

**TÚSLA**

An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

**EARLY  
YEARS  
INSPECTORATE**

# Inspection Tool for Early Years Service (Preschool)

|                            |            |
|----------------------------|------------|
| <b>QMS Reference:</b>      | EYI-IT12.3 |
| <b>Version:</b>            | V2.0       |
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**TÚSLA**

An Ghníomhaireacht um  
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Child and Family Agency

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## Service details

|  |  |
|--|--|
| <b>Name of Service:</b>                          |  |
| <b>Address of Service:</b>                       |  |
| <b>Tusla number:</b>                             |  |
| <b>Type of Service Inspected:</b>                |  |
| <b>Date of Inspection:</b>                       |  |
| <b>Inspection Code</b>                           |  |
| <b>Name of Inspector:</b>                        |  |
| <b>Name of Accompanying EYI (if Applicable):</b> |  |

|                  |  |                  |
|------------------|--|------------------|
| <b>Date:</b>     |  | <b>Date:</b>     |
| <b>Time in:</b>  |  | <b>Time in:</b>  |
| <b>Time Out:</b> |  | <b>Time Out:</b> |

|   |       |    |    |
|---|-------|----|----|
| <b>No of preschool children present</b> | Day 1 | AM | PM |
|   | Day 2 | AM | PM |

|  |  |
|--|--|
| <b>Person in charge on the day of inspection (Is this the DPIC?)</b> |  |
|--|--|



| Room name | No. of Adults | Name of Adults | Total number of children present | Age range of children | Type of service |
|-----------|---------------|----------------|----------------------------------|-----------------------|-----------------|
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |
|           |               |                |                                  |                       |                 |

| <b>Verification of registered details</b>                         |                       |                                 |
|---|-----------------------|---------------------------------|
| <b>Details on register</b>  |                       | <b>Changes found in service</b> |
| <b>Name of service</b>  | As detailed on Page 2 |                                 |
| <b>Address of service</b>   | As detailed on Page 2 |                                 |
| <b>Type of service</b>  | As detailed on Page 2 |                                 |
| <b>Number of children the service can accommodate at one time</b> |                       |                                 |
| <b>Age profile</b>  |                       |                                 |
| <b>Name of registered provider</b>                                |                       |                                 |
| <b>Name of person in charge</b>                                   |                       |                                 |
| <b>Hours of operation</b>   |                       |                                 |
| <b>Change of circumstances required? Yes/No</b>                   |                       |                                 |

| <b>Details on register</b>  |  | <b>Changes found in service</b> |
|---|--|---------------------------------|
| <b>Telephone number of service</b>  |  |                                 |
| <b>Telephone number of registered provider</b>  |  |                                 |
| <b>Email address for correspondence</b>   |  |                                 |
| <b>Does the service provide school age care?<br/>Is the SAC registered on SAC Register?</b> |  |                                 |
| <b>Multiple services (two or more)</b>  |  |                                 |
| <b>Change to add to monthly returns<br/>Yes/No</b>  |  |                                 |

## Regulation 8 – Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

(2) A registered provider of a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 7 days before it is proposed that the change would take effect.

(3) Where a registered provider has been unable for good and proper reason to notify the Agency within the time specified in paragraph (1) or (2), as the case may be, of a change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2), the registered provider shall notify the Agency in writing of the change as soon as possible thereafter.

(4) The form set out in Schedule 4 is prescribed for the purposes of a notification under paragraph (1), (2) or (3).

(5) A registered provider of a pre-school service other than a temporary preschool service who ceases to carry on the pre-school service shall, not later than 28 days after the cessation of the service, give notice in writing to the Agency of the cessation.

**Relevant changes (under section 58C(2) and Regulation (7)(2)):**

**service name - address - registered provider - person in charge- service type - no of children - age profile of children – dates of operation of temporary service**

**Notes**

## 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.
- (3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.
- (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.”
- (7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information and where necessary training, including in relation to the following:
- (a) the policies, procedures and statements of the service specified in Schedule
  - (b) Part VIIA of the Act
  - (c) these Regulations

### Regulation 9 (1) Management and Recruitment

|  |  |
|--|--|
| Name of designated person in charge  |  |
| Name of deputy designated person(s) in charge  |  |
| DPIC/deputy on premises at all times yes/no  |  |
| Is there evidence of a clear management structure that identifies lines of authority and specific roles and responsibilities of each employee and unpaid worker? |  |



| Name & role | Date started | Present on inspection day | Garda vetting | Police vetting | ID  | Record of experience/CV | > 18 years | Reference 1                           | Reference 2                           | Qualification | First Aid trained |
|-------------|--------------|---------------------------|---------------|----------------|-----|-------------------------|------------|---------------------------------------|---------------------------------------|---------------|-------------------|
|             |              |                           | Y/N date      | Y/N date       | Y/N | Y/N                     | Y/N        | 1. Date<br>2. validation<br>3. source | 1. Date<br>2. validation<br>3. source |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |

| Name & role | Date started | Present on inspection day | Garda vetting | Police vetting | ID  | Record of experience/CV | > 18 years | Reference 1                           | Reference 2                           | Qualification | First Aid trained |
|-------------|--------------|---------------------------|---------------|----------------|-----|-------------------------|------------|---------------------------------------|---------------------------------------|---------------|-------------------|
|             |              |                           | Y/N date      | Y/N date       | Y/N | Y/N                     | Y/N        | 4. Date<br>5. validation<br>6. source | 4. Date<br>5. validation<br>6. source |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |
|             |              |                           |               |                |     |                         |            |                                       |                                       |               |                   |

## Regulation 9 - Management and recruitment

### Summary Information – based on table of staffing

|  |  |
|--|--|
| No of adults working in the service  |  |
| No of adults not working directly with children  |  |
| total no of records of experience (CV) required and available (Reg 16 (1)(a))  |  |
| <b>Regulation 9(2)(a) &amp; (b) - references</b>   |  |
| Number of references available   |  |
| Number of references required  |  |
| Number from past employer  |  |
| Number from source other than past employer  |  |
| Are all references validated?<br>How many are not?   |  |
| <b>Regulation 9(2)(c) - Garda vetting</b>  |  |
| Number of staff for whom Garda vetting disclosures considered  |  |
| Number of staff for whom Garda vetting disclosure was not considered   |  |
| <b>Regulation 9(2)(d) Police Vetting</b>   |  |
| Number of Police Vetting required & available  |  |
| <b>Regulation 9 (3)</b>  |  |
| Have references, Garda vetting and police vetting been obtained prior to persons being appointed, assigned or allowed access to or contact with a child attending? |  |
|  |  |

Notes

**Regulation 9 (7) - Management and Recruitment**

Have staff been provided with appropriate information and training on policies and procedures, regulations and the Act? Y

N

Are procedures are in place for supervision of staff?

