

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D:	TU2016DR027							
Name of Service	Castle Park School							
Address of Service:	Castle Park Rd. Dalkey, Co. Dublin A96 DP48							
Email Address:	akennedy@castleparkschool.ie							
Name of Registered Provider:	Anna Kennedy							
Type of Proposed Service:	Full Day Care	P	Part-Time		Sessional			
	Drop-In		Childminding		Temporary			
Proposed change:	Increase in number of children the service is registered to provide for, from 72 to 86.							
Proposed Number of Children:	86							
Recommended Change Following Inspection:	86 children							
Registered change:	Change in number of children from 72 to 86 children							
Date of Inspection:	2	2	0	5	2	0	2	6
Inspection undertaken by:	R Phillips E Mulhern							
Title:	Early Years Inspectors							
Tusla Early Years Inspectorate Address:	Level 7 Brunel Building, Heuston South Quarter, Kilmainham, Dublin 8							
Rationale for Inspection:								
Proposed Change of Circumstance								

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Full Day Care Service for 86 Children
Date of Registration	23 July 2026



Child and Family Agency Act 2013
Child Care Act 1991 (Early Years Services) Regulations 2016

Version 05
Implemented- Aug 2022
EYI-IR12.23 F07 FFP (CIC)

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Authority to Inspect

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

Description of Service	Castlepark school is an independently operated private school registered to provide full day care, part time and a sessional service to preschool children from two to six years of age. The service operates from 08:30 -18:30hrs in term time. The service proposes to increase the number of children they are registered to provide childcare to from 72-86 children.
Premises	The service operates from four classrooms within the main school building and proposes to utilise a fifth classroom. The children have access to a large enclosed outdoor area.
Staffing	There will be a proposed eleven adults working directly with the preschool children. The registered provider is aware of staffing levels required for the number and age range of children who may be registered.
Methodology	The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes; Governance, Health, Welfare and Development of the child, Safety and Premises. The findings on inspection are based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.
Acknowledgements	The Inspectors wish to acknowledge the cooperation of the registered provider, 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.

Requirement met:

The requirement has been met.

The registered provider works directly with the children in her role as Deputy principal and Head of Early Years. She manages the Preschool service and has a named person to deputise as required.

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.

(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,

Requirement met:

The requirement has been met.

(1) The service has a manager and deputy manager, teachers and teaching assistants employed presently. There were nine adults working directly with sixty-five preschool children during the inspection. Future staffing will depend on the number of children attending and their ages. The registered provider demonstrated an awareness of the minimum staffing requirements specified in Part 1 of schedule 6, outlining the minimum adult to child ratios for children aged 2-3 years and 3-6 years.

(8)(a) The registered provider is aware of the requirement to have at least two adults on the premises at all times when the service is in operation.

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Part V - Care of Child in Pre-school Service

Regulation 20 - Facilities for Rest and Play

- (1) *Subject to this Regulation, a registered provider shall ensure that—*
- (a) *having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*
 - (b) *there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*
- (2) *A registered provider—*
- (b) *of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*

Requirement met:

The requirement has been met.

(1)(a) Each preschool room facilitated a range of developmentally appropriate play experiences for children. Each room had low level tables and chairs for tabletop activities and snacks and ample resources and play materials. Each care room had clearly defined interest areas, kitchens, construction areas and tuff tables.

(b) There were suitable rest areas in each room. Low couches, cosy corners and library areas were observed in each preschool room.

There were twelve stackable beds available for children to rest or sleep. The registered provider is aware of the requirements for sleep and will provide more beds as necessary.

(2)(b) The outdoor area was safe and secure and accessible directly from each care room, with impact absorbing material on the ground, and artificial grass. There was a large climbing structure, and a smaller one with a slide, a wooden playhouse and benches at a low level to facilitate a rest from activities. There was a selection of outdoor games on the boundary wall, wooden outdoor kitchens and trikes and scooters. Opportunities were provided for challenge and safe risk by the climbing structures under close supervision of the staff. The children attending the proposed new preschool room will have access to the outdoor area as described.

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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.

Requirement met:

The requirement has been met.

There were water stations on low level shelving in each of the four care rooms, so the children present had access to drinking water at all times. There is a healthy eating policy in place in the service, and parents provide healthy snacks from home which are appropriately stored in fridges in the care rooms. Children ate a hot meal at lunchtime. The preschool children ate together in a relaxed sociable environment. Dietary preferences are provided for. Staff stated that the children would be offered an alternative, where they didn't want to eat the meal on offer. Staff were heard offering further portions. There was a three-week rolling menu, and chefs prepared the food on site for the whole school community.

The registered provider has notified the relevant health authority regarding the preparation of food on the premises.

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.

Requirement met:

The requirement has been met.

