

tusla.ie



Early Years Services Inspection Notebook

Tusla Number

Name of Service

Date of Inspection

Day:	Month:	Year:
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Day:	Month:	Year:
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Our Vision...

For all services regulated or assessed by Children's Service Regulation to be safe and happy places for children and young people to live, play, learn and develop.

LONG VERSION

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 Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016
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Verification of Registered Details		
	Registration detail on directory of services	Changes found on inspection
Name of service		
Address of service		
Name of registered provider		
Name of designated person in charge		
Age profile		
Type of service		
No: children the service can accommodate at one time		
Hours of operation		
Change in circumstances required for above?		
	Other details on directory of services	Changes found on inspection
Telephone number of service		
Mobile phone number of service		
Mobile phone no. RP		
Email address for correspondence		
Registered for SAC		
Multiple services		
Outdoor service		
Irish language		
Changes to DOS required?		

Pre-Inspection Preparation

Inspection Details	
Type of inspection	
Name of inspector	
Name of accompanying EYI (if applicable)	

Inspection Plan			
Regulation	Reason for Inclusion	Regulation	Reason for Inclusion

Additional Regulations Inspected			
Regulation	Reason for Inclusion	Regulation	Reason for Inclusion

Blank spaces left in the Inspection Notebook for regulations and regulation sub-sections, relate to regulations not recorded on the inspection plan.

Introductory Meeting

Formal Introductory Meeting				
Warrant and ID shown to				
Time of meeting				
Name of person introductory meeting was held with				
Methodology explained (tick)	Triangulation method	<input type="checkbox"/>	Photography	<input type="checkbox"/>
	Request to display inspection poster	<input type="checkbox"/>	Records requirements	<input type="checkbox"/>
	Request registered provider informed of the inspection	<input type="checkbox"/>	Attendance requested at feedback meeting	<input type="checkbox"/>
	Focus of the inspection explained	<input type="checkbox"/>	Proposed schedule	<input type="checkbox"/>

Registration certificate displayed publicly	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Day 1 Date				Day 2 Date (if applicable)			
Time In	<input type="text"/>	Time in	<input type="text"/>	Time In	<input type="text"/>	Time In	<input type="text"/>
Time out	<input type="text"/>	Time out	<input type="text"/>	Time out	<input type="text"/>	Time out	<input type="text"/>

Number of pre-school children	Day 1	AM	<input type="text"/>	PM	<input type="text"/>
	Day 2	AM	<input type="text"/>	PM	<input type="text"/>

Regulation 9 (1) Management and Recruitment	
Name of person in charge (PIC)	<input type="text"/>
Name of deputy person(s) in charge (DPIC)	<input type="text"/>
PIC/DPIC on premises at all times?	<input type="text"/>
Is there evidence of a clear management structure that identifies lines of authority and specific roles and responsibilities of each employee and unpaid worker?	<input type="text"/>

Initial Walk Around and Staffing

Regulation 11 - Service Overview

Room name	Time	Type of care (FDC/PT/S)	Total no. of children present	Max no. children in room on a given day	Age range of children	Names of staff present. (* any new staff since last inspection)	Hours of work on day of inspection

Initial Walk Around and Staffing

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Regulation 11 - Staffing Levels

Regulation 11 - Staffing Levels		
	Age range	Ratio
Sessional	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 (No more than 2 < 15mths unless siblings)	0-6	1:5
	0-6	1:4
Drop In (Max group 24 at one time)		

*See 11(4) for combined service ratio

Regulation 11 - Staffing Levels

Regulation 11 (2)					
Room					
Staff names		Rostered hours			
	Child's name	D.O.B.	Age	Service attended. (e.g., FDC/PT/S)	2nd count/further information
1					
2					
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Regulation 11 - Staffing Levels

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Room					
Staff names			Rostered hours		
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Regulation 11 - Staffing Levels

