



Tusla Inspection Tool

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Name of Service:					
Address of Service:					
TUSLA Ref No:					
Type of Service Inspected:					
Date of Inspection:					
Type of Inspection (Initial, Follow-up etc):					
No of children present on day of Inspection:	AM	Day 1		PM	Day 1
		Day 2			Day 2
Name of Registered Provider:					
Name of Designated Person In Charge (on the day of inspection):					
Tel No of Service:					
Tel No of Registered Service Provider:					
Email Address:					
Name of Inspector:					
Name of Accompanying EYI (if Applicable):					

Date:	Time In:		Time Out:	

<p>Description of Service</p> <ul style="list-style-type: none"> • Date the service was established • Community Based/Private etc • Naíonraí & Montessori-Pedagogy if stated • Statement of Purpose- if any- max 2 lines from Mission Statement • Type of Provision (FDC, PT, Sessional) School Aged Childcare • Age Range of the children attending • Operating Hours • Maximum Number of Children catered for 	
<p>Premises</p> <ul style="list-style-type: none"> • Where it is located- i.e. town, business park, entrance to housing estate etc • Urban/Rural? • Purpose Built/Residential/Domestic Dwelling? • Outdoor play area (not an assessment- is it there or not) • Include number of rooms and breakdown, i.e. baby room, etc • Dedicated sleep room 	
<p>Staffing</p> <ul style="list-style-type: none"> • Total number of people employed by the service including special needs assistants, relief staff and ancillary staff (cook, cleaner etc). This does not include contractors such as Gymboree. • State if staffing includes the registered provider • Acknowledge staff qualifications profile 	

GOVERNANCE

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
- (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.
- (5) Paragraph (4) shall apply—
- (a) on or after 31 December 2016 in respect of pre-school services registered on or before 30 June 2016, and
 - (b) on or after the date of registration in respect of all other pre-school services.
- (6) Paragraph (4) shall not apply before 1 September 2021 to a person who—
- (a) has signed a declaration on or before 30 June 2016 to the effect that he or she intends to retire from employment in a pre-school service before 1 September 2021, and
 - (b) is in possession of a letter from the Minister confirming that paragraph (4) shall not apply to him or her before that date.

(6A) is inserted by S.I. No.632 of 2016 CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (AMENDMENT) REGULATIONS 2016 which states; Regulation 9 of the Child Care Act 1991 (Early Years Services) Regulations (S.I. No. 221 of 2016) is amended - in paragraph (4), by the substitution of "paragraphs (5), (6) and (6A)" for "paragraphs (5) and (6)", and (b) by the insertion of the following paragraph after paragraph (6): "

(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme."

Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care Act 1991
(Early Years Services)(Amendment) Regulations 2016

Regulation 9. (1) Management & Recruitment

Name of Designated Person in charge

Name of Deputy Designated Person in Charge

Designated Person in charge or named deputy on Premises at all times

YES

NO

Regulation 9 (2) - Management and Recruitment

Adult Name

Position/Room

Date Commenced in Service

Available

Validated

Past Employer

Reputable Source

✓/X

✓/X

✓/X

✓/X

Reference No 1

Reference No 2

Required

Available

Notes

✓/X

✓/X

Vetting Disclosures

International Police Vetting

Photo ID

C.V / Employment History

Trained in First Aid for Children

Regulation 9 - Management and Recruitment

Adult Name

Position/Room

Date Commenced in Service

Available

Validated

Past Employer

Reputable Source

✓/X

✓/X

✓/X

✓/X

Reference No 1

Reference No 2

Required

Available

Notes

✓/X

✓/X

Vetting Disclosures

International Police Vetting

Photo ID

C.V / Employment History

Trained in First Aid for Children

Regulation 9 - Management and Recruitment

Adult Name				
Position/Room				
Date Commenced in Service				
	Available ✓/X	Validated ✓/X	Past Employer ✓/X	Reputable Source ✓/X
Reference No 1				
Reference No 2				
	Required ✓/X	Available ✓/X	Notes	
Vetting Disclosures				
International Police Vetting				
Photo ID				
C.V / Employment History				
Trained in First Aid for Children				

