



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

INSPECTION OF EARLY YEARS SERVICES

Inspection Tool

INFORMATION ON SERVICE

DCYA Identifier:

Name of Service:

Address of Service:

Telephone Number Of Service:

Service Provider:
 (person carrying on Pre-school)

Type of Service as per Notification Form:

Sessional	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Drop-In	<input type="checkbox"/>
Full Day Care	<input type="checkbox"/>	Childminding	<input type="checkbox"/>		

Name of Designated Person in Charge:

Name of Person who Facilitated Inspection:

Date of Inspection: Day Month Year

Notification/Registration Date: Day Month Year

Time of Inspection: Time In Time Out

Name of Inspector(s):

GOVERNANCE

Regulation

Findings

Regulation 8

(1) A person carrying on a pre-school services shall ensure that:

(a) a sufficient number of suitable and competent adults are working directly with the pre-school children in the pre-school service at all times,

Sessional	
Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5
Age 2.5-6Yrs	1:10 (1:11ECCE)

Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3
Age 1-2Yrs	1:5
Age 2-3Yrs	1:6
Age 3-6Yrs	1:8

Childminding	
0-6	1:5
<i>No more than 2 < 15mths unless multiple Births</i>	

Drop In	
0-6	1:4
<i>No more than 2 < 15mths Max group 24</i>	

* See Appendix 1

Room 1						
Age Range	Type of Service	No of Children	No of Adults Present *	No of Adults Required	No of Students	No of Volunteers
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding					
	Drop In					
Age 1-2Yrs	Sessional					
	PT/FDC					
	Drop In					
Age 2-3Yrs	Sessional					
	Sessional ECCE					
	PT/FDC					
	Drop In					
Age 3-6Yrs	Sessional					
	Sessional ECCE					
	PT/FDC					
	Drop In					
Total						

*Adults must be directly supervising Children.

School Aged Children Present	Yes		No	
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Total Number of Pre-School Children			Compliant	
Total number of Adults Required			Non-Compliant	
Total number of Adults Present				

(a) a sufficient number of suitable and competent adults are working directly with the pre-school children in the pre-school service at all times

Sessional	
Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5
Age 2.5-6Yrs	1:10 (1:11ECCE)

Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3
Age 1-2Yrs	1:5
Age 2-3Yrs	1:6
Age 3-6Yrs	1:8

Childminding	
0-6	1:5
<i>No more than 2 < 15mths unless multiple Births</i>	

Drop In	
0-6	1:4
<i>No more than 2 < 15mths Max group 24</i>	

* See Appendix 1

Room 2						
Age Range	Type of Service	No of Children	No of Adults Present *	No of Adults Required	No of Students	No of Volunteers
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding					
	Drop In					
Age 1-2Yrs	Sessional					
	PT/FDC					
	Childminding					
	Drop In					
Age 2-3Yrs	Sessional					
	Sessional ECCE					
	PT/FDC					
	Childminding					
	Drop In					
Age 3-6Yrs	Sessional					
	Sessional ECCE					
	PT/FDC					
	Childminding					
	Drop In					
Total						

*Adults must be directly supervising Children.

School Aged Children Present	Yes		No	
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Total Number of Pre-School Children	
Total number of Adults Required	
Total number of Adults Present	

Compliant	
Non-Compliant	

(b) the service has a designated person in charge and a named person who is able to deputise as required.

Is there a Designated Person in Charge	Yes	No
Name of Designated Person in Charge		
Is there a named Person who is able to deputise	Yes	No
Name of named Person who is able to deputise		
Is there a named emergency contact person	Yes	No
Name of emergency contact person		

Compliant	
Non-Compliant	

Notes

(c) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in paragraph 1(b) is on the premises.

Is the Designated Person in Charge or their Deputy on the Premises	Yes	No

Compliant	
Non-Compliant	

Notes

Table – Regulation 8(2)

Staff Name	Present ✓/X	Position	CV on File ✓/X	Proof of Identity ✓/X	Qualification	Reference 1 Available ✓/X	Reference 1 Validated ✓/X	Reference 2 Available ✓/X	Reference 2 Validated ✓/X	Ref –Most Recent Employer ✓/X	Garda Vetting Available ✓/X	Police Vetting Available ✓/ X/NA	Start Date

(2) A person carrying on a pre-school service shall ensure appropriate vetting of all staff, students and volunteers who have access to a child:

(a) by reference to past employer references in particular the most recent employer reference, in respect of all staff.