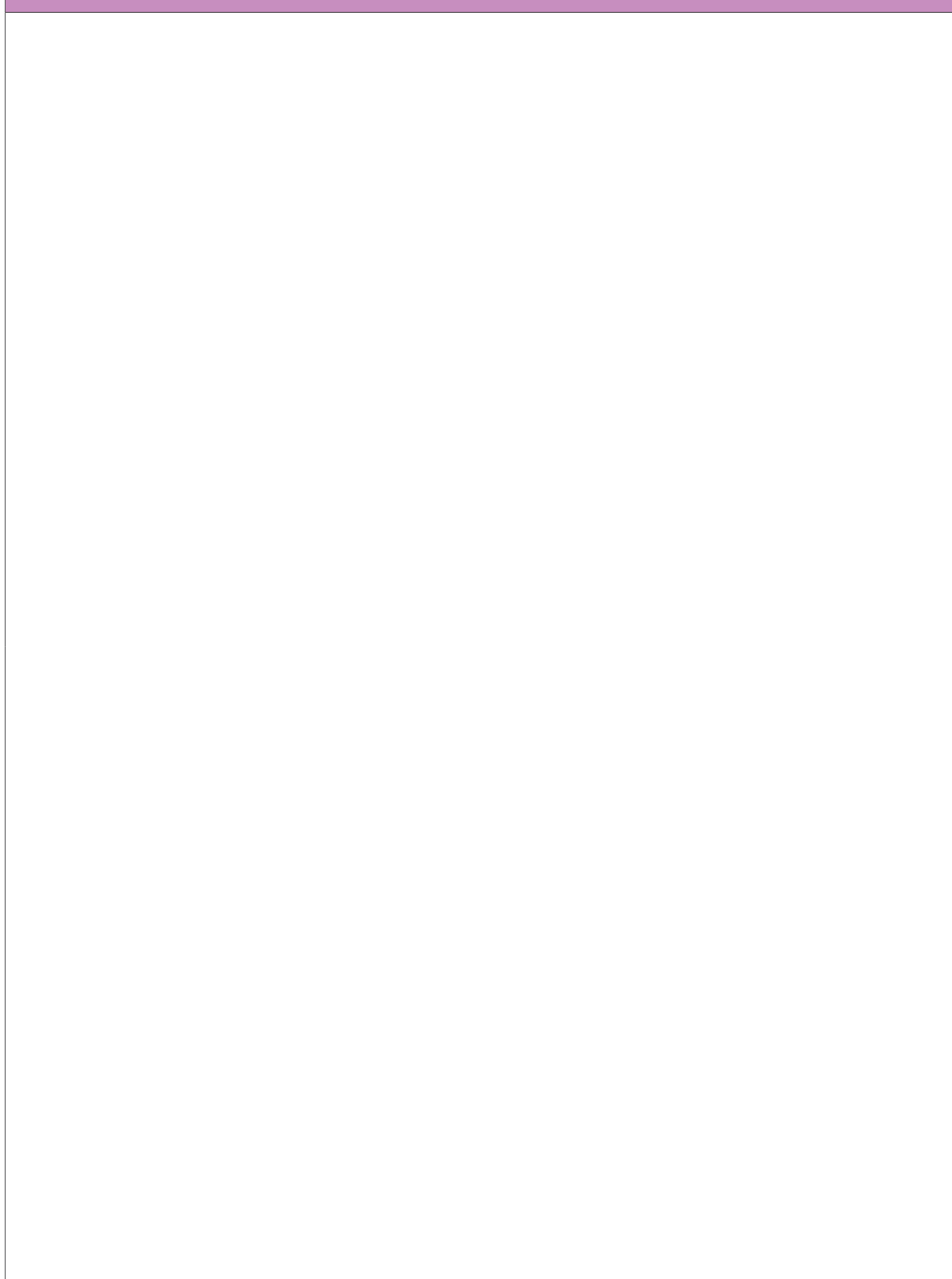
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DRAWING / ADDITIONAL NOTES

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Regulation 9 Management and Recruitment										
1. Name 2. Role 3. Date started	Present on inspection day	ID	> 18 years ID	Record of experience / CV	Garda vetting Date	Police vetting	Reference 1 1. Date 2. Validation 3. Source	Reference 2 1. Date 2. Validation 3. Source	Qualification	FAR
	Y/N	Y/N	Y/N				1. 2. 3.	1. 2. 3.		
							1. 2. 3.	1. 2. 3.		
							1. 2. 3.	1. 2. 3.		
Notes										

Regulations with Tables

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							1. 2. 3.	1. 2. 3.		
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.

