

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015GY225
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Name of Service:	Sea Garden Childcare
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Address of Service:	Leenane Childcare, Leenane, Co. Galway
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Eircode:	H91 C6H9
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Name of Registered Provider:	Joan Mulloy
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Service type:	Full Day
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Date of Inspection:	20/07/2026
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No of pre-school children:	AM	13	PM	11
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Quality Assurance Directorate, Clinical & Administration Building, Block A- (1st Floor-Green Corridor), Merlin Park, Galway.
Inspection undertaken by:	F. Nic Dhonnacha
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

Sea Garden Creche operates from a modular prefabricated unit on the grounds of Leenane national school in the rural village of Leenane, County Galway. The service consists of an entrance hall, one playroom, a designated sleep room, a kitchen and sanitary facilities. The children's main meals are prepared, cooked, served and stored on site by a designated cook. This community preschool service offers the options of full day care between 08.30 to 17.30 and part-time care provision from 08.30 to 1.30. An Early Childhood Care and Education (ECCE) pre-school care programme and sessional programme from 09.00 to 12.00 Monday to Friday is also offered. In the designated sleep room 2 cots were available for younger children under the age of 2 years. Three stackable beds were also available for preschool children. The preschool has two designated play areas, one to the side of the premises which was in use on the day of inspection. The second area is located behind the preschool with a wooden den, but this area is not in use at present. A preschool curriculum focusing on emerging interests of the children is provided. Additionally, the community creche provides a school aged service after school programme.

Staffing

The registered provider is the chairperson on the board of management for the creche. The registered provider is supernumerary and does not work in the service. Six adults were employed in the service- the registered provider, the person in charge, the deputy person in charge and two additional adults (one of whom will commence on 22/7/2026 to provide relief) and a cook/cleaner.

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.

On inspection additional non-compliance which posed a risk was identified under Regulations 9, 16, 19 and 23. These findings are outlined within the relevant regulations within this report.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Additional Information

Following the previous inspection on the 14/11/2025 a referral had been made by the early year's inspector and registered provider to a support agency for quality and improvement. The support agency is working in collaboration with this service.

Acknowledgement

The inspector wishes to acknowledge the cooperation of the person in charge, deputy 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.*

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.*

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

(1)(a) There was a registered provider, a designated person in charge and there was a named deputy person in charge.

(b) The deputy person in charge was available when the early years inspector arrived onsite, then the person in charge arrived approximately 10.30am.

On the 20/07/2026, 6 files were reviewed including the registered provider, 3 childcare workers, 1 new adult who will start employment on the 22/7/2026 and 1 cook/cleaner.

(2)(a) Seven of the 10 written and validated references were available from a past employer in respect of 5 adults.

(b) Three written and validated references were available on file from a reputable source for three adults.

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- (c) Garda vetting disclosures were available in respect of the six adults employed by the service. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew garda vetting every three years.
- (d) Documentary evidence indicated that 4 of the 5 adults had lived outside the jurisdiction for longer than 6 consecutive months while over the age of 18 years and the 4 adults had the required police vetting. A fifth adult who had incidental contact with the children in their role.
- (4) Four staff working directly with the children had evidence of Quality and Qualifications Ireland (QQI) Level 5 to Level 8 in Early Childhood Care and Education.

Non-Compliance Information

- (2)(a)(b) One of the six adults did not have two references or validations available on file.
- (3) The procedures specified in paragraph (2) were not carried out prior to a person being appointed or allowed access to a child attending the pre-school service.

Corrective & Preventive Action submitted by the Registered Provider

On the 02 September 2026 the registered provider advised of the following.

Corrective and Preventive Action

This requirement has now been clarified within the preschool service. The staff references and validations have been obtained and placed on file. All staff personnel files have also been reviewed to ensure the required documentation is available on file. The person in charge will verify that all required documentation is available before any new staff members commence employment in the service.

The person in charge will carry out ongoing reviews of the staff files in accordance with the recruitment policy and requirements of the regulation.

Supporting documentation submitted

Copies of two written validated references were submitted. A copy of a recruitment and personnel file checklist was submitted.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 9 (2)(a)(b) and (3) has been adequately addressed.

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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) From approximately 10.30 am the designated person in charge arrived onsite, there were three adults working directly with 13 children between the age of 14 months and 5 1/2 years of age.