Regulation 9 - Management and Recruitment

Adult Name				
Position/Room				
Date Commenced in Service				
	Available ✓/X	Validated ✓/X	Past Employer ✓/X	Reputable Source ✓/X
Reference No 1				
Reference No 2				
	Required ✓/X	Available ✓/X	Notes	
Vetting Disclosures				
International Police Vetting				
Photo ID				
C.V / Employment History				
Trained in First Aid for Children				

(Note: This Page May be duplicated for Additional Adults)

Regulation 9 - Management and Recruitment

Adult Name				
Position/Room				
Date Commenced in Service				
	Available ✓/X	Validated ✓/X	Past Employer ✓/X	Reputable Source ✓/X
Reference No 1				
Reference No 2				
	Required ✓/X	Available ✓/X	Notes	
Vetting Disclosures				
International Police Vetting				
Photo ID				
C.V / Employment History				
Trained in First Aid for Children				

Regulation 9 - Management and Recruitment

Summary Information

Total No of Adults Working in the Service.				
Total No of Adults not working directly with children.				
	Available ✓/X		Required ✓/X	
Total No of Vetting Disclosures				
Total No of Police Vetting				
Total No of Photo ID				
Total No of Adults with CVs				
	Past employer ✓/X	Reputable Source ✓/X	Past employer ✓/X	Reputable Source ✓/X
Total No of References				
Total No of Reference Validations				
Total No of Adults trained in First Aid for Children				

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.*
- (3) *Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.*
- (4) *Subject to paragraph (5), 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 ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).*
- (6) *A registered provider of a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 3 of Schedule 6 opposite a particular reference number 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.*
- (7) *A registered provider of an overnight pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 4 of Schedule 6 opposite a particular reference number in column (1) 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,
(b) a childminder shall ensure that a second person familiar with the operation of the service and in a position to provide assistance to the childminder in operating the service is, at all times, within close distance of the service and available to attend the service to assist the childminder in the event of an emergency, and
(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.
- (9) *In assessing compliance with the adult: child ratios specified in Schedule 6, unpaid workers and, where applicable, the person referred to in Regulation 24(2), shall not be taken into account.*

Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care Act 1991
(Early Years Services)(Amendment) Regulations 2016

Room Name				Staff Name(s)		
Age Range	Type of Service	No of Children Present	No of Adults Present *	No of Adults Required	No of unpaid workers/contractors	Note
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding					
	Drop In					
Age 1 – 2.5Yrs	Sessional					
Age 2.5 – 6Yrs	Sessional					
	Sessional ECCE					
Age 1-2Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 2-3Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 3-6Yrs	PT/FDC					
	Childminding					
	Drop In					
Total						
*Adults working directly with the Children						
School Aged Children Present					YES	NO
No of School aged Children Present						
Total Number of Pre-School Children						
Total number of Adults Required						
Total number of Adults Present						

Sessional		Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3	Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5	Age 1-2Yrs	1:5
Age 2.5-6Yrs	1:11	Age 2-3Yrs	1:6
		Age 3-6Yrs	1:8
Childminding		Drop In	
0-6	1:5	0-6	1:4
<i>No more than 2 < 15mths unless siblings</i>		<i>No more than 2 < 15mths Max group 24</i>	

Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care Act 1991
(Early Years Services)(Amendment) Regulations 2016

Room Name		Staff Name(s)				
Age Range	Type of Service	No of Children Present	No of Adults Present *	No of Adults Required	No of unpaid workers/contractors	Note
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding Drop In					
Age 1 – 2.5Yrs	Sessional					
Age 2.5 – 6Yrs	Sessional					
	ECCE					
Age 1-2Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 2-3Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 3-6Yrs	PT/FDC					
	Childminding					
	Drop In					
Total						
*Adults working directly with the Children						
School Aged Children Present					YES	NO
No of School aged Children Present						
Total Number of Early Years Children						
Total number of Adults Required						
Total number of Adults Present						