Tick if inspected Statement of Purpose and Function

It states the type of service provided and who it is aimed at.	
It gives the hours of the service.	
It sets out the age range of the children catered for in the service.	
It sets out the number of children that can be catered for in the service.	

Comments

Tick if inspected Complaints Policy

It specifies the procedures to be followed when a person makes a complaint in relation to the service.	
It states how complaints are responded to, managed, progressed, recorded, and closed.	
It states how the complainant will be kept informed throughout the process.	
It states the process for storage of complaint records and the timeframe for retention of records.	

Comments

Tick if inspected Policy on Administration of Medication

It specifies the procedures for the safe labelling and storage of children's prescription and OTC medication.	
It sets out the procedure for administering medication in routine and emergency situations.	
It sets out measures to obtain parental consent for the administration of medication.	
It outlines the procedures for recording the administration of children's medication, and the timeframe for the retention of records.	
It sets out procedures for dealing with an individual care plan, if one is required for a child.	

Comments

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected Policy on Infection Control

It sets out the hand hygiene and respiratory hygiene practice and procedures for staff and children.	
It sets out specific measures for the prevention of cross-contamination; infection control and managing outbreaks of infectious diseases including reporting notifiable infectious diseases to Tusla.	
It describes the safe management of perishable food.	
It sets out the procedures for exclusion from the service due to illness.	
It specifies the infection control measures for nappy changing and toileting procedures to be followed in the service.	

Comments

Tick if inspected Policy on Managing Behaviour

It sets out how children's positive social, emotional, and behavioural wellbeing is supported and promoted, reflecting up-to-date best practice, and appropriate to the age and stage of development of the child.	
It sets out practices that are prohibited in the service (e.g., corporal punishment, degrading or neglectful practices).	
It specifies that the procedures for the protection and welfare of children are managed in line with the service's safeguarding statement.	
It outlines the supports offered to staff on how to support children's behavioural and emotional needs.	

Comments

Tick if inspected Policy on Safe Sleep

It describes the SIDS prevention guidance and protective measures for children under 12 months.	
It describes the procedures in place to ensure a safe, comfortable, supervised sleep environment for all sleeping children.	
It describes the sleep facilities for children of all ages.	
It identifies prohibited equipment for sleeping children.	
It sets out the procedures for managing a sleep related emergency.	

Comments

Regulations with Tables

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected <input type="checkbox"/>		Fire Safety Policy
It specifies the way staff are informed about and trained in procedures to be followed in the case of fire.		
It states the procedures for and how often fire drills are to be carried out.		
It specifies the record keeping requirements in relation to fire safety.		
Comments		
Tick if inspected <input type="checkbox"/>		Inclusion Policy
It describes how the service creates a culture of inclusion, equality of access and acceptance.		
It describes how the physical environment supports inclusion and reflects diversity.		
It details how the service recognises and responds to bias or discrimination.		
It states how the service ensures that the needs of all children are addressed.		
Comments		
Tick if inspected <input type="checkbox"/>		Policy on Outings
Describes measures to ensure the safety and welfare of children when on an outing.		
Sets out risk assessment processes and procedures and how the service will respond to identified risks.		
States the approach to obtaining written parental consent for outings.		
Outlines the procedures for supervising and checking children including adult: child ratios.		
States the details for the management of a critical incident on outing (e.g., missing child).		
Specifies first aid measures to be in place for the duration of the outing.		
Details of insurance cover are outlined.		
Comments		