Non-Compliance Information

(2)

Area	Number and age range of children present	Adult/Child ratios required	Number of adults required	Number of adults provided
Playroom	<u>At 8.30am-9.00am</u>			
	2 children aged 1-2 years	=1:5		1
	1 child aged 2-3 years of age	= 1:6		
	4 children aged 3-5 years	=1:8	2	
	<u>At 10.00am-10.30am</u>			
	5 children aged 1-2 years	1:5		
	1 child aged 2-3 years of age	1:6	3	2
	7 children aged 3-5 years	1:8		

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The minimum adult child ratio was not maintained in the full day care service for a period on the 20/07/2026. Following review of documentary evidence between 8.30am and 9.00am there was only one adult caring directly for 7 children on the premises when 2 adults were required onsite.

- 2 children were aged between 1-2 years of age
- 1 child was aged 2-3 years of age
- 4 children were aged between 3- 5 1/2 years of age

Between 10am and 10.30am there were 13 children present and 2 adults when the ratio of adults to children required 3 adults onsite.

- 5 children were aged between 1-2 years of age
- 1 child was aged 2-3 years of age
- 7 children were aged between 3-5 ½ years of age

(8)(a) Following review of the roster on the 20/07/2026 and staff discussion, it was evident that the preschool service opens each day at 8.30am with one adult onsite until the second adult commences work at 9.00am and the third adult commences work at 9.30am. The preschool service does not have two staff onsite during the operating hours of 8.30am to 9am each morning. This is at variance with the requirements of the regulation and poses a potential risk to the children attending the full day care service.

Corrective & Preventive Action submitted by the Registered Provider

On the 2 09 2026 the registered provider advised of the following.

Corrective and Preventive Action

(2) The roster was amended immediately following inspection and the adult child ratios have been corrected since. New reporting procedures have been adapted to deal with unexpected delays or work absences, with a plan for alternative relief cover when required.

(8)(a) Following the inspection the staff roster was amended immediately and now two staff are onsite at all times during the operation hours of the full day care service.

Supporting documentation submitted

A copy of the amended staff roster dated 20/7/2026 and a new roster for the month of September 2026.

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A copy of the written communication issued to all the staff regarding roster changes, manager approval and the recording of unexpected delays or absences. A copy of the updated staff absences policy was submitted.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliances identified under Regulation 11 (2) and (8)(a) have been adequately addressed.

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:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*

Compliance Information

- (g) A hard copy of the policies, procedures and statements of the service were available for review onsite on the 20/7/2026.
- (h) The childrens attendance was recorded on an electronic application device and additionally a handwritten copy was available.

Non-Compliance Information

- (a) The work history of one adult was unavailable on file in the preschool service. The inspector could not identify if this adult lived or worked outside of this state as the curriculum vitae was unavailable.
- (i) The staff roster did not reflect the accurate account of the hours of work for each staff member on the 20/07/2026. This posed a risk of safety in the event of an emergency or fire.

It was acknowledged that a staff roster was available for childcare workers but staff absences, change of shifts or late arrivals were not consistently recorded. It did not give a true reflection of the staff attendance on the 20/07/2026. While a roster has been introduced in the service this practice was found to be non-

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compliant on the previous inspection on 14/11/2025. The corrective actions submitted following the inspection failed to prevent recurrence of this non-compliance.

Corrective & Preventive Action submitted by the Registered Provider

On the 2 09 2026 the registered provider advised of the following.

Corrective and Preventive Action

- (a) A request was made to obtain the staff members curriculum vitae and to place a copy on file in the preschool service. A file checklist will be completed for all new staff before they commence employment in the service.
- (i) A monthly staff roster will be maintained in the preschool service; all staff will continue to sign in and out in the book and the manager will maintain a printed copy of the roster with any planned or unplanned events documented on this record.

Supporting documentation submitted:

A copy of the curriculum vitae and work declaration letter, a copy of the recruitment and personnel file checklist, a copy of the staff signs in and out book with staff arrival and departure times. A copy of the monthly staff roster for September 2026 and a copy of the email sent to all staff regarding the roster and the approval of absences and delays to the preschool service were submitted.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 16 (a) and (i) has been adequately addressed.

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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

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.