	Required	Available	Outstanding
No of written references			
No of validated written references			

(b) by reference to references from reputable sources, in respect of all students and volunteers.

	Required	Available	Outstanding
No of written references			
No of validated written references			

(c) by acquiring Garda vetting from An Garda Síochána when An Garda Síochána have set down procedures to make such vetting available.

	Required	Available	Outstanding
No of Processed Garda Vetting			

(d) in circumstances where Garda vetting is not available for staff, students and volunteers who have lived outside the jurisdiction, by ensuring that these persons provide the necessary police vetting from other police authorities.

	Required	Available	Outstanding
No of Processed Police Vetting			

Regulation 9: Behaviour Management	
(1) A person carrying on a pre-school service shall ensure that no corporal punishment is inflicted on a pre-school child attending the service.	
(2) A person carrying on a pre-school service shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of any child.	

Notes

Regulation 14.

(1) A person carrying on a pre-school service shall keep a record in writing of the following information in relation to the service –

<p>(i) <i>policies and procedures of the service.</i></p> <p>* See Appendix 2</p>	<table border="1"><thead><tr><th data-bbox="808 298 1535 371">Policy/Procedure/Protocol</th><th data-bbox="1535 298 1652 371">Yes</th><th data-bbox="1652 298 1766 371">No</th><th data-bbox="1766 298 1961 371">Adequate Y/N</th></tr></thead><tbody><tr><td data-bbox="808 371 1535 407">Protocol for the administration of medication</td><td data-bbox="1535 371 1652 407"></td><td data-bbox="1652 371 1766 407"></td><td data-bbox="1766 371 1961 407"></td></tr><tr><td data-bbox="808 407 1535 443">Behaviour management Policy</td><td data-bbox="1535 407 1652 443"></td><td data-bbox="1652 407 1766 443"></td><td data-bbox="1766 407 1961 443"></td></tr><tr><td data-bbox="808 443 1535 479">Policy on managing challenging behaviour</td><td data-bbox="1535 443 1652 479"></td><td data-bbox="1652 443 1766 479"></td><td data-bbox="1766 443 1961 479"></td></tr><tr><td data-bbox="808 479 1535 514">Child Protection Policy</td><td data-bbox="1535 479 1652 514"></td><td data-bbox="1652 479 1766 514"></td><td data-bbox="1766 479 1961 514"></td></tr><tr><td data-bbox="808 514 1535 550">Outings Policy</td><td data-bbox="1535 514 1652 550"></td><td data-bbox="1652 514 1766 550"></td><td data-bbox="1766 514 1961 550"></td></tr><tr><td data-bbox="808 550 1535 586">Safe Sleep Policy</td><td data-bbox="1535 550 1652 586"></td><td data-bbox="1652 550 1766 586"></td><td data-bbox="1766 550 1961 586"></td></tr></tbody></table>	Policy/Procedure/Protocol	Yes	No	Adequate Y/N	Protocol for the administration of medication				Behaviour management Policy				Policy on managing challenging behaviour				Child Protection Policy				Outings Policy				Safe Sleep Policy			
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Outings Policy																													
Safe Sleep Policy																													
<p>(l) <i>details of any medicine administered to a pre-school child attending the service with signed parental consent.</i></p>	<table border="1"><thead><tr><th data-bbox="737 643 821 678">YES</th><th data-bbox="821 643 905 678">NO</th></tr></thead><tbody><tr><td data-bbox="737 678 821 751"></td><td data-bbox="821 678 905 751"></td></tr></tbody></table>	YES	NO																										
YES	NO																												
<p>(m) <i>details of any accident, injury or incident involving a pre-school child attending the service</i></p>	<table border="1"><thead><tr><th data-bbox="737 972 821 1008">YES</th><th data-bbox="821 972 905 1008">NO</th></tr></thead><tbody><tr><td data-bbox="737 1008 821 1081"></td><td data-bbox="821 1008 905 1081"></td></tr></tbody></table>	YES	NO																										
YES	NO																												

(2) The record referred to in paragraph (1) and the documentation and records referred to in paragraph (5) of this Regulation shall be open to inspection on the premises by an authorised person.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

(5) A person carrying on a pre-school service shall maintain all documents and records relating to references and Garda and Police vetting obtained under Regulation 8(2).