Sessional		Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3	Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5	Age 1-2Yrs	1:5
Age 2.5-6Yrs	1:11	Age 2-3Yrs	1:6
		Age 3-6Yrs	1:8
Childminding		Drop In	
0-6	1:5	0-6	1:4
<i>No more than 2 < 15mths unless siblings</i>		<i>No more than 2 < 15mths Max group 24</i>	

Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care Act 1991
(Early Years Services)(Amendment) Regulations 2016

Room Name		Staff Name(s)				
Age Range	Type of Service	No of Children Present	No of Adults Present *	No of Adults Required	No of unpaid workers/contractors	Note
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding					
Age 1 – 2.5Yrs	Drop In					
	Sessional					
Age 2.5 – 6Yrs	Sessional					
	Sessional ECCE					
Age 1-2Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 2-3Yrs	PT/FDC					
	Childminding					
	Drop In					
Age 3-6Yrs	PT/FDC					
	Childminding					
	Drop In					
Total						
*Adults working directly with the Children						
School Aged Children Present					YES	NO
No of School aged Children Present						
Total Number of Early Years Children						
Total number of Adults Required						
Total number of Adults Present						

Sessional		Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3	Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5	Age 1-2Yrs	1:5
Age 2.5-6Yrs	1:11	Age 2-3Yrs	1:6
		Age 3-6Yrs	1:8
Childminding		Drop In	
0-6	1:5	0-6	1:4
<i>No more than 2 < 15mths unless siblings</i>		<i>No more than 2 < 15mths Max group 24</i>	

Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care Act 1991
(Early Years Services)(Amendment) Regulations 2016

Room Name		Staff Name(s)				
Age Range	Type of Service	No of Children Present	No of Adults Present *	No of Adults Required	No of unpaid workers/contractors	Note
Age 0-1Yr	Sessional					
	PT/FDC					
	Childminding					
Age 1 – 2.5Yrs	Drop In					
	Sessional					
Age 2.5 – 6Yrs	Sessional					
	Sessional					
Age 1-2Yrs	ECCE					
	PT/FDC					
	Childminding					
Age 2-3Yrs	Drop In					
	PT/FDC					
	Childminding					
Age 3-6Yrs	Drop In					
	PT/FDC					
	Childminding					
Total						
*Adults working directly with the Children						
School Aged Children Present					YES	NO
No of School aged Children Present						
Total Number of Early Years Children						
Total number of Adults Required						
Total number of Adults Present						

Sessional		Full Day Care and Part Time Day Care	
Age 0-1Yr	1:3	Age 0-1Yr	1:3
Age 1-2.5Yrs	1:5	Age 1-2Yrs	1:5
Age 2.5-6Yrs	1:11	Age 2-3Yrs	1:6
		Age 3-6Yrs	1:8
Childminding		Drop In	
0-6	1:5	0-6	1:4
<i>No more than 2 < 15mths unless siblings</i>		<i>No more than 2 < 15mths Max group 24</i>	

Regulation 11 Staffing		
11(8)(a) All FDC, PT, Drop In, Temp Pre-School	There are at least 2 adults on the premises at all times	
	Available ✓/X	<u>Note</u>
11(8)(b) Childminder Only	<i>A second person familiar with the operation of the service and in a position to provide assistance to the childminder in operating the service is, at all times, within close distance of the service and available to attend the service to assist the childminder in the event of an emergency</i>	
	Available ✓/X	<u>Note</u>
11(8)(c) Sessional Registered Provider - Single Handed	A second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.	
	Available ✓/X	<u>Note</u>

Regulation 12 – Childminders		
	Yes/No	Notes
(1)(a) there are no more than 5 pre-school children in his or her care at any given time, including his or her own pre-school children		
(1)(b) subject to paragraph (2), there are no more than 2 children under the age of 15 months in his or her care at any given time, including his or her own pre-school children		
(1)(c) there is a working telephone on the premises.		

