



## Inspection Tool for Early Years Services: F09 Inspections

**Service Name:**

**Tusla number:**



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**Pre-Inspection Review Notes**

Date of file review	
Announced or unannounced inspection	
Date of last inspection	
Type of last inspection	
Any conditions attached following last inspection	
Change of circumstances since last inspection	
Notification of incidents received since last inspection	
Any unsolicited information received since last inspection	

Review of last inspection report  
(outstanding non-compliance, IAN's, any practices/ corrective actions to be reviewed on this inspection)

Record of contact with service prior to announced inspection:	
Contact made with: (name and role within service)	
Date scheduled for inspection	

**Pre-Inspection Documentation Request**

Documentation	Received Y/N	Comment
<b>Recruitment records</b> (for new staff only) <b>Not required to be submitted prior to Inspection but to be available onsite</b>		
C.V	Inspected on site	
Garda vetting	Inspected on site	
Police vetting (if required)	Inspected on site	
Two validated references	Inspected on site	
<b>Staffing</b>		
Staff roster for the full week (to include allocation of staff to rooms and cover for breaks)		
<b>Policies and procedures and records</b>		
Completed self-assessment checklist		
Infection control policy revised in line with <a href="#">HPSC guidance</a> (including the following):		

<ul style="list-style-type: none"> <li>• Cleaning schedules,</li> <li>• Protocol in relation to mouthed toys,</li> <li>• Infection control measures where cots are shared.</li> </ul>		
Risk management policy		
Incident plan		
Procedure for handwashing		
Procedure for drop off and collection		
Procedure for cleaning & infection control		
<b>Training</b>		
Evidence of staff training on the policies and procedures <b><u>as outlined above</u></b>		
<b>Communication with parents</b>		
<p>Information pack or similar provided to parents (including the following):</p> <ul style="list-style-type: none"> <li>• Revised infection control policy</li> <li>• Procedures for dropping off and picking up children</li> <li>• Guidance on no attendance if symptomatic</li> </ul>		

**Verification of Registration Details**

**(for completion by phone prior to announced inspections)**

	Details on register	If different, please state
Name of service		
Address of service		
Type of service		
Registered company name		
Name of registered provider		
Telephone number of registered provider		
Name of person in charge		
Email address for correspondence		
Telephone number of service		
Age profile		
Profit or non-profit		

<b>Does the service provide school age care?</b>		
<b>Multiple services (two or more)</b>		
<b>Number of children the service can accommodate at one time</b>		
<b>Hours of operation</b>		
<b>Change of circumstances required? Yes/No</b>		



**Inspection details**

<b>Lead early years inspector</b>	
<b>Name of accompanying inspector (if applicable)</b>	

<b>Day and date</b>	<b>Time in:</b>	<b>Time out:</b>

<b>No of early years 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>	
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## Regulation 9- Management and Recruitment

### Regulation 9 (2)

- (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.*

Focus of inspection: new recruits since last inspection and any previous unresolved non compliance with Regulation 9 (2)

Name	Present on Day Of Inspection	Position	CV/ Employment History	Over 18 years	Date Started	Reference			Reference			Garda Vetting	Police Vetting		
			Y/N	Y/N		Date	Validation	Past Employer	Reputable Source	Date	Validation			Past Employer	Reputable Source
							Y/N	Y/N	Y/N		Y/N			Y/N	Y/N

Name	Present on Day Of Inspection	Position	CV/ Employment History	Over 18 years	Date Started	Reference			Reference			Garda Vetting	Police Vetting		
			Y/N	Y/N		Date	Validation	Past Employer	Reputable Source	Date	Validation			Past Employer	Reputable Source
			Y/N	Y/N		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			Y/N	

Name	Present on Day Of Inspection	Position	CV/ Employment History	Over 18 years	Date Started	Reference			Reference			Garda Vetting	Police Vetting		
			Y/N	Y/N		Date	Validation	Past Employer	Reputable Source	Date	Validation			Past Employer	Reputable Source
			Y/N	Y/N		Y/N	Y/N	Y/N	Y?N	Y/N	Y/N			Y?N	Y/N

**Regulation 9 (7)**

*(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 5;*

Focus of inspection	Findings
<p>Have the staff been provided with appropriate information and training on the service policies and procedures, including those revised to respond to COVID-19 including:</p> <ul style="list-style-type: none"> <li>• Policies of the service, including infection control policy, risk management policy, incident plan</li> <li>• Training on correct procedures for handwashing</li> <li>• Revised drop off and collection procedures</li> <li>• Revised procedures for cleaning and infection control</li> </ul>	

**Regulation 10- Policies procedures etc. of pre-school service**

*10. 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.*

Focus of inspection	Findings
<p>A risk management policy is in place which identifies any potential risks and the controls required to reduce or eliminate the risk. The policy has been reviewed in light of the COVID-19 pandemic.</p>	
<p>The policy on infection control has been updated to include infection control measures for COVID-19.</p>	

