

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CC200
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Name of Service:	Sugradh Kildorrery
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Address of Service:	Parish Hall, Main Street, Kildorrery, Co. Cork
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Eircode:	P67 EK64
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Name of Registered Provider:	Michael O'Sullivan
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Service type:	Sessional
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Date(s) of Inspection:	07/05/2026
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No of pre-school children:	AM	10	PM	N/A
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Address of the Early Years Inspectorate:	Second Floor, Estuary House, Henry Street, Limerick.
Inspection undertaken by:	F Collins
Title:	Early Years Inspector

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

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Description of service

Sugradh Kildorrery is a sessional pre-school service located in the parish hall in Kildorrery village. There are 12 children registered to attend, and 10 children were present on the day of inspection. Sugradh Kildorrery operates a morning session daily from 09.00 to 12.00 for pre-school children aged between 2 years and 8 months and 5 years.

The service has a school aged care service in the morning before the sessional service commences and in the afternoon.

The premise is single storey and is the parish hall. The main hall and adjacent toilets are used by the service, and the kitchen, stage area and adult toilets are only accessible to the staff.

The service has created an outdoor area that is partially covered in artificial grass and partially covered in concrete. This area is secured by high fencing and gate that is locked when the children are using the outdoor area.

Staffing

There were three staff employed in the service and two of the three staff were present on the day of inspection. Both staff were working directly with the children.

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

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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.

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 inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

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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,*
- (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.

Compliance Information

(1)(a) There was the named person in charge and a deputy person in charge. The deputy person in charge was in the service when the inspector arrived with the person in charge arriving immediately after. Both persons remained in the service for the duration of the inspection.

(b) The roster indicated that the person in charge was onsite during the operation of the service and there was a named deputy should the person in charge not be in attendance.

(c) There was a clear management structure identified in the service, with the person in charge and the deputy person in charge named.

(2) There was one staff member employed in the service since the last inspection. This staff file was assessed.

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- (a) Of the two validated references required both were available from past employers.
- (c) Garda vetting was available for the new member of staff, and the remaining two Garda vetting disclosures were in date in compliance with the EYI regulatory notice where services must renew Garda vetting for all staff every three years.
- (d) Police vetting was not required for the new staff member.
- (4) The staff were qualified at Level 5 to Level 8 on the National Qualifications Framework.

Non-Compliance Information

- (3) The procedures as set out in (2) (c) above were not completed prior to a staff member commencing in the service and having access to children. This is not in keeping with the services recruitment policy and may allow for adults that may not be suitable have access to children.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (3) The registered provider has committed to ensuring all vetting processes will be completed prior to staff commencing in the service. With a commitment to regular reviews of policies and procedures in the service to ensure best practice.

Supporting documentation submitted

- (3) The commitment provided by the registered provider on the corrective and preventive action submission received is accepted as proof that the requirements for this regulation will be met.

Summary Comment

The requirement for this regulation as assessed have been met.

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Part III – Management and Staff

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

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

Compliance Information

The following policies were reviewed:

The recruitment policy

The concerns/complaints policy.

The healthy eating policy.

These were in keeping with best practice.

Part III – Management and Staff

Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.

Compliance Information

(1) The registered provider ensured that there were adequate staff working in the service at all times to meet the needs of the children in attendance.

(3) The registered provider ensured that the minimum ratio of adults to children was maintained. There were two adults working directly with ten children attending the sessional service on the day of inspection.

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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.*

(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) There were 12 children enrolled in the service and on the day of inspection 10 children were in attendance. Ten enrolment records were reviewed.

(a)– (i) All sections of the enrolment forms were complete and up with date with parents/guardians and the persons in charge signatures.

(2) (c) The details as required above were available to the inspector.

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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:

- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

- (1) (j) No medication had been administered in the service and therefore no records were available for review.
- (k) Six accident and incident forms completed in 2026 were reviewed. All forms were completed correctly with staff and parent/guardian signatures and details of the accident/incident completed.

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

Basic Needs:

- The service promoted healthy eating, and the children ate their snack together and the staff sat with the children during their snack.
- No child in the service required nappy changing on the day of inspection. Children were able to go to the toilet independently with some children occasionally needing assistance.
- Any child who required assistance with hand washing was supported with same.
- Sleep was not provided for in the service and children were not observed to ask for a rest. The children who chose to opt out of activities during the session used the quiet area and sat on the adult sized couch and were observed to sit and chat in small groups.

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- Children were allowed to choose their activities inclusive of art activities, tabletop activities and activities that allowed for imaginary play by using the kitchen, dolls house and pretend play with the activity of the day where the Tuff tray was developed onto the sea and a beach with fish swimming. Staff moved about to support the children but allowed them to choose and play with whom and what they wished.
- The children's mobility was not hindered at any time, and the children could move about freely.