<p>(2) A childminder may have more than 2 children under the age of 15 months in his or her care at any given time where all such children are siblings of each other</p>		
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<u>Regulation 13 – Temporary Pre-school Services and Pre-School Services in Drop in Centres</u>		
	Yes/No	Notes
<p>(1) There are no more than 24 children attending the service at any given time</p>		
<p>(2) A registered provider of a <u>temporary pre-school service</u> shall ensure that no child attends the service for longer than 8 hours consecutively.</p>		
<p>(3) A registered provider of a pre-school service in a <u>drop-in centre</u> shall ensure that no child attends the service for longer than 2 hours consecutively.</p>		

Part IV – Information and Records

<u>Regulation 16 - Record in relation to Pre-school service</u>			
(1)(g) the policies, procedures and statements the service is required to maintain in accordance with Reg 10			
Policy/Procedure	Yes	No	Adequate Y/N
Policy on the administration of medication			
Behaviour management Policy			
Policy on managing challenging behaviour			
Outings Policy (where applicable)			
Policy on Safe Sleep			
Policy on Infection Control			
Policy on accidents and incidents			
Policy on healthy eating			

See Appendix 1 Page 42

Regulation 16 - Record in relation to Pre-school service		
(1)(h) details of attendance by each pre-school child on a daily basis;	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 16 - Record in relation to Pre-school service		
(1)(i) details of staff rosters on a daily basis;	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 16 - Record in relation to Pre-school service		
(1)(j) details of any medication administered to a pre-school child attending	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 16 - Record in relation to Pre-school service		
(1)(k) details of any accident, injury or incident involving a pre-school child attending the service	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH WELFARE & DEVELOPMENT OF CHILD

Regulation 19

- (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

Basic Needs of Infants and Children

Eating and drinking

e.g.

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

Nappy changing/ toileting

e.g.

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

<p>Personal cleanliness e.g.</p> <ul style="list-style-type: none"> ➤ 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>Sleeping / Quiet time / privacy e.g.</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>Mobility e.g.</p> <ul style="list-style-type: none"> ➤ regular changes of baby's position, ➤ minimal use of bouncers, ➤ free movement of older babies and children 	
<p>Behaviour e.g.</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, 	

Supporting Relationships around Children

Provision is made that ensures children can form and sustain secure relationships
e.g.

- with adults through key worker system and minimal staff changeovers, siblings, peers and other children
- 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

Adults demonstrate sensitivity, warmth and positive regard for children and their families

e.g.

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

A strong ethos of teamwork is evident in the setting

e.g.

- Team activities
- Staff support
- Interactions
- Structured team meetings.

Staff operate in Partnership with parents and are responsive and sensitive in the provision of information and support of parents in their key role in the learning and development of the child.

e.g.

- Transitions made as smooth as possible
- Exchange of information on play, feeding, sleeping, settling, preferences, nappy changing and developmental milestones,
- Written records
- Communication of Information
- Special events

The setting is integrated with the local, regional and national community.

e.g.

- Local involvement
- Professional supports
- Links membership of Organisations

EXTENT TO WHICH THE PHYSICAL AND MATERIAL ENVIRONMENT SUPPORTS CHILDREN’S DEVELOPMENT

The indoor environment is comfortable, pleasant and safe and is laid out to accommodate the needs of all children and adults in the setting. e.g.

- Space for babies
- Babies can roll and move safely
- Soft floor for babies starting to crawl
- Uncluttered and spacious areas
- Clearly defined interest areas
- Access to more than one area for toddlers and older children
- seating for adults to facilitate feeding and nurturing

The indoor environment provides a range of developmentally appropriate, challenging, diverse, creative and enriching experiences for all children. e.g.

