



# WHAT TO EXPECT FROM AN EARLY YEARS --- INSPECTION



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**EIBHLIN O'LEARY**  
**HEAD OF INSPECTION  
AND ASSESSMENT**

# OBJECTIVES

Why we inspect



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graph TD; A[Why we inspect] --> B[What we inspect]; B --> C[How we work with you]; C --> D[Sharing common issues and good practices];
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What we inspect

How we work with you

Sharing common issues and good practices

# WHO WE ARE

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Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland

We inspect early years services for children that are on the National Register



# WHY INSPECT EARLY YEARS SERVICES?

## Legal Responsibility – set down by Government

### Inspection

- 34. (1) The Agency shall, following an inspection by an authorised person of a pre-school service, furnish a report in writing to the registered provider of the outcome of the inspection.
- (2) Subject to paragraph (1), the Agency shall take such steps as are necessary to enforce these Regulations in relation to the pre-school service concerned.

### Enforcement and execution

- 35. These Regulations shall be enforced and executed by the Agency.



STATUTORY INSTRUMENTS.

**S.I. No. 221 of 2016**

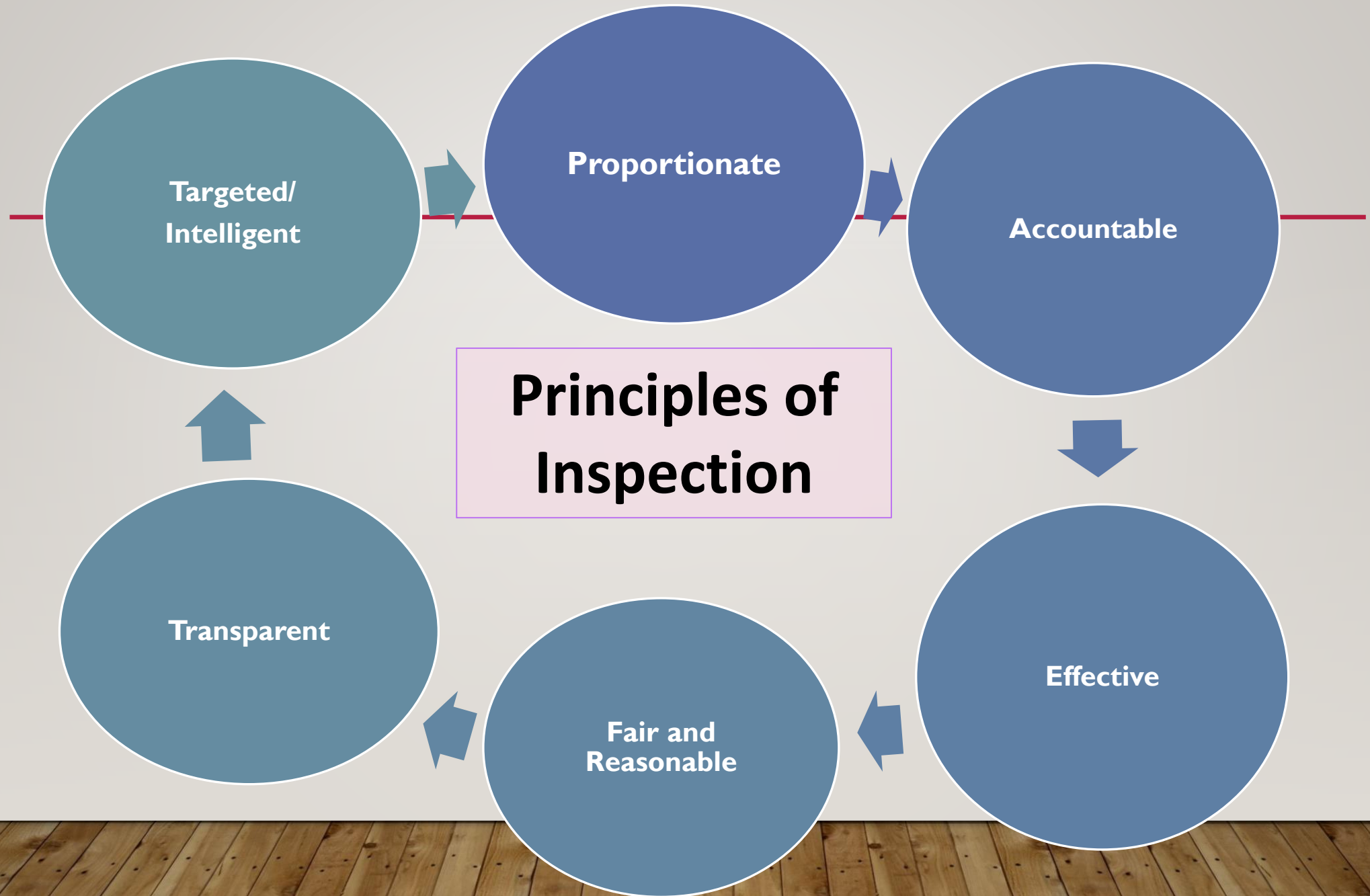
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CHILD CARE ACT 1991 (EARLY YEARS SERVICES) REGULATIONS  
2016

# **YOUR RESPONSIBILITY**

PART 12, Amendment of Child Care Act  
1991.58G.