Regulations with Tables

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected <input type="checkbox"/>		Policy on Accidents and Incidents
Outlines the measures to be taken in the service to prevent accidents & incidents.		
Sets out the procedures to be followed when an accident or incident involving a pre-school child occurs while the child is attending the service.		
Outlines the steps that are to be taken to contact the parent or guardian of the child or the emergency services if necessary.		
Describes how information is recorded, documented, and stored regarding accidents and incidents.		
Outlines risk assessment procedures to be taken following an incident/accident occurring in the service.		
Comments		
Tick if inspected <input type="checkbox"/>		Policy on Authorisation to Collect Children
It sets out the routine for drop off and collection times.		
It sets out procedures for ensuring that only the authorised person collects a child and the procedure for when a non-authorised person arrives to collect a child.		
It sets out the procedures for unexpected circumstances, including late/ non collections, or when a parent or guardian or nominated person arrives in an unfit state to collect a child.		
Comments		
Tick if inspected <input type="checkbox"/>		Policy on Healthy Eating
It sets out measures to ensure that sufficient, suitable and nutritious food and drink are available to each child depending on their age, development and needs and specific dietary, cultural or religious requirements.		
It states that the menu is displayed in the service and that it includes a wide variety of healthy foods.		
It states that parents' and guardians' choices are supported.		
It describes how food is safely stored, prepared and served.		
It details how children are supervised while eating and drinking.		
Comments		

Regulations with Tables

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected <input type="checkbox"/>		Policy on Outdoor Play
		It details the measures to facilitate outdoor play (on or off the premises).
		It describes the outdoor play opportunities available.
		It sets out how children are supervised during outdoor play.
		It sets out procedures for carrying out risk assessments
		It sets out the safety requirements of the outdoor play area.
Comments		
Tick if inspected <input type="checkbox"/>		Policy on Staff Absences
		It states how the service responds to planned and unplanned staff absences.
		It describes procedures for the notification of staff absences to the service and about returning to work.
		It states how the adult: child ratio is maintained in the event of staff absence.
		It describes how the staff roster details staff absences and substitutions.
Comments		
Tick if inspected <input type="checkbox"/>		Policy on the Use of the Internet and Photographic and Recording Devices
		It describes provision of access (if any) to the internet by children attending the service.
		It describes the procedures for when staff (and any other person) can photograph or record a child or children in the service. It sets out how photographic or recording devices are used and permitted in the service including when a person can have access to them, in what circumstances and for what purpose.
		It sets out procedures for the viewing of, the listening to, or keeping of a photograph or recording of a child.
		It states that consent is needed from a parent or guardian before a child is allowed access to the internet or before the child is photographed or recorded and it includes a consent form.
		It sets out how images and recordings are stored.
		It sets out procedures for the retention of images and recordings in the service.
Comments		

Regulations with Tables

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected <input type="checkbox"/>		Overnight Services (where the service operates as one)
		It outlines the procedures in place to ensure the safety and welfare of pre-school children attending the service overnight, including in relation to the supervision of such children, sleeping arrangements, bedtime routine and the preservation of the privacy of such children.
Comments		
Tick if inspected <input type="checkbox"/>		Recruitment Policy
		It sets out the procedures and effective systems to be followed when hiring employees and unpaid workers, including details of the probationary period of the post and requirements for students.
		It sets out vetting requirements, and describes how vetting is validated, and procedures for managing vetting disclosures (to include Garda/police vetting, ID, references, qualifications, CV).
		It sets out how the records relating to the recruitment process for each individual will be stored, and for how long these records will be retained.
Comments		
Tick if inspected <input type="checkbox"/>		Risk Management Policy
		It outlines procedures to assesses any potential risks to the safety of the pre-school children attending the service and to determine measures to either eliminate those risks or mitigate them.
		It outlines how risk assessments completed by the service are conducted and documented.
		It states that the risk assessment record must show who is involved in the risk assessment process.
		It sets out how long risk management records will be kept.
Comments		