- A range of toys to offer stimulation of all senses
- Non toxic easily cleaned materials
- A range of materials including paint, play dough, sand, water and finger paint.
- Toys and materials that promote all areas of development including, gross motor, fine motor, cognitive and language development and promotes non stereo typical roles

<p>Materials are freely available and easily accessible to all children when needed and laid out to accommodate the needs of all children and adults in the setting.</p> <p>e.g.</p> <ul style="list-style-type: none"> ➤ Display of children’s artwork ➤ Items of interest at child eye level ➤ Soft furnishings ➤ Low level shelving ➤ Tables waist high for the children 	
<p>The outdoor environment is spacious, pleasant and safe and is laid out to accommodate the needs of all children and adults in the setting.</p> <p>e.g.</p> <ul style="list-style-type: none"> ➤ Supervision ➤ Access to more than one area for toddlers and older children ➤ Appropriate seating for adults 	
<p>The outdoor environment provides a range of developmentally appropriate, challenging, diverse, creative and enriching experiences for all children.</p> <p>e.g.</p> <ul style="list-style-type: none"> ➤ Clearly defined “interest” areas ➤ Space for ball playing, climbing, riding ➤ Visits to parks ➤ Opportunities for challenge and safe risk. ➤ Variety of surfaces for use all year round. 	

EXTENT TO WHICH THE PROGRAMME OF ACTIVITIES AND ITS IMPLEMENTATION SUPPORT CHILDREN'S DEVELOPMENT

<p>Play e.g.</p> <ul style="list-style-type: none"> ➤ Creative play including paints/paper/crayons, play dough ➤ Manipulative play including shape sorters, jigsaws/matching games, bricks/lego/duplo: stacking bricks, twisty toys with screw on/off features ➤ Imaginative play including play house/household objects, clothes for dressing up: push toys ➤ Physical play including ride on toys, ball games, climbing, bouncing equipment: sand water play. 	
<p>Language development e.g.</p> <ul style="list-style-type: none"> ➤ Singing ➤ variety of books, tape recorder/tapes ➤ dancing/singing/rhyme, ➤ storytelling, conversations/word games: puppets 	
<p>Participation Each child is enabled to participate actively in the daily routine, in activities, in conversations and in all appropriate situations, and is considered as a partner by the adult. e.g.</p> <ul style="list-style-type: none"> ➤ Facilitation of all children to participate with peers ➤ Managing difficulties 	

<p>which arise</p> <ul style="list-style-type: none"> ➤ Enabling children to initiate activity and invite others to join in 	
<p>Choices Each child has opportunities to make choices, and is enabled to make decisions, and has his/her choices and decisions respected</p> <p>e.g.</p> <ul style="list-style-type: none"> ➤ Matching care routines to the infants ➤ Recording of children's preferences ➤ Opportunities for children to have choices ➤ Opportunities for children to make decisions and plan activities ➤ Children have appropriate level of choice 	
<p>Opportunities to initiate and take the lead. each child has opportunities and is enabled to take the lead, initiate activity, be appropriately independent and is supported to solve problems.</p> <p>e.g.</p> <ul style="list-style-type: none"> ➤ Supporting child initiated activities ➤ Providing opportunities for the child to care for his/her own belongings 	

<p>Suitably challenging Play. e.g.</p> <ul style="list-style-type: none"> • The opportunities for play/exploration provided mirror her/his stage of development, • give the child freedom to achieve mastery and success, • challenge the child to make the transition to new learning and development. 	
<p>Planning and assessment. e.g.</p> <p>Planning for proposed activities/curriculum or programme implementation is based on the child's individual profile, which is established through systematic observation and assessment for learning</p>	

Regulation 19 Health Welfare & Development of Child	
<p>(1) A registered provider shall ensure that no corporal punishment is inflicted on a pre-school child whilst attending the service</p>	
<p>(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.</p>	

NOTES

Regulation 20 - Facilities for rest and play

- (1) Subject to this regulation, a registered provider shall ensure that—
- (b) There are adequate and suitable facilities for a pre-school child to rest during the day.
- (2) A registered provider—
- (a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, or
- (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.
- (3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—
- (a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises, or
- (b) Where no such space is provided, the pre-school children attending the service have access on a daily basis to a suitable outdoor space.
- (4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.
- (5) Where pre-school children attending a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre have access to an outdoor space other than such a space specified in paragraph (4), the registered provider shall ensure that such outdoor space is suitable

Summary Note:

1. A suitable, safe, and secure outdoor space, accessible to the children on a daily basis on the premises is required for:

- All services who **register** a premises **on** or **after** the 30th June 2016
- Those who **move** premises **on** or **after** the 30th June 2016

2. Services registered prior to the 30th June 2016 the following apply:

Full Day Care, Part time or Childminding services: All children in these services must have **access**, on a daily basis, to an outdoor space **on, or off**, the premises.