- The external door is secured to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the service. The high gate in the outdoor area is suitably secured with a pass code, and there is a high push button at the entrance to the outdoor area.
- There are no loose cables or cords that could pose a risk of injury.
- An infection control policy is in place to inform practice.
- Blind cords are secured throughout the care rooms.
- There is provision for the appropriate disposal and storage of waste including the provision of foot pedal operated bins in the sanitary areas and in the care rooms.

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- Cleaning schedules are in place.
- Cleaning materials are stored safely.
- The kitchen is inaccessible to the children.

Part VI - Safety

Regulation 25 – First Aid

- (1) *A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.*
- (2) *A registered provider shall ensure that a suitably equipped first aid box for children—*
- (a) is safely stored in an easily accessible and conspicuous position on the premises, and*
 - (b) is available to the children attending the pre-school service at all times.*

Requirement met:

The requirement has been met.

- (1) There were two staff present throughout the inspection who have in date First Aid Responder training certificates. These two adults are rostered to be present at all times of opening.
- (2) A suitably equipped, easily identifiable first aid box is safely stored in the main office and the Assistant principal's office.

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Part VI – Safety

Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- (a) any fire drill that takes place in the premises, and
 - (b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Requirement met:

The requirement has been met.

(1)(a)

The registered provider has indicated that fire drills will be carried out on a monthly basis. The service currently has a record of fire drills. The most recent fire drill recorded was dated 24 April 2026.

(b)

There is a record available relating to the number, type and maintenance of firefighting equipment and for the fire detection and alarm system. They were serviced on 12 March 2026 and 9 April 2026 respectively.

(4)

The notice of the procedures to be followed in the event of fire was displayed conspicuously in the service and the fire assembly point was identified.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement has been met.

An insurance certificate is available which shows there is insurance cover in place for up to 135 children.

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Part VII – Premises and Space Requirements

Regulation 29 – Premises

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

- (a) of sound and stable structure,*
- (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.*

Requirement met:

The requirement has been met.

(a)

The registered provider confirmed that the premises is of sound and stable structure.

(b)

The registered provider has taken appropriate measures to safeguard the premises. The external door was locked to prevent unauthorised access or a child leaving unsupervised.

(c)

The care room was adequately lit, heated and ventilated. There was a good level of natural lighting in each care room and artificial ceiling lighting available as required. The service can open the windows for ventilation. Ventilation is also provided by a mechanical system of ventilation in the sanitary areas.

The care room is heated by a combined centrally controlled gas heating system and there is a manually controlled air conditioning system in the room that will be used for sleep. The temperature in the care room on inspection was 18 °Celsius.

(d)

The premises and surrounding environment were clean and maintained as required. A cleaning schedule was in place, and cleaning equipment was available. The care rooms sanitary areas and equipment observed on inspection appeared clean. There is an adult employed to clean and one to maintain these areas.

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	(e) Adequate and suitable sanitary facilities have been provided. There are ten toilets and seven wash hand basins for children's use in the sanitary areas within the Early Years section of the school, and a low-level wash hand basin has been added to the proposed additional room. There are two toilets and wash hand basins available for adults within the Early Years section, and several other toilets available to staff throughout the school. There are two suitable nappy changing areas provided. Thermostatically controlled hot and cold water was available at the wash hand basins.
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Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*
- (4) *Where a registered provider contemporaneously provides—*
- (a) a sessional pre-school service, and*
 - (b) a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).*

Requirement met:	The requirement has been met. (1) Adequate clear floor space has been provided for the work, play and movement of children attending the service. (2)(4) The registered provider is aware of the minimum clear floor space requirements as specified in schedule 7.
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A total clear floor space of 44.08m² is available in the proposed additional room for the proposed maximum daily attendance of 14 preschool children ranging in age from 2 years 3 months – 6 years on a full-time basis.

There is a total 234.6 m² clear floor space available over the five rooms for a proposed 82 preschool children ranging in age from 2-6 years attending on a full-time basis.

See table below for illustration of required and available minimum space requirements across the service.

Room Name	Age Range (years)	Maximum number of children	Type of service	Minimum Space Required	Space Available
Pre-primary 1 (1st room on left)	2-3 3-4	14	FDC	32.9m ² 32.2m ²	54.86m ²
Pre-primary 1 (2 nd room on left)	2-3 3-4	14	FDC	32.9m ² 32.2m ²	41.63 m ²
Pre-primary 1 (3 rd room on left)	2-3 3-4	14	FDC	32.9m ² 32.2m ²	44.08 m ²
Pre-primary 2 (4th room on left)	3-4	20	FDC	46m ²	46.13 m ²
Pre-primary 2 (5 th room on left)	3-5	20	FDC	46m ²	47.88 m ²