Supporting Relationships Around Children

- The children were noted to be familiar with the adults who worked in the service daily and the children were comfortable with them and sought out their assistance as required.
- The adults were relaxed when speaking with the children and there were no raised voices noted during the inspection.
- Children that required time away from the activity such as circle/story time were allowed to move away and were observed play alone or run around and were not hindered in their activity.
- The staff team appeared to work well together.
- Staff operated in partnership with parents as demonstrated with the conversation at drop off and collection.

Physical And Material Environment:

- The indoor environment consisted of one large care room, this room had child height tables and chairs where the children were observed to eat and do their tabletop activities. There were open shelving units that were accessible to the children and at their height which allowed the children to be independent in their activities.
- There was a supply of varied equipment such as jigsaws and shape sorters and Montessori equipment as an example for fine motor development, Imaginary games with kitchens and a selection of dolls, boxes of animals and cars.
- At the side of the room the children had access to the quieter area, a large family sized couch with access to books where children could rest and opt out of activities or chat with their friends.
- The service demonstrated a language rich environment, and stories were told where children interacted with the educator, songs were sung and children were spoken to in small groups and individually.
- The materials and equipment were easily accessible to the children.

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The Outdoor Environment:

The outdoor environment had been developed since the last inspection and consisted of one outdoor area with an activity unit of climbing frame and slide. The outdoor area was covered in artificial grass and had a concrete path. The area was laid out with soccer goals, covered sand and water trays and the climbing frame. Boxes of blocks and bricks were also brought outside by some of the children who sat on the ground and built houses.

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 service was secured by a high gate to the back, the new entrance via the back church car-park, which was closed when the outdoor space was in use.
- The main door into the service was secured with an appropriate electromagnetic lock. The door to the back to the church yard was secured by a lock and the double doors to the church yard were blocked and not in use. This prevented unauthorised exit by any of the children to the outdoor space and prevented unauthorised access to the children by any adult.
- The windows were at a height that could not be reached by the children.
- There was no staircase accessible to the children in the service.
- All toys and equipment observed on the day of inspection were in good condition and free from any pinch or crush points.
- There was no heavy furniture at a height that could tip over on to the children observed.
- The storage facilities were inaccessible to the children.
- There were no hot drinks consumed in the service.
- There was no kettle accessible to the children in the service.

Infection Control:

- The children were observed to wash their hands after playing outdoors, before snack time and after using the toilet.
- Hand drying was with air dryers.
- Tissues and paper towels were disposed of in lidded bins that were pedal operated.

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- There was hot water accessible in all the sinks that was thermostatically controlled. The hot water in the children's toilets was recorded at 30.8 and 29.4°C respectively. In the adults' toilets the hot water was recorded at 32.4°C. There was liquid hand soap and hand dryers available at all sinks.
- The snacks provided to the service were stored in the fridge following arrival and before snack time preventing the growth of bacteria on perishable items.
- The tables where the children were eating were cleaned with appropriate disinfectant prior to the children having their snack.
- School bags were stored off the ground on coat hooks preventing contamination.

Administration of Medication:

- No medication was administered in the service during the inspection.

Fire Safety:

- The fire exit door was unobstructed throughout the inspection. Tables were an adequate distance away from the door so as not to block it.
- The firefighting equipment was safely tethered to the wall.

Non-Compliance Information

General Safety:

1. The electric flexes/charging cables observed were loosely stored on the top of the fridge which was accessed by the children when storing or getting their snack from the fridge. Loose cables could potentially be played with and cause an injury to the child.
2. A child who had brought popcorn to the service did not have this removed from their snack until the staff were requested to do so. Popcorn is a potential choking hazard and as per the services policy was not allowed in the service.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The electric cables and flexes have been relocated to the office or encased in tubing. The fridge has been cleared of all items.
2. The healthy eating policy has been updated and resent to parents along with a message requesting that popcorn is not to be provided in children's snacks.

Supporting documentation submitted

General Safety:

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1. Photographic evidence of all cables and flexes removed and of the wired encased in tubing have been received.
2. Photographic evidence of the communication with parents has been received.

Summary Comment

The requirements for this regulation as assessed have been met.

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.

Compliance Information

- (1) (a) The records of the fire drills completed were recorded and the last fire drill was completed on 15/04.2026.
- (b) The fire extinguishers were last serviced in January 2026, and the fire alarms were last serviced on 12/02/2026.

Part VI - Safety

Regulation 28 - Insurance

A registered provider shall ensure that the pre-school service is adequately insured.

Compliance Information

The service was appropriately insured, and the insurance certificate indicated the service was insured to accommodate 22 children at any one time and expires on 27/03/2027.

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Part VIII - Notifications and Complaints

Regulation 32 – Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies-*
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
 - (b) the manner in which such a complaint shall be dealt with, and*
 - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

Compliance Information

- (1)
- (a) The complaints policy set out the procedure for the service to follow for the purposes of making a complaint.
 - (b) The policy indicated how the complaint would be dealt with.
 - (c) The policy indicated how the service would keep the complainant informed.