Y  N

Notes

## 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.*

| Policy   | In place Y/N |
|--|--------------|
| Statement of purpose and function                          |              |
| Complaints   |              |
| <b>Administration of medication</b>                        |              |
| <b>Infection control</b>                                   |              |
| <b>Managing behaviour</b>                                  |              |
| <b>Safe sleep</b>  |              |
| Fire safety  |              |
| Inclusion  |              |
| <b>Outings</b>   |              |
| <b>Accidents and incidents</b>                             |              |
| Authorisation to collect children                          |              |
| <b>Healthy Eating</b>                                      |              |
| Outdoor play (where relevant)                              |              |
| Overnight services (where the service operates as one)     |              |
| Staff absences   |              |
| Use of the internet and photographic and recording devices |              |
| Recruitment  |              |
| Risk Management  |              |
| Settling-in  |              |
| Staff Training   |              |
| Staff Supervision  |              |

## 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.

| Sessional   | Age range   | Ratio |
|---|-------------|-------|
|   | 0-1 year    | 1:3   |
|   | 1-2.5 years | 1:5   |
|   | 2.5-6 years | 1:11  |
| Full and Part Time Day Care                               | 0-1 years   | 1:3   |
|   | 1-2 years   | 1:5   |
|   | 2-3 years   | 1:6   |
|   | 3-6 years   | 1:8   |
| Childminding<br>(No more than 2 < 15mths unless siblings) | 0-6         | 1:5   |
| Drop In<br>(max group 24 at one time)                     | 0-6         | 1:4   |

\*See 11(4) for combined service ratio

**Regulation 11 (2)**

Room:

| Staff names | Rostered hours |
|-------------|----------------|
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |

|    | Child's Name | Age | Type of service attended (FDC/PT/sessional) | 2 <sup>nd</sup> count/ further information |
|----|--------------|-----|---|--|
| 1  |              |     |   |  |
| 2  |              |     |   |  |
| 3  |              |     |   |  |
| 4  |              |     |   |  |
| 5  |              |     |   |  |
| 6  |              |     |   |  |
| 7  |              |     |   |  |
| 8  |              |     |   |  |
| 9  |              |     |   |  |
| 10 |              |     |   |  |
| 11 |              |     |   |  |
| 12 |              |     |   |  |
| 13 |              |     |   |  |
| 14 |              |     |   |  |
| 15 |              |     |   |  |
| 16 |              |     |   |  |
| 17 |              |     |   |  |
| 18 |              |     |   |  |
| 19 |              |     |   |  |
| 20 |              |     |   |  |
| 21 |              |     |   |  |
| 22 |              |     |   |  |

**Regulation 11 (2)**

Room:

**Staff names****Rostered hours**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|    | <b>Child's Name</b> | <b>Age</b> | <b>Type of service attended (FDC/PT/sessional)</b> | <b>2<sup>nd</sup> count/ further information</b> |
|----|---------------------|------------|--|--|
| 1  |                     |            |  |  |
| 2  |                     |            |  |  |
| 3  |                     |            |  |  |
| 4  |                     |            |  |  |
| 5  |                     |            |  |  |
| 6  |                     |            |  |  |
| 7  |                     |            |  |  |
| 8  |                     |            |  |  |
| 9  |                     |            |  |  |
| 10 |                     |            |  |  |
| 11 |                     |            |  |  |
| 12 |                     |            |  |  |
| 13 |                     |            |  |  |
| 14 |                     |            |  |  |
| 15 |                     |            |  |  |
| 16 |                     |            |  |  |
| 17 |                     |            |  |  |
| 18 |                     |            |  |  |
| 19 |                     |            |  |  |
| 20 |                     |            |  |  |
| 21 |                     |            |  |  |
| 22 |                     |            |  |  |



**Regulation 11 (2)**

Room:

| Staff names | Rostered hours |
|-------------|----------------|
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |

|    | Child's Name | Age | Type of service attended (FDC/PT/sessional) | 2 <sup>nd</sup> count/ further information |
|----|--------------|-----|---|--|
| 1  |              |     |   |  |
| 2  |              |     |   |  |
| 3  |              |     |   |  |
| 4  |              |     |   |  |
| 5  |              |     |   |  |
| 6  |              |     |   |  |
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| 8  |              |     |   |  |
| 9  |              |     |   |  |
| 10 |              |     |   |  |
| 11 |              |     |   |  |
| 12 |              |     |   |  |
| 13 |              |     |   |  |
| 14 |              |     |   |  |
| 15 |              |     |   |  |
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| 18 |              |     |   |  |
| 19 |              |     |   |  |
| 20 |              |     |   |  |
| 21 |              |     |   |  |
| 22 |              |     |   |  |

**Regulation 11 (2)**

Room:

| Staff names | Rostered hours |
|-------------|----------------|
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |

|    | Child's Name | Age | Type of service attended (FDC/PT/sessional) | 2 <sup>nd</sup> count/ further information |
|----|--------------|-----|---|--|
| 1  |              |     |   |  |
| 2  |              |     |   |  |
| 3  |              |     |   |  |
| 4  |              |     |   |  |
| 5  |              |     |   |  |
| 6  |              |     |   |  |
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| 9  |              |     |   |  |
| 10 |              |     |   |  |
| 11 |              |     |   |  |
| 12 |              |     |   |  |
| 13 |              |     |   |  |
| 14 |              |     |   |  |
| 15 |              |     |   |  |
| 16 |              |     |   |  |
| 17 |              |     |   |  |
| 18 |              |     |   |  |
| 19 |              |     |   |  |
| 20 |              |     |   |  |
| 21 |              |     |   |  |
| 22 |              |     |   |  |

**Regulation 11 (2)**

Room:

| Staff names | Rostered hours |
|-------------|----------------|
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |

|    | Child's Name | Age/ DOB | Type of service attended (FDC/PT/sessional) | 2 <sup>nd</sup> count/ further information |
|----|--------------|----------|---|--|
| 1  |              |          |   |  |
| 2  |              |          |   |  |
| 3  |              |          |   |  |
| 4  |              |          |   |  |
| 5  |              |          |   |  |
| 6  |              |          |   |  |
| 7  |              |          |   |  |
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| 9  |              |          |   |  |
| 10 |              |          |   |  |
| 11 |              |          |   |  |
| 12 |              |          |   |  |
| 13 |              |          |   |  |
| 14 |              |          |   |  |
| 15 |              |          |   |  |
| 16 |              |          |   |  |
| 17 |              |          |   |  |
| 18 |              |          |   |  |
| 19 |              |          |   |  |
| 20 |              |          |   |  |
| 21 |              |          |   |  |
| 22 |              |          |   |  |

**Regulation 11 (2)**

Room:

| Staff names | Rostered hours |
|-------------|----------------|
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |
|             |                |

|    | Child's Name | Age | Type of service attended (FDC/PT/sessional) | 2 <sup>nd</sup> count/ further information |
|----|--------------|-----|---|--|
| 1  |              |     |   |  |
| 2  |              |     |   |  |
| 3  |              |     |   |  |
| 4  |              |     |   |  |
| 5  |              |     |   |  |
| 6  |              |     |   |  |
| 7  |              |     |   |  |
| 8  |              |     |   |  |
| 9  |              |     |   |  |
| 10 |              |     |   |  |
| 11 |              |     |   |  |
| 12 |              |     |   |  |
| 13 |              |     |   |  |
| 14 |              |     |   |  |
| 15 |              |     |   |  |
| 16 |              |     |   |  |
| 17 |              |     |   |  |
| 18 |              |     |   |  |
| 19 |              |     |   |  |
| 20 |              |     |   |  |
| 21 |              |     |   |  |
| 22 |              |     |   |  |

## Regulation 11

Notes

### Regulation 12 - Childminders

(1) A childminder shall ensure that—

(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,

(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, and

(c) there is a working telephone on the premises.

(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.

Are there are no more than 5 pre-school children in the childminders care at any given time, including his or her own pre-school children? Y  N

Are there no more than 2\* children under the age of 15 months in childminders care at any given time, including his or her own pre-school children?

\*exception for siblings who are <15 months

Y  N

Is there a working telephone on the premises?