**It shall be the duty of every person  
providing an early years service to take  
all reasonable measures to safeguard  
the health, safety and welfare of  
children attending the service and to  
comply with regulations made by the  
Minister under this Part**



**Jenna Russell**  
**Inspection and**  
**Registration Manager**  
**Southwest Region**



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# ARE YOU PREPARED FOR INSPECTION

All staff working in line with regulations, policies, QRF

Have records in order and accessible

Let parents know inspectors are onsite

Engage with inspector, tell them about improvements

Respond to requests for information

# QUALITY & REGULATORY FRAMEWORK

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- Sets out the core regulatory requirements - in a transparent way
- Presents the scope of how the Inspectorate will assess services for compliance
- Promotes the quality and safety of services provided to children



elearning training  
for all providers –  
available online

# Tusla Early Years' Inspectorate



[Home](#) / [Services](#) / [Early Years \(Pre School\) Inspectorate](#) / [eLearning, Webinars and Resources](#)

## QRF eLearning Programme

eLearning programme developed to support understanding of the Quality and Regulatory Framework

## Webinars

A series of webinars covering a range of topics relating to Early Years Services

## Resources

A range of resources for Early Years Services including templates, reports and guidance

## Q & A Documents

Question and answer documents developed to cover a range of topics relevant to the Early Years Sector.

## eLearning

eLearning courses relevant to the Early Years sector

*Under Development*

*Coming Soon*



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## **WHEN WE ARRIVE TO YOUR DOOR**

Inspections are prioritised based on many factors

Warrant and ID shown on arrival

Opening meeting is held to begin the inspection

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## **DURING THE INSPECTION**

The regulations examined are dependent on several factors

Triangulation: A mix of observation, review of documentation, and discussion

Inspector will be recording on a tool, and may take photos



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## **CLOSING MEETING AND IMMEDIATE ACTION NOTICES**

The EYI will outline findings, discuss CAPA, and answer questions

If a significant risk is found, an Immediate Action Notice will follow

An immediate response is required, with the actions taken to control or eliminate the risk

# FACTUAL ACCURACY

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A request to correct any inaccuracies, or review of any disputed findings in the draft report



Submissions and evidence to be sent within 10 working days

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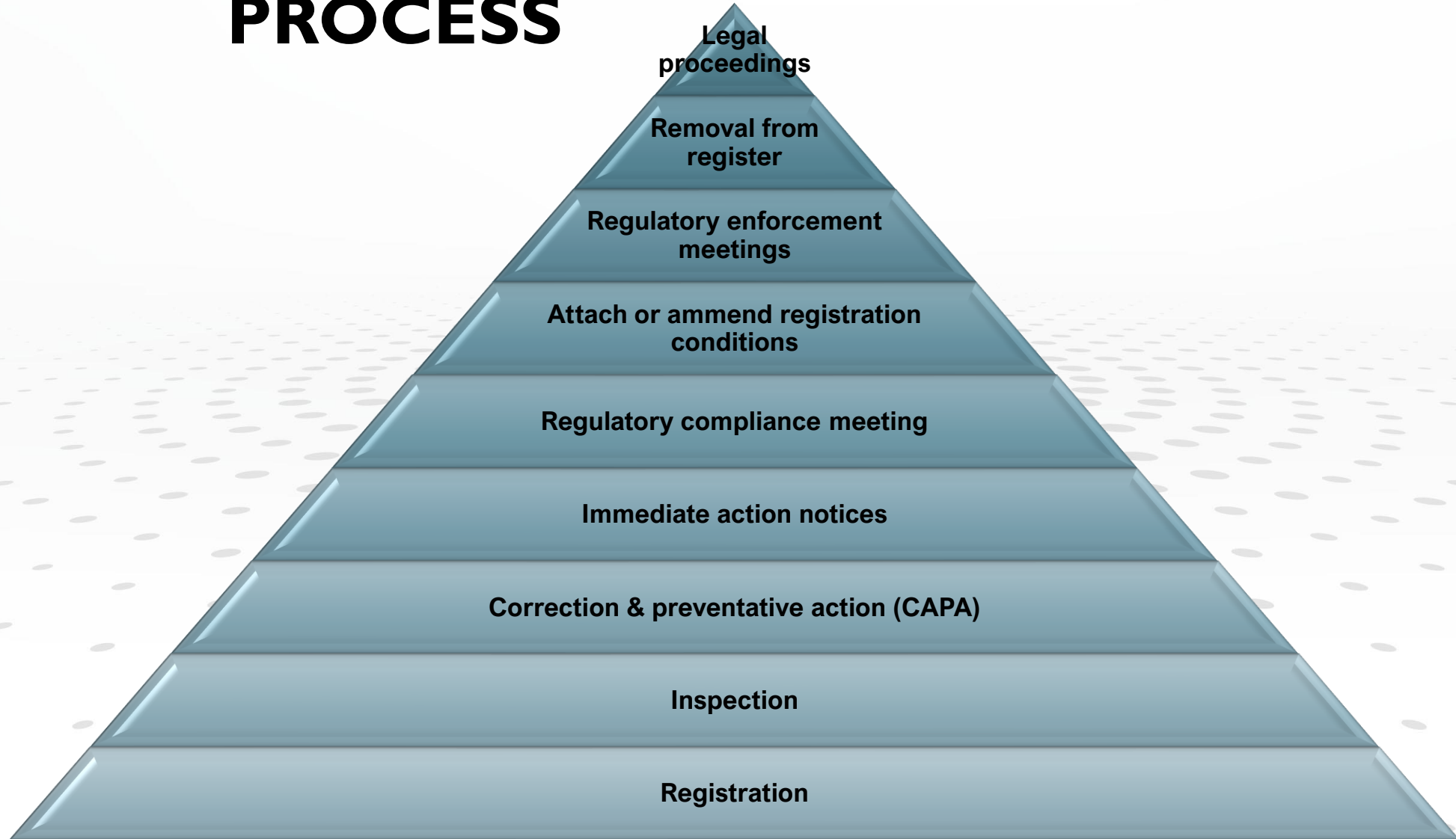
## **CORRECTIVE AND PREVENTATIVE ACTIONS**