- Where the outdoor space is provided **on** the premises, it must be suitable, safe and secure.
- Where the outdoor space is **not on** the premises, it must be suitable.

3. Sessional, Temporary and Drop In Services:

Where access to outdoor space is provided **on** the premises, it must be suitable, safe and secure. Where access is provided **off** the premises the outdoor space must be suitable.

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—

(b) there are adequate and suitable facilities for a pre-school child to rest during the day

Number of Children <2years requiring sleep	No of cots provided
0 -1	
1 -2	

Safe Sleep Checks	YES ✓/X	NO ✓/X
Are sleeping facilities for children under 2 years away from general Play area		
Are adequate number of cots provided for under 2 years		
Are rest facilities provided for over 2 years		
Is bed linen suitable		
Is separate bed linen used per child		
Are standard cots in use		
Are cots maintained in a proper state of repair		
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 a minimum 50cm space between each cot		
Is sleep room temp between 16°C to 20°C		
Are duvets prohibited for under 1 year olds		
Are outdoor clothing, shoes and bibs/dribblers removed		

Are children physically monitored while sleeping		
Are staff aware of current best practice guidelines in relation to reducing the risk of Sudden Infant death, as per First Light (previously ISIDA)		
Babies are not left to sleep in car seats/ bean bags/ bouncers/ buggies:		
Is the space between the bars less than 6cms apart (round) or less than 7.5cm apart (flat)		
Provision for Rest for children over 2 years		

Regulation 20 - Facilities for Rest and Play	
<p>(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—</p> <p>(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises, or</p> <p>(b) where no such space is provided, the pre-school children attending the service have access on a daily basis to a suitable outdoor space.</p> <p>(4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.</p> <p>(5) Where pre-school children attending a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre have access to an outdoor space other than such a space specified in paragraph (4), the registered provider shall ensure that such outdoor space is suitable.</p>	Outdoor Space Provided on Premises
	Yes/No
	Outdoor space is Suitable Safe and Secure
	Yes/No
	Note
	Access To Outdoor Space (Off Premises)
	Yes/No
	Outdoor Space Suitable?
	Yes/No
	Note
	Outdoor Space Provided on Premises
	Yes/No
Outdoor space is Suitable Safe and Secure	
Yes/No	
Note	

	Access To Outdoor Space (Off Premises)	
	<u>Yes/No</u>	
	Outdoor Space Suitable?	
	<u>Yes/No</u>	

SAFETY

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.

YES	NO

Practices Observed

Infection Control

Safe Sleep

Administration of Medication

Outings

Doors	YES	NO
Are external doors appropriately secured to prevent children from exiting unsupervised?		
Are internal doors appropriately secured 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.		
Are visibility strips fitted to patio doors, glazed panels or low-level windows where required?		
Have low-level windows been fitted with restrictive opening devices where required?		
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 where required?		
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 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?		

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	YES		NO	
(2)(a) A Suitably equipped First Aid Box for children is safely stored in an easily accessible and conspicuous position on the premises	YES		NO	
(2)(b) First Aid Box is available to the children attending the pre-school service at all times.	YES		NO	

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,	YES		NO																		
	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Date of Last Fire Drill</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> </div>																				
(1) A registered provider shall ensure that a record in writing is kept of— (b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.	YES		NO																		
	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Date of Last Maintenance Check for fire fighting equipment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Date of Last Maintenance Check for Smoke Alarms</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> </div>																				
(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises	YES		NO																		