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Regulation 16

(2) A person carrying on a pre-school service shall keep a record in writing of –

(a) all fire drills which take place in the premises,

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

<p><i>(b) the number, type and maintenance record of the fire fighting equipment and smoke alarms in the premises</i></p>	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
<p><i>(3) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises</i></p>	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					

Notes

Health Welfare and Development of the Child

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

Basic Needs of Infants and Children

1(a) Eating and drinking

- promotion of healthy food
- availability of snacks, drinking water supervision, timing of feeding
- encouragement for self-feeding if appropriate, availability of menus
- availability of age appropriate feeding equipment
- children's choices

1(b) Nappy changing/ toileting

- frequency of nappy changing,
- process of nappy changing,
- communication with infant / child while toileting, encouragement for self toileting,
- children's choices

1(c) Personal cleanliness

- care given to children's appearance,
- washing of hands, hair-combing, availability of aprons or bibs, encouragement for self grooming,
- children's choices,
- use, storage and cleaning of soothers

<p>1(d) Sleeping / Quiet time / privacy</p> <ul style="list-style-type: none"> ➤ balance between child and service needs, supervision provided, ➤ children helped to relax, ➤ use of bedding etc. ➤ children's choices in decision making 	
<p>1(e) Mobility</p> <ul style="list-style-type: none"> ➤ regular changes of baby's position, ➤ minimal use of bouncers, ➤ free movement of older children 	
<p>1(f) Behaviour</p> <ul style="list-style-type: none"> ➤ attempts to prevent problems arising, handling minor problems before they become serious, ➤ helping children find positive solutions to problems, use of reward system 	

Supporting Relationships around Children

2(a) Provision is made that ensures children can form and sustain secure relationships with adults

- through key worker system,
- minimal staff changeovers,
- siblings, peers and other children and each child receives appropriate support to enable
- her/him to interact positively with other children (e.g. through key worker system particularly for babies, opportunities for siblings to be together, pair and small group)

2(b) Adults demonstrate sensitivity, warmth and positive regard for children and their families

- use of language,
- general attitudes to infants, children and their families,
- methods of communication with families, response to parents and children's requests.

SAFETY

Regulation 6

There shall be a suitably equipped first aid-box for children in the premises.

Is there a suitably equipped first aid box in the premises?

YES	NO

Is there a staff member on duty qualified to administer first aid?

YES	NO

Regulation 27.

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

General Safety

* Appendix 3

<p>(c) any garden or external play area is so fenced and doors and gates are so secured to prevent a pre-school child gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to the garden or external play area</p>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
<p>(d) ponds, pits and other hazards in any garden or external play area are so fenced as to ensure the safety of a pre-school child attending the service</p>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
<p>(e) steps are taken to prevent the spread of infection,</p>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
<p>(f) and operational procedures for the safe conduct of outings are in place and a pre-school child is safely escorted on any outing</p>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					

Regulation 28(a)

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

- (a) adequate and suitable facilities for a pre-school child to rest during the day and night (if an overnight pre-school service is provided) provided**

Number of Children under 2 requiring sleep	No of cots provided

* Appendix 4

Regulation 30.

A person carrying on a pre-school service shall ensure that the pre-school children attending the service are adequately insured against injury while attending the service.

- ***Expiry date***
- ***Number of children covered***

YES	NO

Observed Additional Immediate Risks

Other additional risks observed during the course of the inspection which posed an immediate probable risk to a child.

Immediate / Probable Risk Identified by Inspector	Control Measure to be taken immediately	Action to be taken by	Timeline
1.			
2.			
3.			
4.			
5.			
6.			

Appendix 1

Room Name	No of Adults	Name of Adults	No of Children	Initials of Children	Age range	Type of Service

Appendix 2

Risk Assessment Tool – Minimum Criteria checklist

Outings Policy			
		Yes	No
1	Risk assessment carried out prior to each outing		
2	Checklist for outing		
3	Written parental consent		
4	Insurance cover		
5	Adult/child ratio		
6	First Aid box		
7	Qualified First Aider		
8	Method of checking children e.g. roll call /head count		
9	Charged mobile phone		
10	Contact details for parents		
11	Details of management of critical incident on outing (e.g. missing child)		