Compliance Information

(1)(a) Basic Needs:

- The service promoted healthy eating in line with the service's health eating policy. The inspector observed that a 3-week menu plan was available in the entrance lobby on the notice board for parents/guardians to view. Meals and snacks were provided by both the parents/guardians and an onsite cook; these were noted to be served at regular intervals throughout the day.
- The children and adults sat together when it was snack or mealtime. Three highchairs were available for the younger children and assistance was provided, as necessary. The parents/guardians provide the children's mid-morning and afternoon snack for the children. The perishable items were stored in the service fridge.
- The infants were encouraged to feed themselves and promoted to be independent. Mealtime was observed to be a relaxed and unhurried period.
- Water was readily available both indoors and outdoors throughout the day for the children.
- The children had the freedom to move around to the various interest areas in the playroom.
- The children were observed to have free time and played with the play equipment that took their interest. Some children looked at books, some children played with puzzles while some children played with construction toys. The children were observed to play predominately outside. They played in the playhouse, climbed the activity centre, built blocks, played with transport vehicles and chased each other.

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Supporting relationships:

- The service uses an electronic application device to provide communication to the parents/guardians of the children on a daily basis. The application provides information about the daily activities of their child/children with supporting photographs of the work and play of each child. The parents had the opportunity to respond and reply. The staff met parents each day at drop off and collection times and communicated with them in a variety of ways including in person, via phone, email and messaging service.
- The staff spoke kindly to the children and addressed their questions and needs throughout the day providing positive praise for good efforts and acts of kindness. For example, 'well done', 'good job', 'you are very kind' were heard by the inspector during the day.

(3)

- The service had a positive behaviour management policy. Staff treated the children with kindness, patience and respect. The children were praised for their good behaviour and supported to develop skills such as listening, sharing, waiting their turn and being kind to each other. Practices that were disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful were not permitted in the service.

Non-Compliance Information

- (1)(a) The privacy and dignity of the children having their nappy changed at 10.45hrs was not respected as five children were brought to the designated nappy changing area. Four children sat on the floor of the sanitary area while each child had their nappy changed and no privacy screen was utilised as a result a child having their nappy changed could be viewed by other children.
- (1)(b) The playroom was not made conducive for rest/sleep after lunch for the older children aged 2-5 years of age attending the service on a part time/full day care basis. While it was acknowledged by the staff through discussion that they provide a yoga session or story time after lunch for the children each day to aid relaxation and quiet time the inspector did not observe this in practice on the 20/07/2026.

Action submitted by the Registered Provider

On the 2 09 2026 the registered provider advised of the following.

Corrective & Preventive Action

- (1)(a) The children are now taken individually to the bathroom for nappy changing procedures to maintain their dignity and privacy. Additional staff support is provided in the preschool playroom to maintain adequate adult child ratios. The revised nappy changing procedure will be followed by all staff.

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(1)(b) The daily routine in the preschool will include quiet/ rest periods for all children attending the preschool service. The environment will be adapted to provide the children with the opportunity to rest or sleep according to their individual needs. Quiet activities will be provided for the children who wish not to take a rest while maintaining a calm quiet environment. The manager will monitor these procedures regularly through staff meetings and supervision to ensure the practices are maintained.

Supporting documentation submitted

A copy of the revised nappy changing procedure was submitted.

A photograph of the cosy rest area and the designated sleep room with three cots and four stackable beds.

A copy of an email issued to all staff regarding the revised nappy changing procedures and the rest time procedures.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 19(1)(a) and (1)(b) has been adequately addressed.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

- A 3-week menu plan was available at the entrance lobby to the playschool with the main meals of the day. The staff advised the information is shared with the parents/guardians on the electronic application device.
- The staff advised breakfast was offered in the morning if a child was hungry or required a breakfast.
- Mid-morning snack was provided at approximately 10 am and consisted of food provided from home for example- a selection of fruits, crackers, sandwiches and yogurts.
- The main hot meal of the day was served at approximately 12.30 pm pasta bolognaise was observed on the 20/7/2026- this was prepared and cooked by the service cook.
- The afternoon snack was served at approximately 2.30pm provided by the parents/guardians and stored in the children's lunch boxes. Perishable items were stored in the service fridge in storage bags.
- At approximately 4pm the afternoon meal was served which consisted of wraps with cheese and ham.

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- The children were offered milk or water at each snack and mealtime.

Part VI - Safety

Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

Compliance Information

General Safety:

- The main entrance door was open, but the inner playroom door had a secure system to prevent unauthorised people enter or a child leaving without supervision.
- Cleaning agents were stored out of reach of the preschool children.
- Temperature reducing medication was stored on a high shelf in the kitchen out of reach of the children.
- There was a barrier near the entrance door to prevent the children from playing on the entrance pathway.
- The outdoor play area to the side of the premises had secure gates in place.