Part VI – Safety

Regulation 28 – Insurance

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

	Yes	No
Was Insurance Certificate available?		
Categories of Insurance Cover for Pre-School Service		
1. Public Liability		
2. Fire and Theft		
3. Motor Insurance (if used to transport pre-school children)		
4. Building Insurance		
5. Outings (if applicable)		
6. Other		
No of Children Covered		
Type of Service Covered		
Name of Insurance Company		
Address of Insurance Company		
Commencement date of Insurance		
Expiry Date of Insurance		

Notes

Observed Significant Risks to Children (Including Additional Risks Identified)

**Other additional risks observed during the course of the inspection which posed an
*significant risk to a child**

**A significant risk of harm to a child is a risk which has a high likelihood of occurrence and if it occurs will have a serious impact on the child*

Significant Risk Identified by Inspector	Control Measure taken immediately	Action taken by	Timeline
1. Regulation Risk Identified			
2. Regulation Risk Identified			
3. Regulation Risk Identified			

Closing Meeting

Present	1.	3.
	2.	4.
Regulation 9 Management & Recruitment		
Regulation 11 Staffing Levels		
Regulation 12 Childminders		
Regulation 13 Temporary Pre- School & Drop In		
Regulation 16 Record in Relation to Pre- School Service		

<p>Regulation 19</p> <p>Health Welfare & Development of Child</p>	
<p>Regulation 20</p> <p>Facilities for Rest & Play</p>	
<p>Regulation 23</p> <p>Safeguarding Health Safety and Welfare of Child</p>	

<p><u>Regulation 25</u></p> <p>First Aid</p>	
<p><u>Regulation 26</u></p> <p>Fire Safety Measures</p>	
<p><u>Regulation 28</u></p> <p>Insurance</p>	
<p>Observed Significant Risk(s)</p>	

<u>Notes</u>

APPENDIX 1: Policies

Policy on Outings

		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	Trained First Aider		
8	Method of checking children e.g. roll call		
9	Charged mobile phone		
10	Contact details for parents		
11	Details of management of critical incident on outing (e.g. missing child)		

Policy on Administration of Medications

		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 (except sole operators)		
6	Correct child, Correct medication, Correct dose, Correct time, Correct route		
7	Medical history of child		
8	Use of anti febrile medication		
9	Storage of medication and labelling.		
10	Emergency details		
11	Sunscreen		

Policy on Behaviour Management - including managing challenging behaviour.

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

Policy on Safe Sleep

		Yes	No
1	“Back to sleep”		
2	“Feet to foot”		
3	Room temperature 16⁰C -20⁰C		
4	Sleep log: Physical checks at least every 10 minutes, frequency, documented and displayed		
5	Standard cot		
6	Duvets and bumpers are not in cot		
7	Soft toys are removed from cot		
8	Children are not placed to sleep with a bottle		

Policy on Accidents and Incidents

		Yes	No
1	Measures to be taken in the service to prevent Accidents & Incidents		
2	The procedures to be followed when an accident or incident involving a pre-school child occurs while the child is attending the service		
3	The steps that are to be taken to contact the parent or guardian of the child or the emergency services if necessary		
4	The policy clearly defines how information is documented regarding accidents and incidents		
5	The policy clearly defines how a record should be shared with the parent or guardian of the child to whom it relates		
6	A risk assessment is taken following an incident/accident occurring in the service		

Policy on infection control

		Yes	No
1	The procedure to be followed in the service: <ul style="list-style-type: none"> • to protect pre-school children attending the service from the transmission of infections • to protect persons working in the service from the transmission of infections 		
2	Policy must include the following;-		
	Hand Hygiene		
	Toileting/Nappy Changing		
	Sickness Exclusion		
	Cleaning		
	Dealing with Outbreaks of Infectious Disease		