Regulation 10 - Policies Procedures etc. of Pre-School Service

Tick if inspected <input type="checkbox"/> Settling-in Policy	
It sets out how children's transitions are supported- into the setting; within the setting; within the daily routine; from the setting to transitioning to primary school.	
It describes how continuity of care is maintained e.g., using a key person system.	
It details how parents and guardians are involved in transitions, as appropriate.	
Comments	
Tick if inspected <input type="checkbox"/> Staff Training Policy	
It sets out how staff training needs are identified and addressed.	
It sets out what resources are provided for training.	
It describes induction training.	
It sets out the availability of ongoing training and professional development.	
It details the staff training records kept in the service.	
Comments	
Tick if inspected <input type="checkbox"/> Supervision of Staff Policy	
It states that employees, unpaid workers, contractors and trainees where appropriate are supervised and supported in the service in relation to their work practices.	
It outlines the format, duration and frequency of supervision, including induction and ongoing supervision.	
It sets out what records will be kept for supervision, where the records will be stored and how long they will be kept for.	
Comments	

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						
Insert child's initials and room:	1	2	3	4	5	6
(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 child) can be contacted during the hours of operation of the service;						
(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.						
Records must contain the necessary elements (a-i above)						
Records must be available for inspection by parent/ guardian for their own child, authorised staff of RP and authorised persons (inspectors) and must be retained for the required period						

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

Insert child's initials and room:	7	8	9	10	11	12
(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 child) can be contacted during the hours of operation of the service;						
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.						
Records must contain the necessary elements (a-i above)						
Records must be available for inspection by parent/ guardian for their own child, authorised staff of RP and authorised persons (inspectors) and must be retained for the required period						

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

Insert child's initials and room:	13	14	15	16	17	18
(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 child) can be contacted during the hours of operation of the service;						
(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.						
Records must contain the necessary elements (a-i above)						
Records must be available for inspection by parent/ guardian for their own child, authorised staff of RP and authorised persons (inspectors) and must be retained for the required period						

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

Insert child's initials and room:	7	8	9	10	11	12
(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 child) can be contacted during the hours of operation of the service;						
(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.						
Records must contain the necessary elements (a-i above)						
Records must be available for inspection by parent/ guardian for their own child, authorised staff of RP and authorised persons (inspectors) and must be retained for the required period						

Regulation 16 - Record in Relation to Pre-School Service

	Comments
(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	
(b) class of service and age profile of children for which the service is registered	
(c) details of the adult: child ratios	
(d) the type of care or programme provided	
(e) the facilities available	
(f) the opening hours and fees	
(g) policies, procedures and statements required under Regulation 10	
(h) details of attendance by each pre-school child on a daily basis (full name, time of arrival and departure)	
(i) details of staff rosters on a daily basis (start, finish and break times, cover for breaks)	
(j) details of any medication administered with signed parental consent	
(k) details of any accident, injury or incident involving a pre-school child	
(2) A registered provider shall ensure that—(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	
(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.	
(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.	
(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.	
(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.	

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.

Areas for consideration:

General Safety	Infection control	Medication administration	Safe sleep	Outings	
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 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?					

Regulations with Tables

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.

Areas for consideration:

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?		
Are all pull cords in sanitary accommodation safe?		
Is the TV securely mounted?		
Outdoor Area - Safety Measures	Yes	No
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?		
Are ponds, pits and other hazards in the outdoor space risk assessed and managed to ensure the safety of children?		
Notes		

Regulation 24 - Checking in and Out and Record of Attendance

	Yes	No
Each child is checked in and out of service by employee or an unpaid worker.		
Drop in centre - 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.		
A pre-school child attending the service, a person dropping or collecting such a child, an employee, or an unpaid worker, are the only persons who can enter the premises without his or her entry being approved by an employee.		
Visitor record retention -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.		
A daily record in writing is kept of the entry on the premises of any such person.		
Does the visitor record include the following:		
Date		
Person's name		
Their contact number		
Their reason for entry		
The name of person who approved access		
The check in and out times		
Notes		

Regulations with Tables

Regulation 25 - First Aid

	Yes	No
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, expiry date.		
Are first aid boxes safely stored, easily accessible, identifiable, adequately stocked and available at all times?		
Notes		

Regulation 26 - Fire Safety Measures

Is a record of fire drills kept?	Yes	No
Is the frequency adequate?	Yes	No
Date of last fire drill?		
Is there a record of the number, type and maintenance of fire-fighting equipment?		
Date of last service?		
Is there a record of the number, type and maintenance of smoke alarms?	Yes	No
Date of last annual service:		
Is the fire procedures notice displayed in a prominent position?	Yes	No
Notes		

