

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2022SO001
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Name of Service:	Inspiring Minds Preschool
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Address of Service:	M.C.R. Community Centre, Mail Coach Road, Sligo, Co. Sligo
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Eircode:	F91 YY63
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Name of Registered Provider:	Joanna Wyvar
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	03/07/2026
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No of pre-school children:	AM	13	PM	8
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Address of the Early Years Inspectorate:	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
Inspection undertaken by:	S Killeen
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

Inspiring Minds Preschool is a private run Pre-school Service. The service is registered to accommodate 15 children from 2 years to 6 years. The hours of operation are 8:30am to 4.30pm weekdays for 48 weeks per year. The preschool service is located at the rear of the community centre. There is one preschool room with children's sanitary accommodation off the preschool room. The service has an outdoor area situated directly outside the preschool room.

Staffing

There are five adults currently employed to work in the pre-school service. This includes the registered provider who works directly with the preschool children and one staff member in a supporting role under the Access and Inclusion Model.

Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations

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9(1) (a) (b) (c) (2) (c) 10,11(1)(2), 16,23,24(1)(3) (a) (b), 26(1) (a) (b), (2) (c) (4), 27 and 28. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 24 Checking in and out and record of attendance.

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

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

Compliance Information

(1) The registered provider ensured that.

- (a) There was a designated person in charge and a named adult to deputise in their absence.
- (b) The designated person in charge was available on the premises for the duration of the inspection. On a review of staff attendance records the person in charge or deputy person in charge was always present in the service.
- (c) There was a clear management structure in the service. A staff introduction booklet outlined the lines of accountability in the service. On discussion with staff members, they were aware of their roles and responsibilities.

(2) Discussion with the registered provider and a review of files showed that no new staff have commenced employment since the last inspection on 21 May 2025 when all staffs' files were reviewed. As the files were

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previously reviewed and found to be compliant section (c) Garda vetting disclosures were reviewed as part of this inspection.

- (c) Garda vetting disclosures had been obtained for five staff. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

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

For the purpose of this inspection, a sample of the required written policies, procedures, and statements specified under Schedule 5 of these regulations was reviewed. The following were reviewed and found to be compliant and contained the required minimum information:

- (c) Policy on administration of medication.
- (j) Policy on accidents and incidents.
- (k) Policy on healthy eating.

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.

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Compliance Information

- (1) There are an adequate number of adults working directly with children attending the preschool service. There were 3 adults working directly with 13 children on the morning of the unannounced inspection and 4 adults working directly with 8 children in the afternoon. There was a staff member available for break cover.
- (2) The minimum ratio of adults to children ratio were provided on the day of the inspection in accordance with the required ratio considering the ages of the children and the length of time each child spent in the service.

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;*
 - (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
 - (c) details of the adult: child ratios in the service;*
 - (d) the type of care or programme provided in the service;*
 - (e) the facilities available;*
 - (f) the opening hours and fees;*
 - (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;*
 - (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.*
- (3) *A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

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Compliance Information

(1) (a)-(k)

On the day of the inspection, it was found that the service kept a record of the required information as outlined below.

- (a) The name, position, qualifications and experience of the person in charge and employees was available.
- (b) The class of service and age profile of the children for which the service is registered for was 2-6 years.
- (c) Details of the adult to child ratios were available on the daily attendance records
- (d) The type of care programme provided.
- (e) The facilities available were full day care and a sessional service which offers the Early education programme (ECCE).
- (f) The opening hours and fees were displayed in the hallway of the service.
- (g) The policy book was reviewed, and the service was found to keep a record of the policies, procedures and statements required under Regulation 10
- (h) Daily attendance records containing the time of the children's arrival to and departure from the service were observed in a sample of records reviewed on the attendance register
- (i) The staff roster detailed staff attendance.
- (j) There were medicine administration records on file in each care room.
- (k) Records of accident or incident forms were kept on file in each care room

(3) The person in charge made the records available to the inspector on request in the service.

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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:

- On arrival to the service the external doors were secure to prevent an unauthorised person entering the service and children from exiting the service unnoticed.
- Cleaning products used in the service were securely stored so as to be inaccessible to the pre-school children.
- Risk assessments on indoor and outdoor play areas were completed daily and noted to be maintained up to date.
- There was no evidence of hazards in the indoor or outdoor areas, toys and play equipment appeared in good repair and all electrical flexes and cables were in good condition and out of children's reach.
- Materials were observed to be in a good state of repair.
- Warm running water was available for hand washing at a temperature below 43°C.
- The outdoor area was secured with walls and a bolted gate to prevent children from exiting unsupervised.

Infection Control:

- The pre-school room and adjoining sanitary facilities were in a clean and hygienic condition. Up to date cleaning schedules outlining appropriate cleaning methods and the various areas to be cleaned within the playrooms and sanitary accommodation were available.
- Thermostatically controlled warm running water supplies of liquid soap, disposable paper towels and foot pedal operated bins were provided at each wash hand basin. Child friendly handwashing posters were placed beside the sinks.
- Staff members were observed cleaning play areas and frequently touched surfaces after children's use and prior to snack time and dinner time.
- Handwashing was supervised by the adults to ensure all hands were cleaned effectively.
- The pre-school room and sanitary accommodation was adequately ventilated by way of openable windows and mechanical ventilation.
- Foot operated pedal bins were available within the service for safe disposal of waste.

Administration of Medication:

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- The service had a medication administration policy in place. On discussion with the staff members, they were knowledgeable about the service medication policy. Medication consent forms were in place and administration record templates were available if the service required them. Temperature reducing medication was available on the premises if required.

Fire Safety:

- Fire doors were observed to be unobstructed throughout the service.
- Fire evacuation procedures were clearly displayed in the care rooms.
- Fire extinguishers were on the premises and easily accessible.

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.*

Compliance Information

- (1) The service demonstrated that all children are checked in on arrival and checked out on departure. A record of these times was maintained in the service.
- (3) (a) (b) On the day of the inspection, the person in charge authorised entry of the inspector and recorded this visit in the visitors' book. The person in charge confirmed that all visitors and contractors to the premises must be approved by the person in charge.

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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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (c) an authorised person.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Compliance Information

- (1)
- (a) A procedure was in place to practice and record monthly fire drills. The last documented fire drill was dated the 06 June 2026.
 - (b) A record of the number, type, and maintenance of firefighting equipment and smoke detection system in the service was on file. Records indicated that the last annual maintenance for the firefighting equipment was dated 01 July 2025 .The records for the smoke detection system indicated the last service occurred in 10 April 2026.
- (2) Records regarding frequency of fire drills and servicing for firefighting equipment and smoke detection systems were made available for inspection.
- (c) an authorised person.
- (4) On the day of inspection, a notice of the procedures to be followed in the event of fire were observed to be displayed in a conspicuous place within the premises.

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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 registered provider demonstrated that preschool children are supervised at all times through staff positioning across indoor and outdoor environments. Staff work effectively as a team, communicating clearly to maintain coverage during transitions or when supporting individual children. Supervision was active and attentive, with staff engaging directly during activities and mealtimes. Furthermore, the indoor and outdoor areas are purposefully designed to minimize blind spots and ensure children remain within sight and sound.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider ensured adequate insurance was in place for the full day care service for 20 children up until 27 March 2027.