## 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) thereof at that reference number is satisfied.*
- (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.*
- (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.*



Minimum ratio of adults to children:

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

Time	Name of room	Number of pre-school children present	Age range of PSC present	Type of service availed of	Names of staff present	Staff rostered hours	Comments

Time	Name of room	Number of pre-school children present	Age range of PSC present	Type of service availed of	Names of staff present	Staff rostered hours	Comments

Time	Name of room	Number of pre-school children present	Age range of PSC present	Type of service availed of	Names of staff present	Staff rostered hours	Comments

<b>Time</b>	<b>Name of room</b>	<b>Number of pre-school children present</b>	<b>Age range of PSC present</b>	<b>Type of service availed of</b>	<b>Names of staff present</b>	<b>Staff rostered hours</b>	<b>Comments</b>

**Regulation- 19 (1) (a)**

*19. (1) A registered provider shall, in providing a pre-school service, ensure that—  
 (a) each child’s learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child*

Focus of inspection	Findings
<p>Outdoor play</p> <p>Are opportunities for outdoor play maximised throughout the day.</p> <p>Do all children attending the service play outdoors daily?</p>	
<p>Play materials</p> <p>Is there an adequate and varied provision of play materials and equipment suited to the ages and stages of development of the children?</p> <p>Are toys and materials that promote all areas of development including, gross motor, fine motor, cognitive and language development available to the children?</p>	
Supporting relationships	

<p>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.</p> <p>Has the service developed new methods of communication with and feedback to parents in light of COVID-19 restrictions?</p> <p>Exchange of information on play, feeding, sleeping, settling, preferences, nappy changing and developmental milestones.</p> <p>Have parents been provided with updates to policies and procedures for the service?</p> <p>Adults demonstrate sensitivity, warmth and positive regard for children and their families, for example:</p> <ul style="list-style-type: none"> <li>☞ through the use of language,</li> </ul>	
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<ul style="list-style-type: none"><li>☞ general attitudes to infants, children and their families,</li><li>☞ methods of communication with families,</li><li>☞ response to parents and children's requests.</li><li>☞ Use of age-appropriate tools and activities to help children to adapt to enhanced hand hygiene and other measures related to COVID-19</li></ul>	
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### Regulation- 23 Safeguarding health, safety and welfare of child

*23. 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- 23 Infection Control

Area for inspection	Findings
<p>Are there systems in place for staff to confirm to the person in charge that staff feel well and do not have any COVID related sicknesses at the start of each shift?</p> <p>Do staff understand the requirement to self-isolate where appropriate?</p>	
<p>Are there measures in place to restrict the movement of staff between services?</p>	
<p>Are staff allocated to one room/ play pod in the service in so far as possible?</p> <p>Has the provider minimised movement of staff between rooms/ play pods?</p>	
<p>Do staff know what to do if a child or adult becomes symptomatic while in the service?</p> <p>Has a facility been identified to accommodate a staff member or child who is showing symptoms of COVID-19?</p>	

<p>(A separate well-ventilated room or, if this is unavailable, an area which is 2m away from other people).</p>	
<p>Is a supply of PPE is available and used when required by staff in the service?</p> <p>This must include disposable single-use plastic aprons, and non-powdered, non-permeable gloves when there is a risk of coming into contact with body fluids (such as nappy changing).</p>	
<p>Environmental cleaning:</p> <p>Is a written cleaning record available and maintained?</p> <p>Are high contact areas being regularly cleaned throughout the day?</p> <p>Is the service being cleaned thoroughly each day?</p> <p>Is an adequate supply of cleaning agents and equipment available in each room of the service?</p> <p>Is the play equipment in the outdoor area cleaned after each play-pod / group uses the area and a record of cleaning maintained?</p>	

<p>Toys/Materials/Equipment:</p> <p>Can all toys available to the children be adequately cleaned?</p> <p>Does the service have adequate protocols in place to ensure mouthing toys are not transferred between children, removed immediately after use and sterilised appropriately?</p> <p>Are all toys/materials/equipment available to the children regularly cleaned?</p>	
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<p>Are any materials that cannot be cleaned replaced daily? (e.g. playdough)</p>	
<p>Where sleep equipment is shared, strict infection control practices are undertaken;</p> <ul style="list-style-type: none"> <li>☞ Cleaning and disinfection of the cot frame,</li> <li>☞ Cleaning of the mattress,</li> <li>☞ Changing of the bed linen,</li> <li>☞ Labelling the sleep equipment with the names of children using it</li> </ul> <p>Is a cleaning record maintained for the above?</p>	
<p>Ventilation:</p> <p>Are all care rooms, communal rooms and sanitary areas kept adequately ventilated?</p>	
<p>Waste management:</p> <p>Is all personal waste including used tissues and all cleaning waste being appropriately disposed of?</p> <p>Are foot pedal operated bins available for waste disposal in all rooms in the service?</p>	
<p>Hand Hygiene:</p> <p>Does the service have adequate hand washing facilities?</p> <p>Is there an adequate supply of warm water, liquid soap, paper towels, hand sanitiser and bins for disposal of paper towels available throughout the service?</p> <p>Is handwashing occurring regularly and at required times to include:</p>	

