

Description of Service	
Premises	
Staffing	
Methodology	
Acknowledgements	

GOVERNANCE

Part III - Management and Staff

Regulation 9 - Management and Recruitment

9. (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
- (2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by—
- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,
 - (b) consideration of references from reputable sources in the case of a person who has no past employers,
 - (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and
 - (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.
- (3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.
- (4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.
- (5) Paragraph (4) shall apply—
- (a) on or after 31 December 2016 in respect of pre-school services registered on or before 30 June 2016, and
 - (b) on or after the date of registration in respect of all other pre-school services.
- (6) Paragraph (4) shall not apply before 1 September 2021 to a person who—

Part III - Management and Staff

Regulation 9 - Management and Recruitment

- (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.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part III - Management and Staff

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.
- (4) Subject to paragraph (5), where a registered provider contemporaneously provides—
- (a) a sessional pre-school service, and
 - (b) a full day care service or a part-time day care service, or both,
- the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).
- (6) A registered provider of a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 3 of Schedule 6 opposite a particular reference number in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.
- (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

Part III - Management and Staff

Regulation 11 - Staffing Levels

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.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part III - Management and Staff

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.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part III - Management and Staff

Regulation 13 - Temporary Pre-school Services and Pre-School Services in Drop in Centres

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.

Compliance Information:

Non-Compliance Information:

Response from Registered
Provider Corrective Action &
Preventive Action:

Part IV – Information and Records

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
 - (g) the policies, procedures and statements the service is 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.
- (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.

Compliance Information:

Non-Compliance Information:

Response from Registered
Provider Corrective Action &
Preventive Action:

HEALTH WELFARE & DEVELOPMENT OF CHILD

Part V - Care of Child in Pre-school Service

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

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, Welfare and Development of Child

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

(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part V - Care of Child in Pre-school Service

Regulation 20 - Facilities for Rest and Play

(1) *Subject to this Regulation, a registered provider shall ensure that—*

(b) there are adequate and suitable facilities for a pre-school child to rest during the day.

(2) *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.

(3) 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.

(4) 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.

Compliance Information:

Non-Compliance Information:

Response from Registered
Provider Corrective Action &
Preventive Action:

SAFETY

Part VI - Safety

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.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part VI - Safety

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.

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Part VI - Safety

Regulation 26 - Fire Safety Measures

(1) A registered provider shall ensure that a record in writing is kept of—
(a) any fire drill that takes place in the premises, and
(b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.
(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action &

Part VI - Safety

Regulation 26 - Fire Safety Measures

Preventive Action:

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information:

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Additional Significant Risk(s) to Children

Additional Significant Risk Identified

Regulation XX - XXXXXXXX

Non-Compliance Information: *e.g. A significant risk in relation to the safety of the children has been identified in relation to.....*

Response from Registered Provider Corrective Action & Preventive Action:

Additional Significant Risk Identified

Regulation XX - XXXXXXXX

Non-Compliance Information:

Response from Registered Provider Corrective Action & Preventive Action:

Additional Significant Risk Identified

Regulation XX - XXXXXXX

Non-Compliance Information:

Response from Registered
Provider Corrective Action &
Preventive Action: