

- (1) A person carrying on a pre-school service shall ensure that suitable, sufficient, nutritious and varied food is available for a pre-school child attending the service
- (2) Where food is consumed on the premises by a pre-school child, the person carrying on the pre-school service shall ensure that:
- (a) adequate and suitable facilities are provided for the storage, preparation, cooking and serving of food, and
 - (b) adequate and suitable eating utensils, hand washing, wash-up and sterilising facilities are provided
- (3) This Regulation is without prejudice to:
- (a) the provisions of the Health Act 1947 and regulations made pursuant to that Act
 - (b) the provisions of the Food Safety Authority of Ireland Act 1998 and
 - (c) any secondary legislation made pursuant to the European Communities Act 1972 relating to food safety.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1) Parents provided the main snack in line with the 'Food and Nutrition Guidelines for Pre- School Services'. The children were observed having healthy sandwiches, fruit, yogurts and water at snack time. A healthy eating policy was in place within the service.</p> <p>(2)(a) Appropriate facilities were provided for children to sit comfortably and safely at meal times. A fridge was provided for the storage of children's lunches.</p> <p>(b) The crockery and eating utensils were suitable for the age catered for in the service. Adequate hand washing facilities and a wash up area was available within the service.</p> <p>(3)(a)(b)(c) Not Applicable.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Additional Information:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Records

Regulation 13 (Register of Pre-School Children)

- (1) Subject to paragraph (3) of this Regulation a person carrying on a pre-school service shall keep a register and shall enter in the register the following particulars in respect of each pre-school child attending the service:
- (a) the name and date of birth of the pre-school child
 - (b) the date on which the pre-school child first attended the service
 - (c) the date on which the pre-school child ceased to attend the service
 - (d) the name and address of a parent or guardian of the pre-school child and, a telephone number where that parent or guardian or a relative or friend of such child can be contacted during the hours of operation
 - (e) authorisation for the collection of the pre-school child
 - (f) details of any illness, disability, allergy or special need of a pre-school child, together with all notes relevant to the provision of special care or attention
 - (g) the name and telephone number of the pre-school child's general practitioner
 - (h) record of immunisations, if any, received by the pre-school child, and
 - (i) written parental consent for appropriate medical treatment in the event of an emergency
- (2) The register shall be open to inspection on the premises by:
- (a) a parent or guardian of the pre-school child attending the service but only in respect of information entered in the register concerning that child
 - (b) a person working in the pre-school service who is authorised in that behalf by the person carrying on the service, and
 - (c) an authorised person
- (3) A person carrying on a pre-school service in a drop-in centre or in a temporary drop-in centre shall enter in the register the particulars referred to in paragraph (1) of this Regulation, except for subparagraphs (b), (c), (g), (h) and (i)

Inspected <input checked="" type="checkbox"/>	Not Inspected	Not Applicable
Compliance Information:	(1) The service kept and maintained a register showing details of each pre-school child attending the service, in accordance with Regulation 13(a)-(i). (2)(a) Parents had access to all information and written records relating to their own child. (b) Records were available to the authorised staff within the service. (c) Records were open and available to inspection by an authorised officer. (3) Not applicable.	Not Applicable
Non-Compliance Information:	Not Applicable	Not Applicable
Action Required:	Not Applicable	Not Applicable
Recommendations:	Not Applicable	Not Applicable

INSPECTION OUTCOME REPORT

Information on Records

Regulation 14 (Records)

- (1) A person carrying on a pre-school service shall keep a record in writing 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 person, including volunteers and students working in the service
 - (b) all information generated under Regulation 8(2)
 - (c) details of the maximum number of pre-school children catered for at any one time
 - (d) details of the type of service and age range group
 - (e) details of the staff/child ratios in the service
 - (f) the type of care or programme provided in the service
 - (g) the facilities available
 - (h) the opening hours and fees
 - (i) policies and procedures of the service
 - (j) details of attendance by a pre-school child on a daily basis
 - (k) details of staff rosters on a daily basis
 - (l) details of any medicine administered to a pre-school child attending the service with signed parental consent, and
 - (m) details of any accident, injury or incident involving a pre-school child attending the service
- (2) The record referred to in paragraph (1) and the documentation and records referred to in paragraph (5) of this Regulation shall be open to inspection on the premises by an authorised person.
- (3) Save for the information maintained in the record under Regulation 14(1)(b) the record referred to in paragraph (1) of this Regulation shall be open to inspection on the premises by a parent or guardian of a pre-school child attending the service but only in respect of information entered in the register concerning that child.
- (4) For the purposes of operating the pre-school service, the record referred to in paragraph (1), other than the information maintained under Regulation 14(1)(b), shall be open to inspection on the premises by a person working in the service who is authorised in that behalf by the person carrying on the service.
- (5) A person carrying on a pre-school service shall maintain all documents and records relating to references and Garda and Police vetting obtained under Regulation 8(2).

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<ol style="list-style-type: none"> (1) The service kept and maintained written records of information in relation to the service, in accordance with Regulation 14(1)(a)-(m). (2) All information requested by the authorised officer referred to in Regulation 14(1) was available on the premises. (3) Parents have access to all information in 14(1) apart from 14(1)(b) and written records relating to their own child. Information was also provided by a parent information book. All accidents, injuries and incidents involving a child, were recorded and notified to the parents as soon as practicable following the event. (4) Records were available to the authorised staff within the service, except for 14(1) (b). (5) All document and records relating to references and Garda and Police vetting were maintained in a secure area within the service. 	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Records		
Regulation 15 (Information for Parents)		
<i>A person carrying on a pre-school service shall provide a parent or guardian of a pre-school child proposing to attend the service with the information referred to in Regulation 14(1) (a), (c), (d), (e), (f), (g), (h) and (i) of these Regulations.</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	Parents or guardians of a pre-school child proposing to attend have access to the information and written records relating to the service. This was made available by means of a parents/guardian hand book detailing all information under 14(1)(a)(c)(d)(e)(f)(g)(h)(i)(m).	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Records		
Regulation 17 (Copy of Act & Regulations)		
<i>A person carrying on a pre-school service shall keep a copy of Part VII of the Child Care Act 1991 and of these Regulations on the premises and the said copies shall be made available on demand for inspection by:</i> <i>(a) a parent or guardian of a pre-school child attending or proposing to attend the service</i> <i>(b) every person working in the service, and</i> <i>(c) an authorised person</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The service keeps a copy of the Child Care (Pre-School Services) (No:2) Regulations 2006 and the Children's Act, 1991, Part VII. This information was open to inspection by:- (a) a parent or guardian of a pre-school child attending or proposing to attend the service. (b) every person working in the service. (c) an authorised person.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Records		
Regulation 30 (Insurance)		
<i>A person carrying on a pre-school service shall ensure that the pre-school children attending the service are adequately insured against injury while attending the service.</i>		
Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The insurance provided was adequate cover for the pre-school children in attendance in the service on a sessional basis.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

General Information

Regulation 29 (Furnishing of Information to the HSE)

A person carrying on a pre-school service shall furnish the Health Service Executive with such information as the Executive may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form (if any) as may be specified by the Executive.

Inspected <input checked="" type="checkbox"/>	Not Inspected	Not Applicable
Compliance Information:	The service provider facilitated the inspection and furnished the information.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	