Infection Control:

- Tissues were widely available throughout the preschool for use by the children or staff if required.
- The sanitary area was appropriately equipped with warm running water, liquid soap, hand paper towels and a foot pedal operated bin was available.
- There was a designated nappy changing area in the lobby of the sanitary area with a curtain/screen to provide privacy while the children had their nappy changed.
- A system for sterilisation of soothers was available in the service kitchen with records maintained.

Safe Sleep:

- Cellular blankets were available for use in the service for sleep provision for children under 2 years of age.
- An area was available with soft wipeable mats with cushions and soft toys for children to rest and relax during the day if they wish.

Fire Safety

- Fire drills were carried out on a monthly basis, the last date recorded was 11/06/2026.

Non-Compliance Information

General Safety

- Following discussion with staff it was noted that one staff member changed their hours for starting work on this day. Therefore, the staff member who opened the service did not have First Aid Responder (First aid training). The roster for the week 19/7/26 – 24/7/2026 did not reflect this change. The untrained staff member was onsite at 8.30 -9am with 7 children. Following discussion with the person in charge they advised this change in working hours was unexpected and she was unaware of this change. This posed a potential risk of safety to the preschool children.

Infection Control:

- The hand-washing practices were at variance with the service policy and posed a risk of cross infection. The staff did not follow the infection control policy adopted by the service. This was evidenced by discussion with the staff members, review of the service policy and observation on the 20/07/2026.
 - At approximately 10.50am the inspector observed that staff did not consistently wash the children's hands following nappy changing in the designated nappy changing area.
 - The staff did not consistently wash their own hands in between nappy changes.
 - The nappy changing mat was not disinfected in between uses while five children were observed to have their nappy changed.
 - Five children were brought together to have their nappy changed. Four children were sitting on the floor of the sanitary area while waiting to have their nappy changed while one child was on the changing mat. The children did not have their hands washed. On discussion with the staff member, she said she used wipes to clean the children's hands. However, this practice does not support effective cleaning of the pre-school children's hands. This posed a risk of cross infection.
 - The inspector observed one child opening the bin in the sanitary area and touched the used paper towels, the staff member let the child go straight out to the playroom, on request by the inspector the staff returned the child to the sanitary area to have their hands washed. This practice posed a risk of cross infection in the preschool service.

Safe Sleep:

- The safe sleep practices were at variance with the safe sleep guidance for children under 2 years of age and posed a risk of safety to the preschool children. This was evidenced by observation, discussion with staff and review of the service safe sleep policy

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- At approximately 12.50pm 3 children between 15 months and 21 months old (under 2 years of age) were observed having a sleep on stackable beds on the 20/07/2026. There were no individualised safe sleep care plans or risk assessments available.
- In line with best practice guidelines and the guidance on safe sleep practices for under 2-year-olds. There were no floor beds available or additional cots to accommodate these 3 children aged under 2 years of age who were sleeping on stackable beds on the 20/07/2026.
- One of two cots in the designated sleep room had three mattresses stacked on top of each other just before a child went to sleep. Following discussion with the staff member the extra mattresses were removed from this cot and were left standing directly on the floor beside the cot and chair while a child went to sleep.
- The second cot had three mattresses stacked on top of each other while a child under 2 years of age was asleep in the designated sleep room. This was at variance with the safe sleep guidance for under 2-year-olds.
- No physical observations were carried out on the children under 2 years of age who were sleeping in the designated sleep room between approximately 12pm and 2.00pm. It was acknowledged that the staff looked in the observation window/panel on the door while the children were sleeping and recorded 10 min sleep checks on an electronic application device, which included the child's colour, breathing pattern, position, the temperature of the room and remedial actions taken. However, following discussion with the staff members they were not aware that they had to enter the room to carry out cot side physical checks on the children and document the findings accurately. It was acknowledged that the staff commenced to physically check the children after the discussion with the inspector and one staff stayed in the room for the remainder of her break.
- A room temperature checking device was available on the day. However, a staff member repeatedly recorded 18°C-20°C for the room temperature on the sleep check records, despite not physically checking the room temperature. This practice was found to be non-compliant on the previous inspection on 17/11/2025. The corrective actions submitted following the inspection failed to prevent recurrence of this non-compliance.
- The room temperature at 13.12hrs was recorded at 22.6°C, at 13.40hrs the room temperature was 23°C and a recheck temperature at 13.50hrs was checked in the designated sleep room at 22.4°C. This was at variance with the safe sleep service policy. It was acknowledged that actions had been taken by the staff- the windows were open and the children were in their vest and nappy. The outside air temperature was 20°C.