**Corrective Action:** to rectify or eliminate the non-compliance

**Preventive Action:** to ensure that the non-compliance does not reoccur

**Evidence:** photos, risk assessment, updated policy, receipts, meeting minutes

# REGULATORY ENFORCEMENT PROCESS



# FINAL ISSUE AND PUBLICATION OF REPORT

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## Tusla Early Years' Inspectorate

Home / Services / Early Years (Pre School) Inspectorate / Inspection Reports

Tusla Early Years Inspectorate inspection reports can be accessed through the search options below.

Useful Tips for Parents on Liaising with your Early years Provider / Reading Inspection Reports are available [here](#).

For further information or if you experience a problem trying to access a report please contact the Early Years Inspectorates Information team at: [eyi.publishing@tusla.ie](mailto:eyi.publishing@tusla.ie)

Please use the options below to search for Early Years services providers inspection reports. By using the advance search option you can search an early years service report by using the name of the service, the registered providers name or Tusla ID. You can also search by eircode, city or townland and this will bring up a locator map.

Advanced search ☒



# CHANGES IN CIRCUMSTANCE

A CIC needs to be submitted for changes you propose to what is on the register



Process must be complete and approved BEFORE you can operate the change



A fit for purpose inspection is needed for: change in type of service, number or age of children catered for, or a change of address

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## **FEEDBACK AND CONCERNS**

**Unsolicited Information  
renamed 'Feedback and  
Concerns'**

**Response dependent on  
risk**

**We inform the service of  
information received,  
service can then respond**

# **GOVERNANCE AND HEALTH, WELFARE AND DEVELOPMENT:**

**COLETTE RYAN, EARLY YEARS INSPECTOR,  
SOUTH EAST**

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## **REGULATION 9: MANAGEMENT AND RECRUITMENT**

Staff files, Vetting  
procedures

Designated person in  
charge

Induction and Supervision  
staff

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**REGULATION 10:  
POLICIES,  
PROCEDURES  
AND  
STATEMENTS OF  
A PRE-SCHOOL  
SERVICE**

Policies and  
Procedures

Policies reflect the  
ethos of the service

Policies reflect the  
practice observed



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## **REGULATION 11: STAFFING LEVELS**

Adult to child ratios

Part time/ full time: 2 people on the premises at all times.

Supervision (Regulation 27) of children by qualified staff

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**REGULATION  
19: HEALTH,  
WELFARE AND  
DEVELOPMENT  
OF THE CHILD  
BASIC NEEDS**

Food provision/Practices  
around mealtimes

Care practices

**REGULATION 19:  
SUPPORTING  
RELATIONSHIPS**

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Positive interactions

Communication

Transitions for children

**REGULATION  
19: PHYSICAL  
AND MATERIAL  
ENVIRONMENT**

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Resourced and equipped rooms, Interest areas defined

Outdoor space

Cosy/rest area in the rooms

## **REGULATION 31: NOTIFICATION OF INCIDENTS**

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Significant/serious injury to a child

Hospitalisation/medical treatment

Infectious disease

Closure of the service for any length of time

Missing Child



# SAFETY AND PREMISES AND FACILITIES

SINEAD TAAFFE, EARLY YEARS INSPECTOR,  
DUBLIN NORTH EAST

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**REGULATION 23:  
SAFEGUARDING  
HEALTH,  
SAFETY AND  
WELFARE OF  
THE CHILD**

Handwashing

Nappy changing practice

Soothers and mouthed  
toys

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**REGULATION 23:  
SAFEGUARDING  
HEALTH, SAFETY  
AND WELFARE  
OF THE CHILD:  
SLEEP**

Sleep facilities

Safe sleep practice

Room temperature

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**REGULATION  
23:  
GENERAL  
SAFETY**

Security

Water  
temperatures

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## **REGULATION 29: PREMISES**

Ventilation

Cleaning schedules and  
practice

Suitable sanitary  
accommodation



THANK YOU

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