



TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

EARLY YEARS INSPECTORATE

Early Years Inspectorate

Guidance Document: Inspection Findings Review Process

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1. Introduction

Tusla's Early Years Inspectorate is responsible for inspecting pre-school and school-age services.

Pre-school service are playgroups, day nurseries, crèches, day care, and services catering for children aged 0–6 years in Ireland. School-age services are play groups, day nursery, crèche, day care or other similar service that caters for children under the age of 15 years enrolled in a school providing primary or post-primary education in Ireland. Collectively, these organisations are referred to as 'early years services' and are described in legislation as 'preschool services' and 'school-age services'.

The Early Years Inspectorate is committed to the safeguarding and well-being of all children who attend early years services. This is achieved through the registration, inspection and enforcement processes prescribed by law and implemented by the Tusla Early Years Inspectorate.

2. Scope and purpose

This guidance document has been developed in order to offer guidance to the early years sector in relation to Tusla's Inspection Findings Review process or instances when the register provider disagrees with inspection findings as per the draft inspection report issued to them following an inspection of their service.

3. What is an Inspection Findings Review?

An Inspection Findings Review refers to a review that takes place of inspection findings as requested by the register provider because they disagree with inspection findings detailed in the draft inspection report.

4. Request for Inspection Findings Review 1

Following an inspection of an early years service, the registered provider is issued with a draft inspection report. If the registered provider/designate disagrees with any of the inspection findings as per the draft inspection report, they may request an Inspection Findings Review 1.

What?

1. The request must relate to inspection findings as per the draft inspection report that the registered provider/designate disagrees with.

Who?

2. The request for an Inspection Findings Review must be submitted by the registered provider or designate person.

How?

3. All Inspection Findings Review 1 requests must be submitted on the correct form found here: <https://www.tusla.ie/services/preschool-services/early-years-providers/early-years-inspections-2/inspection-tools-and-templates-2/> and sent to eyi.ifr@tusla.ie
4. The form must be submitted in Microsoft Word format (not PDF or photograph)
5. Evidence should be provided to support the submission, where possible.
6. Where a registered provider has submitted CAPA for an inspection finding, subsequent requests for an inspection findings review of the same inspection finding(s) will be screened out and not accepted.

When?

7. All Inspection Findings Review 1 requests must be submitted within 10 working days from the date of issue of the draft inspection report.

5. Screening of Request for Inspection Findings Review 1

The Inspection Findings Review request will be screened by the inspectorate to ensure that it complies with the criteria, as in section 4 above.

If the request for Review 1 is not accepted, the registered provider will be informed. If they are still within the 10 working days timeframe, they may resubmit their request.

6. Inspection Findings Review 1

Once a request for Review 1 is accepted, the registered provider/designate will be notified and the request will proceed for assessment.

The review will be carried out within 5 working days following screening. In exceptional circumstances, this timeline may need to be extended, in such instances the registered provider will be informed. The Inspection Findings Review 1 will be carried out by an Early Years Inspection and Registration Manager (IRM). If the review stage is extended, no further opportunity for a submission from the registered provider will be permitted.

The outcome of Review 1 will be issued to the registered provider. If required, the draft inspection report will be amended and issued to the registered provider.

If the registered provider disagrees with the outcome of Review 1, they may appeal the outcome by requesting an Inspection Findings Review 2.

7. Request for Inspection Findings Review 2

What?

1. The request must relate to inspection findings as per the draft inspection report that the registered provider/designate disagrees with, following Review 1.
2. Only inspection findings that were subject to Review 1 may be submitted on appeal for Review 2, therefore, no inspection findings may be submitted for Review 2 that were not submitted for Review 1.

Who?

3. The request for an Inspection Findings Review must be submitted by the registered provider or designate person.

How?

4. All Inspection Findings Review 2 requests must be submitted on the correct form found here: <https://www.tusla.ie/services/preschool-services/early-years-providers/early-years-inspections-2/inspection-tools-and-templates-2/> and sent to eyi.ifr@tusla.ie
5. The Inspection Findings Review form must detail inspection findings as per the draft inspection report that the registered provider/designate disagrees with, following Review 1.
6. The form must be submitted in Microsoft Word format (not PDF or photograph)
7. Evidence should be provided to support the submission, where possible.

When?

8. All Inspection Findings Review 2 requests must be submitted within 5 working days from the date of issue of the outcome of Inspection Findings Review 1.

8. Screening of Request for Inspection Findings Review 2

The Inspection Findings Review request will be screened by the inspectorate to ensure that it complies with the criteria, as in section 7 above.

If the request for Review 2 is not accepted, the registered provider will be informed. If they are still within the 5 working days timeframe, they may resubmit their request.

9. Inspection Findings Review 2

Once a request for Review 2 is accepted, the registered provider/designate will be notified and the request will proceed for assessment.

The review will be carried out within 10 working days following screening. In exceptional circumstances this timeline may need to be extended, in such instances the registered provider will be informed. If the review stage is extended, no further opportunity for a submission from the registered provider will be permitted.

The Inspection Findings Review 2 will be carried out by an Inspection Findings Review Panel, comprising of a National Inspection Manager (NIM) and up to four Inspection and Registration Managers. No member of the review panel will have taken part in the inspection or Review 1.

The outcome of Review 2 will be issued to the registered provider. If required, the draft inspection report will be amended and issued to the registered provider.

10. Corrective and Preventive Actions

It is important to note that the Correction and Preventive Action (CAPA) process remains ongoing at the same time as the Inspection Findings Review process.

Corrective and preventive actions will be requested for all non-compliances identified in the draft inspection report which are not subject to an Inspection Findings Review process.

Non-compliances which remain as non-compliances following the outcome of the Inspection Findings Review process, will then be subject to the CAPA process.

11. Process Flowchart



12. Key Timeframes

Request for Inspection Findings Review 1: 10 working days from the date of issue of the Draft Inspection Report.

Outcome of Review 1: 10 working days from receipt of request for Inspection Findings Review 1.

Request Inspection Findings Review 2: 5 working days from the date of issue of the Review 1 Outcome.

Outcome of Review 2: 10 working days from receipt of request for Inspection Findings Review 2.

13. Further Information

Please refer to the Tusla website for further information relating to the Inspection Findings Review process.

<https://www.tusla.ie/services/preschool-services/early-years-providers/early-years-inspections-2/inspection-tools-and-templates-2/>

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