Y  N

Notes

### Regulation 13 - Temporary pre-school services and pre-school services in drop-in centres

*1) A registered provider of a temporary pre-school service or a preschool service in a drop-in centre shall ensure there are no more than 24 children attending the service at any given time.*

*2) A registered provider of a temporary pre-school service shall ensure that no child attends the service for longer than 8 hours consecutively.*

*3) A registered provider of a pre-school service in a drop-in centre shall ensure that no child attends the service for longer than 2 hours consecutively.*

Notes

### Regulation 14 – Review of pre-school service

*A registered provider of a pre-school service other than a temporary preschool service shall ensure that—*

*(a) at regular intervals, being intervals of not more than one year, a review is carried out in respect of the quality and safety of care provided by the pre-school service to pre-school children attending the service, including a review of the policies, procedures and statements of the service, and*

*(b) a record of each such review is maintained for a period of 3 years after the review is carried out.*

Can the service demonstrate that they conduct a review at least yearly? Y  N

Does the service review include a review of policies, procedures and statements? Y  N

Is there a written record of service reviews and are records maintained for 3 years post review? Y  N



## Regulation 15 – Record of a pre-school child

*(1) A registered provider of a pre-school service other than a pre-school service in a drop in centre or a temporary pre-school shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars*

- (a) Name and date of birth of the child*
- (b) The date on which the child first attended the service*
- (c) The date on which the child ceased to attend the service*
- (d) The name and address of a parent/ guardian & a telephone number where parent/ guardian (or a relative or friend of the parent) can be contacted while the child is present*
- (e) Authorisation for the collection of the child*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child’s registered medical practitioner;*
- (h) record of immunisations, if any, received by the child*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

*(2) A registered provider of a pre-school service in a drop-in centre or of a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the particulars specified in subparagraphs (a), (d), (e) and (f) of paragraph (1).*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by—*  
*(a) a parent or guardian of a pre-school child but only in respect of the record relating to that child, (b) an employee who is authorised in that behalf by the registered provider, and (c) an authorised person.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.*

*(5) A registered provider shall ensure that a record in writing referred to in paragraph (2) is retained for a period of 2 years from the date on which the child attends the service.*

**Size of sample, which room(s) records are from**

**Do the records contain the necessary elements (a-l above)?** Y  N

**Are records available for inspection?** Y  N

**Are records retained for the required period?** Y  N

**Notes:**



**Regulation 15 – Record of a pre-school child**

## 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) name, position, qualifications & experience of the PIC, employees, unpaid workers & contractors               | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (b) class of service and age profile of children for which the service is registered                              | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (c) details of the adult: child ratios  | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (d) the type of care or programme provided  | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (e) the facilities available  | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (f) the opening hours and fees;   | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (g) policies, procedures and statements required under Regulation 10  | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (h) details of attendance by each pre-school child on a daily basis<br>(full name, time of arrival and departure) | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (i) details of staff rosters on a daily basis<br>(start, finish and break times, cover for breaks)                | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (j) details of any medication administered with signed parental consent   | Y <input type="checkbox"/> N <input type="checkbox"/> |
| (k) details of any accident, injury or incident involving a pre-school child                                      | Y <input type="checkbox"/> N <input type="checkbox"/> |

**Notes**

## Regulation 16 - Record in relation to Pre-school service

|  |   |
|--|---|
| <p>16 (2) A registered provider shall ensure that—</p> <p>(a) all documents and records relating to references and Garda and police vetting obtained under Regulation 9(2) are retained for a period of 5 years from the date on which the person to whom the document or record relates commences working in the service, and</p>   | <p>Y <input type="checkbox"/></p> <p>N <input type="checkbox"/></p> |
| <p>(b) a record referred to in subparagraph (h), (j) or (k) of paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service, or in the case of a preschool service in a drop-in centre or of a temporary pre-school service, for a period of 2 years from the date on which the child attends the service.</p> | <p>Y <input type="checkbox"/></p> <p>N <input type="checkbox"/></p> |
| <p><b>Notes:</b></p>   |   |
| <p>16 (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.</p>  | <p>Y <input type="checkbox"/></p> <p>N <input type="checkbox"/></p> |
| <p>16 (4) A record referred to in paragraph (1) shall be open to inspection on the premises by a parent or guardian of a child but only in respect of information concerning that child.</p>   | <p>Y <input type="checkbox"/></p> <p>N <input type="checkbox"/></p> |
| <p>16 (5) For the purposes of operating the pre-school service, a record referred to in paragraph (1) shall be open to inspection on the premises by an employee who is authorised in that behalf by the registered provider.</p>  | <p>Y <input type="checkbox"/></p> <p>N <input type="checkbox"/></p> |
| <p><b>Notes</b></p>  |   |

## Regulation 17 Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information*

*referred to in subparagraphs (a) to (g) of Regulation 16(1)*

Notes:

## Regulation 18 - Copy of Act etc

*A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by—*

*(a) a parent or guardian of a child attending or proposing to attend the service,*

*(b) an employee, unpaid worker or contractor, and*

*(c) an authorised person*

Notes:

## Regulation 19 – Health, welfare and development of child

(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

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

(2) A registered provider shall ensure that no corporal punishment is inflicted on a pre-school child whilst attending the service.

(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.

(4) A registered provider shall ensure that a pre-school child shall not be— (a) permitted access to the internet, (b) photographed, or (c) recorded, while attending the pre-school service other than in accordance with the terms of the consent of a parent or guardian given in the form specified in the service's policy on the use of the internet and photographic and recording devices.

### Basic Needs of Infants and Children

#### Eating and drinking e.g.,

Staff sit with children while eating, timing of meals and snacks, encouragement for self-feeding as appropriate, availability of age appropriate feeding equipment, children's choices facilitated

#### 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.

#### Personal care e.g.

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

## Regulation 19 – Health, welfare and development of child

### **Sleeping /quiet time / privacy e.g.**

balance between child and service needs, children helped to relax, children's choices, adequate sleep, staff responsiveness to children's need for sleep and rest

### **Mobility e.g.**

regular changes of baby's position, minimal use of bouncers, free movement of babies and children, use of highchairs limited to times of eating

### **Individual care planning (where required)**

specifies how the service will meet the child's needs, details any health or developmental issues the child is currently receiving/ requires treatment and care for, documents current medications, medical treatments and other therapeutic interventions, any emergency care needs and how to respond

## Regulation 19 – Health, welfare and development of child

### Behaviour e.g.

attempts to prevent problems arising, handling minor problems before they become serious, helping children find positive solutions to problems, age-appropriate expectations of behaviour

## Supporting Relationships around Children

### Provision is made that ensures children can form and sustain secure relationships

- with adults through key worker system and minimal staff changeover, siblings, peers and other children,
- each child receives appropriate support to enable her/him to interact positively with other children
- 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 children and their families, methods of communication with families, response to parents and children's requests.

## Regulation 19 – Health, welfare and development of child

**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, opportunities for children to engage with the wider community.



## Regulation 19 – Health, welfare and development of child

### **Inclusion, diversity and transitions**

Children are supported to participate in the service with adjustments made where required; the service is reflective of the diversity of the community, challenges bias and discrimination and is an inclusive learning environment. Children are supported to settle into the service and with any transitions that take place

### **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 to 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.

## Regulation 19 – Health, welfare and development of child

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

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.

**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, e.g.,**

Display of children’s artwork, items of interest at child eye level, soft furnishings, low level shelving, tables waist high for children.

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

access to more than one area for toddlers and older children, appropriate seating for adults.

## Regulation 19 – Health, welfare and development of child

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

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

**Play e.g.**

Play as the primary mode of learning for children, predictable but flexible routines, play enhances opportunities for physical development (fine and gross, rhythm and movement), cognitive development (problem solving, critical thinking, reasoning, imagination), language development. Technology is only used within the service to enhance and support children’s learning and development

## Regulation 19 – Health, welfare and development of child

### Language development e.g.

- singing, variety of books, music, dancing/singing/rhyme, storytelling, conversations/word games: puppets.