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- The safe sleep service policy did not include the up-to-date guidance for safe sleep provision for children under 2 years of age.

Action submitted by the Registered Provider

On the 2 09 2026 the registered provider advised of the following.

Corrective & Preventive Action

1. The staff roster has been amended since the inspection and a staff member with current First Aid Responder (FAR) training is available to the children during the operating hours of the service. The manager will ensure that there is a staff member with up to date FAR training onsite during the operating hours of the service.

Infection Control:

2. The nappy changing procedures have been revised and communicated to all staff in the premises. The children will have their nappy changed individually as required.

A clean disposable apron and gloves will be used for each child as required. The staff members will dispose of their used gloves and aprons adequately. The staff will wash their hands and the children's hands after each nappy change. The changing mat will be cleaned and disinfected after every use. The revised nappy changing procedure will be followed consistently. A copy of the nappy changing procedure is located on the wall in the designated nappy changing area for quick reference for all staff. The manager will monitor the practice to ensure strict infection control measures are being implemented in practice.

Safe Sleep:

3. The new updated safe sleep procedure has been implemented in the preschool since the inspection. All children under 2 years of age will be offered a cot to sleep with only one mattress at all times to lie on. The designated sleep room temperature will be recorded accurately while children are sleeping. Appropriate measures will be taken if the temperature is outside or under the expected limits. The staff will physically check the children who are sleeping every 10-minutes. This check will include the child's breathing pattern, colour, position and room temperature. The revised safe sleep procedure is now displayed in the sleep room for staff reference. The manager will monitor the sleep records and the safe sleep practices to ensure consistent best practice is followed.

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Supporting documentation submitted

General Safety:

A copy of the revised staff roster with FAR cover. A copy of the revised nappy changing procedure was submitted.
A copy of the written communication via email that was sent to all staff in relation to the new procedures.

Infection Control:

A copy of the email sent to staff with the updated information regarding the revised procedures. A photograph of the updated nappy changing procedure on display in the nappy changing area.

Safe Sleep:

A copy of the updated safe sleep procedure was issued to all staff and a photograph of the copy on display in the designated sleep room was submitted. A photograph of the designated sleep room with three cots and one mattress in each. A copy of an electronic safe sleep record identifying the temperature of the room and the physical observation included was submitted.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliances identified under Regulation 23 have been adequately addressed.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

- (1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*
- (3) A registered provider shall ensure that-*
- (a) no person other than-*
 - (i) pre-school child attending the service,*
 - (ii) a person dropping or collecting such a child,*
 - (iii) an employee, or*
 - (iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*
 - (b) a daily record in writing is kept of the entry on the premises of any such person.*

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Compliance Information

1. A record was maintained of the children's daily attendance in the service both on paper and the childcare electronic application device.
- (3)(a)(i)-(iv) details of the person visiting the service, date, time, name, contact details, reason for entry, the person who approved entry, time in and time out of the service was available on the visitors book onsite.
- (b) There was a new visitors book in operation in the service that recorded the daily entry of any such person from (i) to (iv) entry on the service.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

- The preschool children were supervised by sight and sound in the playroom, sanitary area, while eating and playing in the outdoor play area.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Compliance Information

- (b)
 - Exits were visible and clearly identifiable at all times during the hours of operation.
 - All areas both indoors and outdoors were free from rubbish, sharp or hazardous items and were in a clean condition.
- (c)

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- The playroom, sanitary area and designated sleep room had openable window for adequate ventilation.
- The playroom was bright with natural lighting and artificial light if required.

(d)

- Cleaning records were in use in the service.

(e)

- There was one toilet and one wash hand basin in use for the children attending the service. A minimum of 1 toilet and 1 wash hand basin was provided for every 11 children who were toilet training.
- One toilet and one wash hand basin was available for the adults working in the service. One toilet and one wash hand basin is recommended for every eight staff.
- There was one nappy changing area with a designated wash hand basin for nappy changing only.