Administration of Medications Protocol Checklist - Essential criteria included in policy			
		Yes	No
1	Medications administered		
2	Emergency medications		
3	Parental Consent		
4	Stated person responsible for administration of medication.		
5	Second person documented to check and countersign		
6	5 rights: child, medication, dose, time route		
7	Medical history of child		
8	Use of anti febrile medication		
9	Storage of medication		
10	Emergency details		
11	Sunscreen		
12	Documentation		

**Behaviour Management Policy - including managing challenging behaviour.
Checklist - Essential criteria included in policy**

		Yes	No
1	How positive behaviour is promoted		
2	How inappropriate behaviour is anticipated		
3	Managing inappropriate behaviour (Minor, moderate, challenging)		
4	Details of practiced prohibited documented		

**Safe Sleep Policy
Checklist - Essential criteria included in policy**

		Yes	No
1	Back to sleep		
2	Feet to foot		
3	Room temperature		
4	Sleep log: Physical checks, frequency and documented		
5	Standard cot		
6	Safe sleep monitoring details displayed.		
7	Duvets, bumpers, soft toys not in cot		
8	Bottles removed		
9	No smoking		

Child Protection Policy

		Yes	No
1	Policy Relevant to Early Years Service?		
2	Policy gives clear guidance on reporting Child Protection Concerns		
3	Staff working in Service are aware of the contents of the Policy		

Appendix 3

Regulation 27 General Safety

Doors	YES	NO
Do external doors have appropriate locks to prevent children from exiting unsupervised?		
Do internal doors have appropriate locks to prevent children accessing unsafe areas?		
Are external doors secured so as to restrict unauthorised persons from gaining access to the pre-school?		
Are door keys readily available to staff only?		
Are emergency exit doors unobstructed?		

Windows	YES	NO
Have appropriate safety precautions been taken at patio doors, glass panels and low-level windows e.g. laminated/toughened glass/visibility strips.		
Have visibility strips been fitted to patio doors, glazed panels or low-level windows?		
Have low-level windows been fitted with restrictive opening devices?		
Have windows at first floor level been fitted with restrictive opening devices?		
Are all window/blind/curtain cords secured and made safe		

Staircases	YES	NO
Have suitable handrails been provided where necessary?		
Have safety gates been provided at top and bottom of the stairs?		
Is the staircase adequately lit?		
Is the stair floor covering in a good condition and non-slip?		

Toys and Equipment	YES	NO
Are all high chairs in good condition and fitted with safety harnesses?		
Are all toys and play equipment safe for the age group using them, in good condition, free from pinch and crush points, exposed bolts or sharp edges?		
Are baby walkers prohibited?		
Has heavy equipment or furniture that may tip over been fully anchored?		

Electrical Safety	YES	NO
Are all electrical sockets fitted with safety covers?		
Are all flexes or cables checked and in good condition?		
Are stereo or T.V. cables out of reach of children?		

Storage	YES	NO
Are storage facilities inaccessible to children?		
Is all waste inaccessible both indoors and outdoors?		
Are medicines kept in their original containers and clearly labelled?		
Is there safe storage for cleaning agents?		

General Health and Safety Measures	YES	NO
Are cleaning agents stored safely and out of reach of children?		
Are all drawers and cupboards containing hazardous objects secured?		
Are hot drinks consumed without risk to children's safety?		
Are sharp implements stored safely?		
Are kettles stored safely?		
Is the kitchen inaccessible to children?		
Are all pull cords in Sanitary accommodation safe?		
Is the TV. Securely mounted?		

Appendix 4

Regulation 28(a) Facilities for Rest

	YES	NO
Are sleeping facilities for children under 2 years away from general Play area		
Are adequate number of cots provided for under 2's		
Are rest facilities provided for over 2's		
Is Bed Linen Suitable		
Is separate bed linen used per child		
Are standard Cots in use		
Are safety mattresses provided in all cots		
Are mattresses clean firm and correct size for cot		
Is cot barrier height sufficient to prevent a child falling out		
Are footholds in cots avoided		
Are cots and beds away from blinds, radiators and windows		
Is there adequate space between each cot		
Is sleep room temp between 16°C to 20°C		
Are duvets prohibited for under 1yr olds		
Are baby dribblers for under 1 yr olds removed before sleep		
Are children monitored while sleeping		
Are staff aware of current precautions in relation to reducing the risk of Sudden Infant death, as per ISIDA		