### 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.

- facilitation of all children to participate with peers, managing difficulties which arise, enabling children to initiate activity and invite others to join in.

### Choice - Each child has opportunities to make choices, and is enabled to make decisions, and has his/her choices and decisions respected e.g.

- matching care routines to the infants, recording of children's preferences, opportunities for children to have choices, make decisions and plan activities, children have appropriate level of choice.

## Regulation 19 – Health, welfare and development of child

**Each child has opportunities and is enabled to take the lead, initiate activity, be appropriately independent and is supported to solve problems, e.g.**

- Supporting child-initiated activities, providing opportunities for the child to care for his/her own belongings.

### **Planning and assessment**

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

## Regulation 19 – Health, welfare and development of child

*(2) A registered provider shall ensure that no corporal punishment is inflicted on a pre-school child whilst attending the service.*

*(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.*

Consider the suitability of the behaviour management policy and whether the practices are aligned to it

## Regulation 19 – Health, welfare and development of child

(4) Internet, photography and recording; consent for same

Additional notes





## Regulation 20 - Facilities for rest and play

- (1) Subject to this Regulation, a registered provider shall ensure that—
- (a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and
- (b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.
- (2) A registered provider—
- (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.

### 20 (1)(a) adequate and suitable facilities for indoor play (consider age and numbers attending)

|  |                            |                            |
|--|----------------------------|----------------------------|
| Does the space facilitate individual, small and large group play | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Does the space make play accessible to all children              | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Does the space allow for freedom of movement                     | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Is the space well organised and uncluttered                      | Y <input type="checkbox"/> | N <input type="checkbox"/> |

#### Notes

## Regulation 20 - Facilities for rest and play

### 20 (1) (b)

#### Sleep Under 2's - consider type of service and age of children

Are enough standard cots provided for children under 2 years Y  N

|            | Number of Children | No of cots provided |
|------------|--------------------|---------------------|
| 0 -1 years |                    |                     |
| 1 -2 years |                    |                     |

Are cots maintained in a proper state of repair? Y  N

Are safety mattresses provided in all cots? Y  N

Are mattresses clean, firm and correct size for cot? Y  N

Is cot barrier height sufficient to prevent a child falling out? Y  N

Are footholds in cots avoided? Y  N

Is the space between the bars < 6cms apart (round) or < 7.5cm apart (flat)? Y  N

Are staff aware of safe sleep guidelines to reduce risk of SIDS? Y  N

Are duvets, pillows, fleece blankets prohibited for under 1 year olds? Y  N

#### Sleep Over 2's – consider type of service and age of children

Are adequate sleep facilities provided for children over 2 Y  N

If the service operates scheduled sleep times how are children facilitated to sleep at other times as needed? Y  N

#### Sleep facilities - general prompts

Temperature between 16°C to 20°C where children are sleeping Y  N

Minimum 50cm space between each cot/bed Y  N

Is bed linen suitable and how is it managed for each child Y  N

Are cots and beds away from blinds, radiators and windows? Y  N

Are outdoor clothes, shoes and bibs removed for sleep? Y  N

Are children physically monitored while asleep & is a sleep record maintained? Y  N

Are children sleeping in car seats/ bean bags/ bouncers/ buggies? Y  N

Are sleep facilities for children away from general play area? Y  N

Is lighting suitably dimmed to facilitate sleep? Y  N

Does the atmosphere, noise level and ambience support restful sleep? Y  N

## Regulation 20 - Facilities for rest and play

Notes:

### Rest areas

Do children have access to a rest area to relax in at all times Y  N

Is the area comfortable, cosy, distinct from general play areas but can be supervised by staff Y  N

Notes:

**Regulation 20 - Facilities for rest and play**

**Regulation 20 (1)(a) (2)(3)(4)(5) – Outdoor play**

Are there adequate and suitable facilities for outdoor play where required?

Where is outdoor play facilitated? (Onsite: suitable, safe, secure/offsite: suitable)

(Consider location, surfacing, fencing, gates, security, and any other relevant information)

**Do all children have daily access to outdoor space?**

Y

N

Notes:

## Regulation 21 Equipment and Materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service*

### Considerations

Do the equipment and materials support inclusivity, are they reflective of the children and wider community?

Is there a variety of equipment to support various forms of play and development?

Is furniture comfortable, suited to age and stage of development of children

Is personalised equipment appropriately used where required?

Are children with additional needs facilitated to participate by the appropriate use of equipment and furnishings?

Are items well maintained, durable, easy to clean?

Does the furniture allow for toys, materials etc. to be accessible to children independently?

Is there a sufficient quantity for the number of children?

Indoor furniture:

Indoor play & work equipment & materials

## Regulation 21 Equipment and Materials

Outdoor furniture, play & work equipment & materials (\**on the premises*)

## Regulation 22 Food and Drink

*A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.*

### Considerations

Age of children and hours of attendance

Menu, food and drinks available – variety, nutritional balance (foods high in sugar, fat and salt)

Specific dietary requirements and allergies

Texture

Are children supported to self-serve and feed themselves?

Timing and number of meals

Availability of food outside mealtimes where required

Portion sizes, availability of additional portions and alternatives

**Is food provision adequate, suitable, nutritious and varied**

Y  N

**Are water/milk readily available?**

Y  N

**Are meals and snacks suited to the developmental stage and dietary requirements of each child?**

Y  N

**Is the healthy eating policy being adhered to?**

Y  N

Notes

## 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.*

| Doors   | YES | NO |
|---|-----|----|
| Are internal doors appropriately secured where necessary to prevent children accessing unsafe areas?  |     |    |
| Are external doors appropriately secured to prevent children from exiting unsupervised?   |     |    |
| Are external doors secured so as to restrict unauthorised access?   |     |    |
| Are emergency exit/fire 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 windows been risk assessed and made safe to prevent children exiting or falling?   |     |    |
| Are all window/blind/curtain cords secured and made safe?   |     |    |
| Staircases  | YES | NO |
| Have suitable handrails been provided where necessary?  |     |    |
| Is the staircase adequately lit?  |     |    |
| Is the stair floor covering in a good condition and non-slip?   |     |    |
| Toys and Equipment  | YES | NO |
| Are all highchairs 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 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?   |     |    |
| Outdoor Area - Safety Measures  | YES | NO |



|  |  |  |
|--|--|--|
| <p>Is the outdoor space fenced and doors and gates secured where required 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> |  |  |
| <p>Are ponds, pits and other hazards in the outdoor space risk assessed and managed to ensure the safety of children?</p>  |  |  |

**Note**

**General Safety**

## Regulation 23 - Safeguarding Health, Safety and Welfare of child

**Infection Control**

**Safe Sleep**

## Regulation 23 - Safeguarding Health, Safety and Welfare of child

Administration of medication

Outings

## Regulation 24 - Checking in and out and record of attendance

### Checking in and out

(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

Y  N

### Drop in centre

(2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.

Y  N

### Unapproved access & visitor record

(3) A registered provider shall ensure that—

(a) no person other than (i) a 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

Y  N

(b) a daily record in writing is kept of the entry on the premises of any such person.

Y  N

Does the visitor record include the date, person's name, their contact number, their reason for entry, the name of the person who approved access, the check-in and out times?

Y  N

### Visitor record retention

(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

(b) a daily record in writing is kept of the entry on the premises of any such person.