Policy on Healthy Eating

		Yes	No
	The Policy is relevant to the type of service being provided		
1	The weekly menu plan provides children with a variety of foods		
2	Food is appropriate to the ages, development and needs of the children		
3	Food is available to children if they are hungry between meals		
4	Drinking water is available at all times		
5	Food portion sizes are appropriate to the ages of the children		
6	Parents are advised if their child has not eaten well		
7	Staff sit with children during meal times and encourage good eating habits		
8	Information is available to staff in relation to children on special diets/allergies		
9	Have Parents been given safety and nutrition guidance with regard to healthy lunches and snacks.		
10	Parents are asked not to send sweets, crisps, popcorn, biscuits or fizzy drinks to the Early Years Service		

NOTES

NOTES

Appendix 3: Regulation 9

Name	Present On Day Of Inspection	Position	CV / Employment History	Over 18 years	Photo Identification	Date Started	Reference			Reference			Garda Vetting	Police Vetting	Qualifications	Trained in First Aid for Children	CV/Employment History		
							Date	Validation	Past Employer	Reputable Source	Date	Validation						Past Employer	Reputable Source
			✓/X	✓/X									✓/X/NA	✓/X/NA					

Position: Student **SD**, Child care professional **CCP**, Kitchen Staff **KM**, Registered Provider **RP**, Unpaid worker **UW**

Start Date After 30 June 2016 adults must be vetted prior to commencement in service

Proof of Identification: Passport **PP**, Drivers Licence **DL**, Student Identification **SI**

Qualification Details : Fetac Level 5 - **FL5**, Fetac Level 6 – **FL6 etc** Bachelor of Arts Childhood Studies **BACS** Trained in First Aid for Children: **FAC**

Appendix 4: DIGITAL IMAGE RECORDING LOG

Name of Photographer	Image Number in sequence	Date Image taken	Time Image taken	Names of other persons present	Location within service	Subject matter	Reference Relevant Regulation or part of Regulation

Signature of Registered Provider or Designated Person:

Appendix 5: Closing Meeting

Closing Meeting @.....		
Present	1.	3.
	2.	4.
Regulation 9 Management & Recruitment	<i>(1)(a) Person in Charge, designated deputy on premises (b) present at all times in the service</i>	
	<i>(2) Vetting documents on file for each employee, unpaid worker or contractor.</i>	
Regulation 11 Staffing Levels	<i>(1) Adequate no's of staff directly caring for children.</i>	
	<i>(2) Adult child ratios as per schedule 6 adhered to.</i>	
	<i>(3) Single handed service ,2nd adult available in event of an emergency</i>	
Regulation 12 Childminders	<i>(1)(a) No more than 5 pre-school children at any one time. (b) No more than 2 children aged under 15 months (siblings exempt) (c) Working telephone</i>	
	<i>(2) More than 2 siblings aged under 15 months present</i>	
Regulation 13 Temporary Pre- School & Drop In	<i>(1) No more than 24 children at any one time</i>	
	<i>(2) In Temporary drop – in, no child attending for more than 8 hours consecutively.</i>	
	<i>(3) In Drop – centre – no child attends for more than 2 hours.</i>	

<p>Regulation 16</p> <p>Record in Relation to Pre-School Service</p>	The relevant policies and procedures from schedule 5
	Attendance records for staff and children
	Details of medications administered
	Details of accidents, injuries and incidents
<p>Regulation 19</p> <p>Health Welfare & Development of Child</p>	(1)Basic Care Needs (2) Relationships (3) Play environments (4) Programme of care
<p>Regulation 20</p> <p>Facilities for Rest & Play</p>	Facilities for Rest
	Facilities for outdoor play
<p>Regulation 23</p> <p>Safeguarding Health Safety and Welfare of Child</p>	General Safety
	Infection Control
	Administration of Medication
	Outings
<p>Regulation 25</p> <p>First Aid</p>	Safe sleep
	First Aid Box
	Adults trained in first aid for children

<p>Regulation 26</p> <p>Fire Safety Measures</p>	Fire Drills
	Maintenance of Fire safety equipment
	Maintenance of Smoke alarm system
	Display of fire evacuation notice
<p>Regulation 28</p> <p>Insurance</p>	Adequate cover
<p>Observed Significant Risk(s)</p>	

Notes

Documents advised or given and explained :

Signature of Inspector