Regulations with Tables

Regulation 28 - Insurance									
	Yes	No							
Is insurance certificate available?									
Insurance Cover Details									
Public liability									
Fire and theft									
Motor insurance (if used to transport pre-school children)									
Building insurance									
Outings (if applicable)									
No of children covered									
Type of service covered									
Insurance company details									
Commencement date of insurance									
Expiry date of insurance									
Notes									

Regulations with Tables

Regulation 29 - Premises	
<i>A registered provider shall ensure that the premises of the service are-</i>	
<i>(a) of sound and stable structure</i>	
Identification of any defects through discussion with PIC & staff?	
Any observable indications of defects?	
<i>(b) safe and secure</i>	
Are entrances secured to prevent children from exiting?	
Any observed safety hazards with the premises?	
Is visitor access managed appropriately?	
<i>(c) kept adequately lit, heated and ventilated</i>	
Is adequate and suitable lighting provided?	
Have protective covers been provided on light fittings where required?	
Are there signs of mould, mildew, foul/ stale smells, stuffiness or condensation?	
Can lighting levels be dimmed for sleep?	
Is there a means of air circulation (openable windows mechanical vents)?	
Is the temperature of within the premises maintained within the appropriate limits?	
<i>(d) cleaned, maintained, and repaired, as required and</i>	
Does the premises appear clean?	
Is there a routine cleaning schedule for the building?	
Is the premises well maintained?	
Are there any areas that require repair?	
Is the premises rodent proofed?	
<i>(e) equipped with adequate and suitable sanitary facilities</i>	
Are the sanitary facilities suitable to the needs of the children attending?	
Is waste managed appropriately within the sanitary facility?	
Is the hot water supply thermostatically controlled (max temperature 43°C)?	
Are hand washing and drying facilities suitable and adequate?	
Are nappy changing units suited to the age and needs of children?	
Are toilets partitioned and with suitable doors to provide children with privacy?	
Are there enough sanitary facilities (including nappy changing facilities) within the premises?	
Notes	

Regulations with Tables

Regulation 30 Minimum Space Requirements

*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
<i>Sessional Service</i>	
0 - 6 years	1.818 square metres

Service Floor plan

Regulations with Tables

Regulation 30 - Minimum space requirements

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

Notes

Regulation 30 - Minimum space requirements

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

Notes

Regulations with Tables

Regulation 30 - Minimum space requirements					
Room Name & Location	Size (m ²)	Max number of children attending	Age range	Sessional/ FDC/ PT	Space adequate?
Notes					
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Room Name & Location	Size (m ²)	Max number of children attending	Age range	Sessional/ FDC/ PT	Space adequate?
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Regulations with Tables

Regulation 30 - Minimum space requirements					
Room Name & Location	Size (m ²)	Max number of children attending	Age range	Sessional/ FDC/ PT	Space adequate?
Notes					
Regulation 30 - Minimum space requirements					
Room Name & Location	Size (m ²)	Max number of children attending	Age range	Sessional/ FDC/ PT	Space adequate?
Notes					

Regulations and Areas for Consideration

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.

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.

REGULATION 9

Regulation 9 - Management and Recruitment

- (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 10

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.

REGULATION 11

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.

REGULATION 11

Regulation 11 - Staffing Levels

- (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).
- (5) Paragraphs (2-4) shall not apply before 1 September 16 in respect of IMBE accredited services.
- (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.

REGULATION 12

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.

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.

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.

Areas for consideration:

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

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

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

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.

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;
 - (b) details of the class of service and the age profile of children for which the service is registered to provide services;
 - (c) details of the adult: child ratios in the service;
 - (d) the type of care or programme provided in the service;
 - (e) the facilities available;
 - (f) the opening hours and fees;
 - (g) policies, procedures and statements required to maintain in accordance with Regulation 10;
 - (h) details of attendance by each pre-school child on a daily basis;
 - (i) details of staff rosters on a daily basis;
 - (j) details of any medication administered to a pre-school child attending the service with signed parental consent;
 - (k) details of any accident, injury or incident involving a pre-school child attending the service.
- (2) A registered provider shall ensure that—
 - (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
 - (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.
- (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.
- (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.
- (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.