Y  N

Notes:

## Regulation 25 - First Aid

*(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service*

*(2) A registered provider shall ensure that a suitably equipped first aid box for children*

*(a) is safely stored in an easily accessible and conspicuous position on the premises, and*

*(b) is available to the children attending the pre-school service at all times.*

**Is there evidence that a staff member trained in FAR is available to the children at all times?**

Consider breaks, leave periods, full cover for the roster

Y

N

**Are first aid boxes safely stored, easily accessible, visible , adequately stocked and available at all times?**

Y

N

**Notes**

## 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—  
 (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,  
 (b) an employee, and (c) an authorised person.
- (3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises

|  |                            |                            |
|--|----------------------------|----------------------------|
| Is a record of fire drills kept?             | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Is the frequency adequate?                   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Date of last fire drill, frequency of drills |                            |                            |

|   |                            |                            |
|---|----------------------------|----------------------------|
| Is there a record of the number, type and maintenance of fire-fighting equipment? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Is the frequency of servicing adequate?   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Date of last service:   |                            |                            |

|  |                            |                            |
|--|----------------------------|----------------------------|
| Is there a record of the number, type and maintenance of smoke alarms? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Is the frequency of servicing adequate?                                | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Date of last annual service:   |                            |                            |

|  |                            |                            |
|--|----------------------------|----------------------------|
| Is the fire procedures notice displayed in a prominent position? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
|--|----------------------------|----------------------------|

Notes

## Regulation 27 - Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

### Considerations:

Supervision is primarily by sight

Adequate staff numbers and positioning

Sleep-physical checks at a minimum every 10 minutes, staff present at all times with children that are not in cots, monitors can supplement but not replace physical checks

Closer supervision is required dependent upon activity (such as risky play, outings and eating)

Children who can use the toilet independently can do so with staff in earshot, available to support as needed

Layout should allow for ease of visual supervision while allowing children quiet time and space

Appropriate supervision of technology and internet use

### Notes

## Regulation 28 – Insurance

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

|  |  | Yes | No |
|--|--|-----|----|
| Is Insurance Certificate available?                        |  |     |    |
| <b>Insurance cover details</b>                             |  |     |    |
| Public Liability   |  |     |    |
| Fire and Theft   |  |     |    |
| Motor Insurance (if used to transport pre-school children) |  |     |    |
| Building Insurance   |  |     |    |
| Outings (if applicable)                                    |  |     |    |
| Other  |  |     |    |
| No of children covered                                     |  |     |    |
| Type of service covered                                    |  |     |    |
| Insurance company details<br>(name and policy number)      |  |     |    |
| Commencement date of insurance                             |  |     |    |
| Expiry Date of Insurance                                   |  |     |    |
| Notes  |  |     |    |
|  |  |     |    |



## Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

### ***(a) of sound and stable structure***

Identification of any defects through discussion with PIC & staff Y  N

any observable indications of defects? Y  N

### ***(b) safe and secure***

Are entrances secured to prevent children from exiting? Y  N

Any observed safety hazards with the premises? Y  N

Is visitor access managed appropriately? Y  N

### ***(c) kept adequately lit, heated and ventilated***

Is adequate and suitable lighting provided? Y  N

can lighting levels be dimmed for sleep Y  N

Have protective covers been provided on light fittings where required? Y  N

Is there a means of air circulation (openable windows mechanical vents)? Y  N

Are there signs of mould, mildew, foul/ stale smells, stuffiness or condensation? Y  N

Is the temperature of within the premises maintained within the appropriate limits? Y  N

### ***(d) cleaned, maintained, and repaired, as required***

Does the premises appear clean? Y  N

Is there a routine cleaning schedule for the building? Y  N

Is the premises well maintained? Y  N

Are there any areas that require repair? Y  N

Is the premises rodent proofed? Y  N

### ***(e) equipped with adequate and suitable sanitary facilities***

Are the sanitary facilities suitable to the needs of the children attending? Y  N

## Regulation 29 - Premises

|   |                            |                            |
|---|----------------------------|----------------------------|
| Is the hot water supply thermostatically controlled (max temperature 43°C)?                     | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Are hand washing and drying facilities suitable and adequate?                                   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Is waste managed appropriately within the sanitary facility?                                    | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Are nappy changing units suited to the age and needs of children?                               | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Are toilets partitioned and with suitable doors to provide children with privacy?               | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Are there enough sanitary facilities (including nappy changing facilities) within the premises? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

| location and numbers                       |  |
|--|--|
| Nappy changing<br>(Sink, unit and storage) |  |
| children's toilets and sinks               |  |
| adult toilets and sinks                    |  |

### Notes

## Regulation 30 - Minimum space requirements

- (1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.
- (2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.
- (3) A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.
- (4) Where a registered provider contemporaneously provides— (a) a sessional pre-school service, and (b) a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).
- (5) A registered provider of a temporary pre-school service shall ensure that a minimum of 2 square metres of clear floor space is available for each child attending the service.
- (6) Subject to paragraph (7), a registered provider of a sessional pre-school service shall ensure that there are no more than 22 children in a room in the service at any time.
- (7) Paragraph (6) shall not apply 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

### Schedule 7 Minimum space requirements

#### Full day care service or part-time day care service

| AGE RANGE  | CLEAR FLOOR SPACE  |
|------------|--------------------|
| 0 – 1 year | 3.5 square metres  |
| 1-2 years  | 2.8 square metres  |
| 2- 3 years | 2.35 square metres |
| 3- 6 years | 2.3 square metres  |

### Regulation 30 - Minimum space requirements

| Room Name & Location | Size (m <sup>2</sup> ) | Max number of children attending | Age range | Sessional/FDC/ PT | Space adequate? |
|----------------------|------------------------|----------------------------------|-----------|-------------------|-----------------|
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |

## Regulation 30 - Minimum space requirements

| Room Name & Location | Size (m <sup>2</sup> ) | Max number of children attending | Age range | Sessional/FDC/ PT | Space adequate? |
|----------------------|------------------------|----------------------------------|-----------|-------------------|-----------------|
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |
|                      |                        |                                  |           |                   |                 |

**Notes:**

## Regulation 31 – Notification of incidents

*A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:*

- (a) the death of a pre-school child while attending the service, including the death of a child in hospital following his or her transfer to hospital from the service;*
- (b) the diagnosis of a pre-school child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Diseases Regulations 1981 (S.I. No. 390 of 1981);*
- (c) an incident that occurs in the service and that results in the service being closed for any length of time;*
- (d) a serious injury to a pre-school child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise;*
- (e) an incident in respect of which a pre-school child attending the service goes missing while attending the service.*

### Notes

## Regulation 32- Complaints

| <i>(1) A registered provider shall ensure that the complaints policy of the service specifies—</i>  | Y | N |
|---|---|---|
| (a) the procedure to be followed by a person making a complaint in relation to the service  |   |   |
| (b) the manner in which a complaint shall be dealt with   |   |   |
| (c) the procedures for keeping a complainant informed about how it is being dealt with  |   |   |
| <i>(2) A registered provider shall ensure that—</i>   | Y | N |
| (a) a written record is kept of a complaint made to the provider  |   |   |
| b) the complaint is dealt with in accordance with the provider's complaints policy  |   |   |
| <i>(3) A record in writing referred to in paragraph (2)(a) shall</i>  | Y | N |
| (a) include the nature of the complaint and the manner in which the complaint was dealt with  |   |   |
| (b) be open to inspection on the premises by an authorised person.  |   |   |
| <i>(4) A registered provider shall ensure that a record in writing referred to in paragraph (2)(a) is retained for a period of 2 years from the date on which the complaint has been dealt with</i> |   |   |
| <p><b>Note</b></p>  |   |   |