<ul style="list-style-type: none"> <li>☞ Immediately upon arrival to the service,</li> <li>☞ On entering/leaving any care room/communal room,</li> <li>☞ Immediately after outdoor play,</li> <li>☞ Before and after nappy changing,</li> <li>☞ After using the bathroom,</li> <li>☞ Prior to eating meals,</li> <li>☞ After cleaning children’s noses/faces and after sneezing/coughing,</li> <li>☞ At regular intervals throughout the day.</li> </ul> <p>Is alcohol-based hand sanitiser (minimum alcohol content of 60%) available throughout the service?</p>	
<p>Are adults and children following the correct measures for coughing and sneezing?</p> <p>Is there an adequate supply of disposable tissues in each room?</p>	
<p>Are children’s soothers and bottles clearly identifiable, not shared and stored in a manner that prevents cross-contamination and sterilised appropriately?</p>	
<p>Distancing:</p> <p>Is there evidence that the service has implemented measures to maintain distancing at arrival and collection times to avoid congregations?</p> <p>Has the use of communal rooms/areas by staff and children been restricted where possible to avoid mixing of groups?</p> <p>Has the service restricted visiting by external persons while the centre is open?</p>	

<p>Has the service restricted the number of staff who enter rooms while children are present? (ancillary staff etc.)</p> <p>Are cots, beds and sleep mats arranged so that there is a 2-metre physical distance between groups of cots/ beds for children from different pods?</p>	
<p>Attendance records:</p> <p>Has the registered provider ensured that complete and accurate daily records of attendance are kept for all children, adults and visitors to the service?</p> <p>Is there an accurate record available of the children and adults grouped together within the service to support contact tracing if required?</p>	
<p>Laundry:</p> <p>Bed linen is not shared between children and is washed regularly at the highest temperature suited to the fabric.</p> <p>Linens are stored appropriately while awaiting washing in order to prevent contamination.</p> <p>Clean linen is stored in a separate area</p> <p>Children and staff have a change of clothes available to limit the risk of transmission of infection if in contact with bodily fluids</p>	

Regulation 23 - General Safety

Area for inspection	findings
Safe storage is available for cleaning agents and equipment.	
Alcohol-based hand sanitiser is kept out of reach of young children and children are supervised while using it.	

Regulation- 23 Safe sleep

Focus of inspection	Findings
<p>Are children physically monitored while they sleep?</p> <p>Are staff aware of the requirements for safe sleep?</p> <p>Are the required records of sleep monitoring maintained?</p>	

Regulation 23 additional findings:



**Non compliant regulations on previous inspection**

Regulation	Findings on this inspection

**Additional Significant Risk**

Regulation	Findings

Regulation	Findings

Notes

Notes contd:

**Conclusion of inspection**

Immediate risks communicated to staff

Finding	Response of staff	Has the risk been managed adequately during the inspection?

Feedback record

Feedback provided by	
Feedback provided to	
Date and mechanism (on inspection/ phone/ video conference etc)	

Regulation	Feedback provided
9 (2)	
9 (7)	
11	

23	
Regulations included arising from previous non-compliance	
Additional Significant Risk	



Digital Image Recording Log

Image Number in sequence	Location within service	Subject matter

**Signature of registered provider or their designate:** \_\_\_\_\_  
**(to demonstrate that photographs were shown to service representative)**

**Name of inspector who took images:** \_\_\_\_\_

**Date image(s) taken:** \_\_\_\_\_

**Version Control**

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Date</b>
1.0	Draft version – post-consultation	26/06/2020
2.0	Minor revisions	16/07/2020

# Appendices

## Regulation 11

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

Inspection Tool for Early Years Services (F09)

**Regulation 9 (2)**

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>	<b>Notes</b>	

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>	<b>Notes</b>	

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>		<b>Notes</b>

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>		<b>Notes</b>

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>		<b>Notes</b>

**Regulation 9 (2) - Management and Recruitment**

<b>Adult Name</b>				
<b>Role</b>				
	<b>Available ✓/ X</b>	<b>Validated ✓/ X</b>	<b>Past employer/ Rep source</b>	<b>Meets requirement Y/N</b>
<b>Reference No 1</b>				
<b>Reference No 2</b>				
<b>Garda vetting Disclosure</b>	<b>Y/ N</b>			
<b>International Police Vetting</b>	<b>Required ✓/ X</b>	<b>Available ✓/ X</b>		<b>Notes</b>