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)

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

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.

Nappy changing/ toileting.

Personal care.

Sleeping /quiet time / privacy.

Mobility.

Individual care planning (where required).

Children's need to feel safe and secure.

Communication.

Supporting Relationships Around Children

Relationships support a sense of belonging, connectedness, and wellbeing.

The service works with and respects parents, guardians and families of all diversities.

A strong ethos of teamwork is evident in the setting.

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.

Inclusion and Diversity.

Transitions.

Extent to which the physical and material environment supports children's development

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

Materials are freely available and easily accessible to all children and laid out to accommodate the needs of all children.

The outdoor environment is laid out to accommodate the learning and development needs of all children.

Extent to which the programme of activities and its implementation support children's development

Play.

Language Rich Environment.

Participation - each child's participation is facilitated and respected throughout the daily routine, the programme of activities and in organisational aspects of the service.

Choice - Each child has opportunities to make choices and to have his or her choices respected.

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) Sleep requirements - consider type of service and age of children

Areas for consideration

Adequate equipment provided for children.

Cots maintained in a proper state of repair.

Safety mattresses provided.

Mattresses clean, firm and correct size.

Cot barrier height sufficient to prevent a child falling out.

Footholds in cots avoided.

The space between the bars < 6cms apart (round) or < 7.5cm apart (flat).

Staff aware of safe sleep guidelines to reduce risk of SIDS.

Cellular blankets are used for children up to 12 months; duvets, pillows, fleece blankets prohibited for use by children up to 12 months.

Sleep is child-led, and access to sleep facilities in a suitable environment is provided when a child is showing signs of tiredness and requires rest/sleep.

Sleep facilities

Temperature between 16°C to 20°C where children under 1 are sleeping.

Minimum 50cm space between each cot/bed.

Bed linen suitable and how is it managed for each child.

Cots and beds away from blinds, radiators, and windows.

Outdoor clothes, shoes and bibs removed for sleep.

Children physically monitored while asleep & a sleep record maintained.

Car seats, bean bags, bouncers, buggies, travel cots, bunk or stackable cots for sleep are prohibited.

Children have access to appropriate, safe and comfortable rest and/or sleep facilities that are conducive to sleep.

(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.

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

Areas for consideration:

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

Are items well maintained, durable, easy to clean?

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

Is personalised equipment available where required?

Is there a sufficient quantity for the number of children?

Indoor furniture/ Indoor play & work equipment & 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.

Areas for consideration:

Service type.

Provision of food parents/service/outside catering company:

Portion sizes, availability of additional portions and alternatives.

Availability of food outside mealtimes where required.

Menu, food and drinks available – variety, nutritional content in keeping with the food and nutrition guidelines for preschool services and the service’s healthy eating policy.

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.

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

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.

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

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.

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.*

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 firefighting 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*

Regulation 27 - Supervision

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

Areas for Consideration:

Supervision is primarily by sight.

Qualified staff numbers to supervise children.

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

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

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

Regulation 28 - Insurance

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

Regulation 29 - Premises

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

- (a) of sound and stable structure
- (b) safe and secure
- (c) kept adequately lit, heated and ventilated
- (d) cleaned, maintained, and repaired, as required
- (e) equipped with adequate and suitable sanitary facilities

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—

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.

Regulation 32 - Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies—
 - (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, and
 - (c) the procedures for keeping a complainant informed about how it is being dealt with.
- (2) A registered provider shall ensure that—
 - (a) a written record is kept of a complaint made to the provider in respect of the pre-school service and
 - (b) the complaint is dealt with in accordance with the provider's complaints policy.
- (3) A record in writing referred to in paragraph (2)(a) shall -
 - (a) include the nature of the complaint and the manner in which the complaint was dealt with, and
 - (b) be open to inspection on the premises by an authorised person.
- (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

Regulation 33 - Furnishing of Information to Agency

- (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 firefighting 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