## Regulation 33 -Furnishing of information to Agency

A registered provider shall furnish the Agency with such information as the Agency may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form, if any, as may be specified by the Agency

### Notes

## POLICY CHECKLIST

| Policy on Administration of Medication                                       | Y | N |
|--|---|---|
| Medications administered   |   |   |
| Emergency medications  |   |   |
| Parental Consent   |   |   |
| Stated person responsible for administration of medication.                  |   |   |
| Second person documented to check and countersign (except sole operators)    |   |   |
| Correct child, Correct medication, Correct dose, Correct time, Correct route |   |   |
| Medical history of child   |   |   |
| Use of anti-febrile medication   |   |   |
| Storage of medication and labelling  |   |   |
| Emergency details  |   |   |
| Sunscreen  |   |   |

| Policy on Infection Control  | Y   | N   |  |  |
|--|---|---|--|--|
| The procedure to be followed in the service: <ul style="list-style-type: none"> <li>• to protect pre-school children attending the service from the transmission of infections</li> <li>• to protect persons working in the service from the transmission of infections</li> </ul>   |   |   |  |  |
| Policy must include the following:- <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"></td> <td>                             Hand Hygiene<br/>                             Toilet/Nappy changing<br/>                             Sickness Exclusion<br/>                             Cleaning<br/>                             Dealing with outbreaks of Infectious Disease                         </td> </tr> </table> |   | Hand Hygiene<br>Toilet/Nappy changing<br>Sickness Exclusion<br>Cleaning<br>Dealing with outbreaks of Infectious Disease |  |  |
|  | Hand Hygiene<br>Toilet/Nappy changing<br>Sickness Exclusion<br>Cleaning<br>Dealing with outbreaks of Infectious Disease |   |  |  |

| Policy on Managing Behaviour                                    | Y | N |
|---|---|---|
| How positive behaviour is promoted                              |   |   |
| How inappropriate behaviour is anticipated                      |   |   |
| Managing inappropriate behaviour (Minor, moderate, challenging) |   |   |
| Details of practices prohibited documented                      |   |   |

| Policy on safe sleep  | Y | N |
|---|---|---|
| "Back to sleep"   |   |   |
| "Feet to foot"  |   |   |
| Room temperature 16°C -20°C   |   |   |
| Sleep log: Physical checks at least every 10 minutes, frequency, documented and displayed |   |   |
| Standard cot  |   |   |
| Duvets and bumpers are not in cot   |   |   |
| Soft toys are removed from cot  |   |   |
| Children are not placed to sleep with a bottle  |   |   |



| <b>Policy on outings</b>  | <b>Y</b> | <b>N</b> |
|---|----------|----------|
| Risk assessment carried out prior to each outing                          |          |          |
| Checklist for outing  |          |          |
| Written parental consent  |          |          |
| Insurance cover   |          |          |
| Adult/child ratio   |          |          |
| First Aid box   |          |          |
| Adult trained in First aid for children                                   |          |          |
| Method of checking children e.g. roll call                                |          |          |
| Charged mobile phone  |          |          |
| Contact details for parents   |          |          |
| Details of management of critical incident on outing (e.g. missing child) |          |          |

| <b>Policy on accidents and incident</b>   | <b>Y</b> | <b>N</b> |
|---|----------|----------|
| Measures to be taken in the service to prevent Accidents & Incidents  |          |          |
| The procedures to be followed when an accident or incident involving a pre-school child occurs while the child is attending the service |          |          |
| The steps that are to be taken to contact the parent or guardian of the child or the emergency services if necessary                    |          |          |
| The policy clearly defines how information is documented regarding accidents and incidents  |          |          |
| The policy clearly defines how a record should be shared with the parent or guardian of the child to whom it relates                    |          |          |
| The policy sets out how notifiable incidents will be informed to the Early Years Inspectorate.  |          |          |
| A risk assessment is taken following an incident/accident occurring in the service  |          |          |

| <b>Policy on Healthy Eating (FDC requirements- assess for type accordingly)</b>                            | <b>Y</b> | <b>N</b> |
|--|----------|----------|
| The Policy is relevant to the type of service being provided   |          |          |
| The weekly menu plan provides children with a variety of foods   |          |          |
| Food is appropriate to the ages, development and needs of the children                                     |          |          |
| Food is available to children if they are hungry between meals   |          |          |
| Drinking water is available at all times   |          |          |
| Food portion sizes are appropriate to the ages of the children   |          |          |
| Parents are advised if their child has not eaten well  |          |          |
| Staff sit with children during meal times and encourage good eating habits                                 |          |          |
| Information is available to staff in relation to children on special diets/allergies                       |          |          |
| Have Parents been given safety and nutrition guidance with regard to healthy lunches and snacks.           |          |          |
| Parents are asked not to send sweets, crisps, popcorn, biscuits or fizzy drinks to the Early Years Service |          |          |

### Digital image record

| Number    | EYI who captured image | Date Image taken | Time Image taken | Names of other persons present | Location within service | Subject matter |
|-----------|------------------------|------------------|------------------|--------------------------------|-------------------------|----------------|
| <u>1</u>  |                        |                  |                  |                                |                         |                |
| <u>2</u>  |                        |                  |                  |                                |                         |                |
| <u>3</u>  |                        |                  |                  |                                |                         |                |
| <u>4</u>  |                        |                  |                  |                                |                         |                |
| <u>5</u>  |                        |                  |                  |                                |                         |                |
| <u>6</u>  |                        |                  |                  |                                |                         |                |
| <u>7</u>  |                        |                  |                  |                                |                         |                |
| <u>8</u>  |                        |                  |                  |                                |                         |                |
| <u>9</u>  |                        |                  |                  |                                |                         |                |
| <u>10</u> |                        |                  |                  |                                |                         |                |
| <u>11</u> |                        |                  |                  |                                |                         |                |
| <u>12</u> |                        |                  |                  |                                |                         |                |

Signature of registered provider or designated person \_\_\_\_\_

### Digital image record

| Number    | EYI who captured image | Date Image taken | Time Image taken | Names of other persons present | Location within service | Subject matter |
|-----------|------------------------|------------------|------------------|--------------------------------|-------------------------|----------------|
| <u>13</u> |                        |                  |                  |                                |                         |                |
| <u>14</u> |                        |                  |                  |                                |                         |                |
| <u>15</u> |                        |                  |                  |                                |                         |                |
| <u>16</u> |                        |                  |                  |                                |                         |                |
| <u>17</u> |                        |                  |                  |                                |                         |                |
| <u>18</u> |                        |                  |                  |                                |                         |                |
| <u>19</u> |                        |                  |                  |                                |                         |                |
| <u>20</u> |                        |                  |                  |                                |                         |                |
| <u>21</u> |                        |                  |                  |                                |                         |                |
| <u>22</u> |                        |                  |                  |                                |                         |                |
| <u>23</u> |                        |                  |                  |                                |                         |                |
| <u>24</u> |                        |                  |                  |                                |                         |                |
| <u>25</u> |                        |                  |                  |                                |                         |                |

Signature of registered provider or designated person \_\_\_\_\_

## Closing Meeting

Time

Present

| Regulation | Notes |
|------------|-------|
|            |       |
|            |       |
|            |       |

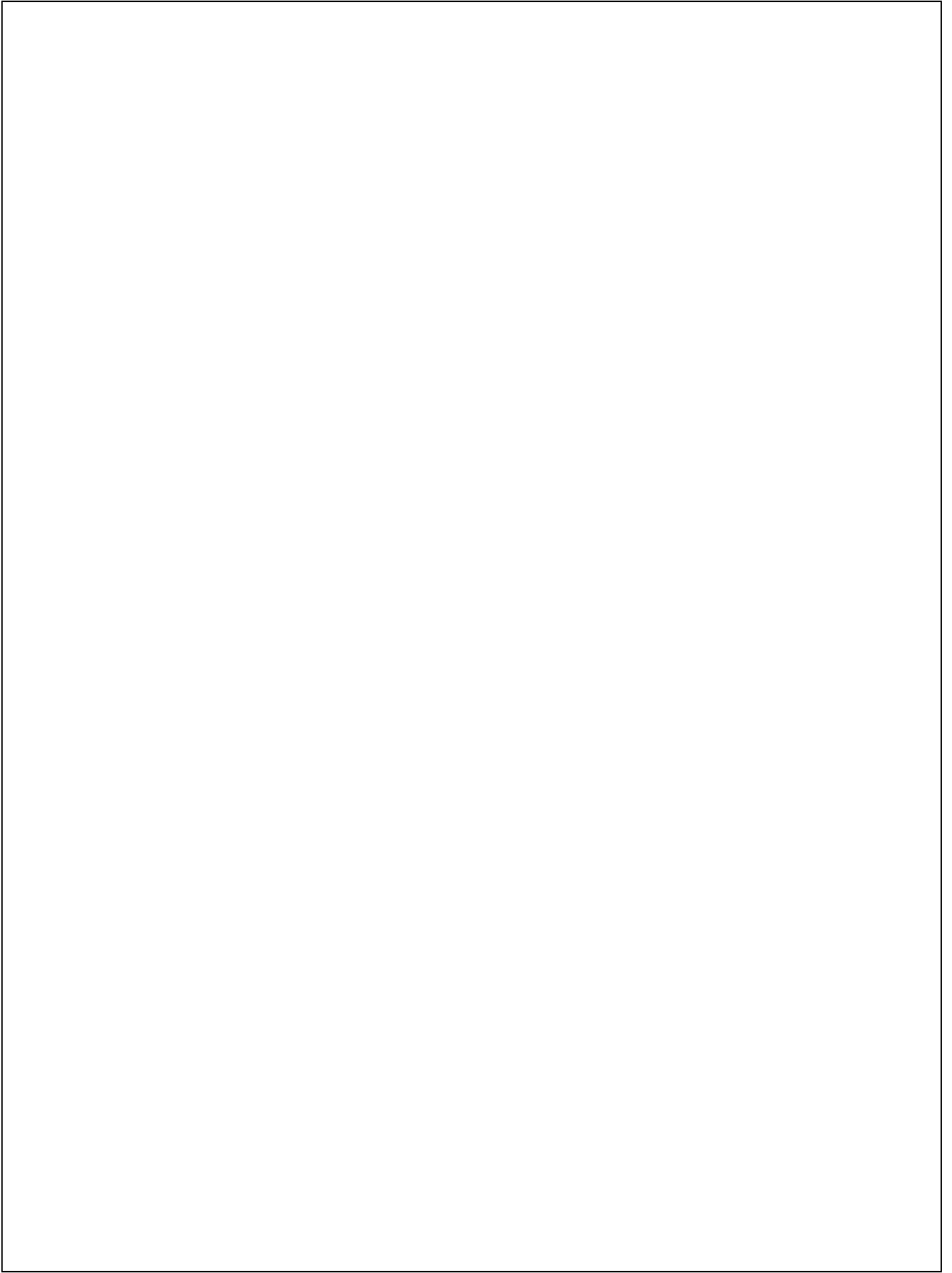
| Regulation | Notes |
|------------|-------|
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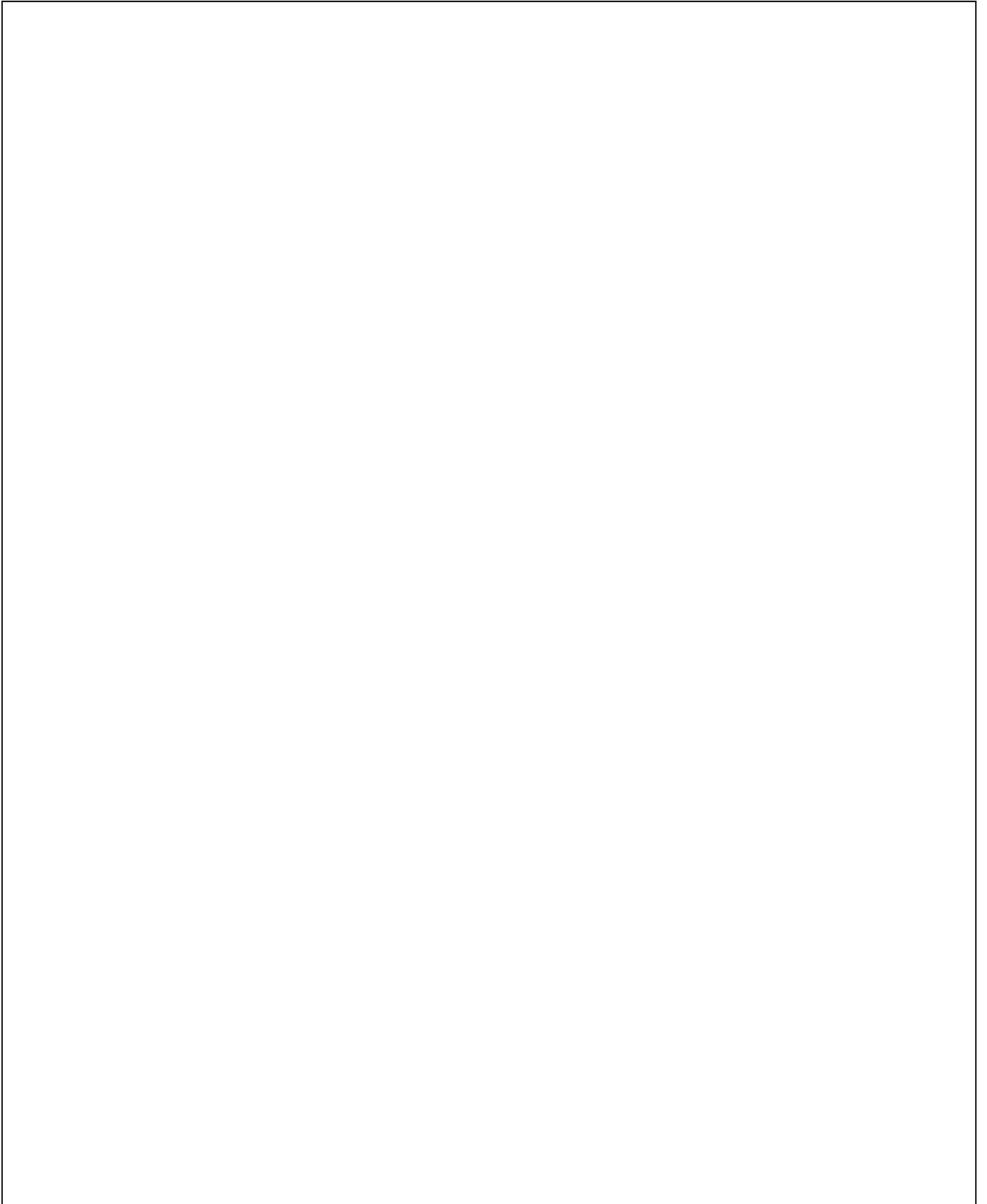
| Regulation | Notes |
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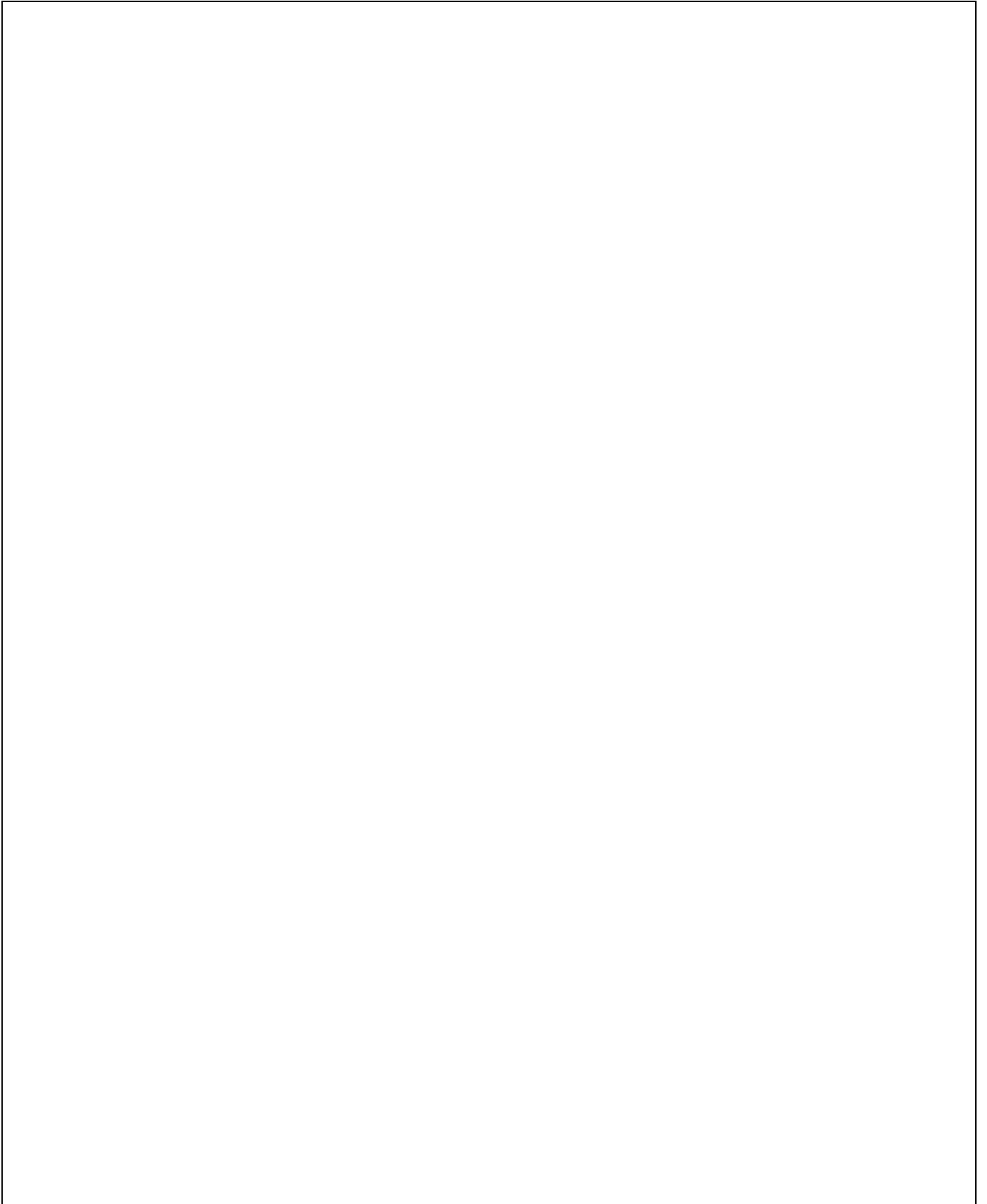
| Regulation | Notes |
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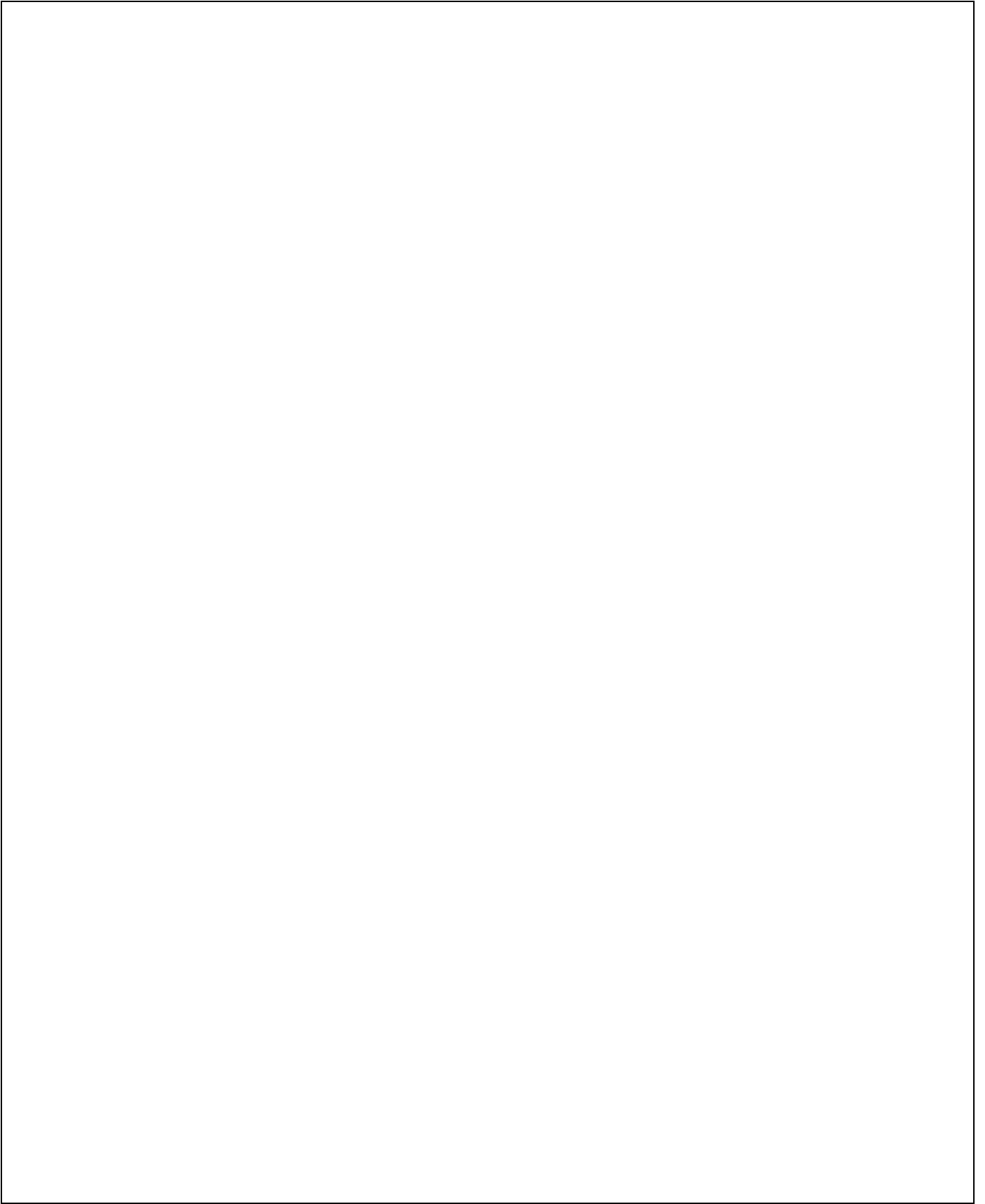
**Notes:**











**Signature of Inspector**