



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## Standardised Inspection Tool Child Care (Pre-School Services) (No 2) Regulations, 2006

<b>Name of Service:</b>	<input type="text"/> <input type="text"/>
<b>Address of Service:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Telephone no:</b>	<input type="text"/>
<b>Fax no:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Date of Inspection:</b>	Day: <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/>
<b>Service Ref. No:</b> (where applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Inspection Ref. No:</b> (where applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

*Disclaimer: This tool is for use by HSE Pre-School Inspectors in assessing compliance with the Child Care (Pre-School Services) (No. 2) Regulations 2006. The areas covered are provided to enable the Pre-School Inspectors to use their professional judgement in assessing compliance/non-compliance. The decision of the Inspector is based on an amalgamation of the information in each section and not on any one question. The weighting of the non-compliances in relation to each other is based on the nature of the non-compliance and not on the number of non-compliances. It is at the professional discretion of the Pre-School Inspector to assess whether prosecution is recommended. Some of the information collected on the tool is for statistical purposes.*

Pre-School Inspection Tool

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## INSPECTION DETAILS

This Inspection has been carried out under the *Child Care Act 1991, Part V11*

Service Ref. No: (where applicable)

Inspection Ref No: (where applicable)

### Service Details

Name of Service:

Address of Service:

  
  
  

Date of Commencement of Service:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

(initial inspection only)

Notification Date: (initial inspection only)

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Inspection Details

Date of Inspection

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Entry Time:  :  am/pm

Exit Time:  :  am/pm

Inspection Team Members:

1

2

3

Other HSE Personnel:

1

2

3

Have Inspectors introduced themselves & shown identification/warrants?

Yes  No

## INFORMATION ON PRE-SCHOOL SETTING

- Regulation 32**      (Inspection)
- Regulation 10**    (Notice to Be Given by Person Proposing to Carrying on a Pre-School Service)
- Regulation 11**    (Notification of Change in Circumstances)
- Regulation 31**    (Annual Fees)

### Regulation 32 (Inspection)

**Reason for Inspection**

Initial

Annual

Other e.g. follow-up/review/complaint etc. (give details)

**Type of Service**

Sessional Day

Full Day Care

Child Minding

Drop-In Centre

Part-Time Day Care

Overnight Service

Is there a service provided for school-aged children?

Yes

No

If yes, is this service impacting on the space available for pre-school children?

Yes

No

How many weeks per annum is the pre-school closed for?

### Times of Opening

Day	From	To	From	To
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

Other relevant details:

**Type of Premises**

Domestic Dwelling

Converted Domestic Dwelling

Public Building

Part of Domestic Dwelling

Purpose Built

Other (give details)

## INFORMATION ON PRE-SCHOOL SETTING

### Facilities Available for Children with Specific Requirements

Number of children attending with specific requirements:

Specific requirements:

### Funding

Does this pre-school receive direct/indirect funding from HSE? (can be checked prior to inspection)

Yes

No

If yes, number of places funded:

Additional relevant information:

## INFORMATION ON PRE-SCHOOL SETTING

### Person Responsible for Carrying on the Service at the time of Inspection (Service Provider)

Name:

Previous Name(s):

Date of Birth:

Home Address:

Position:

Telephone Number:

Mobile Tel. Number:

Home Tel. Number:

E-mail Address:

Relevant Qualification(s)

Title	Date of qualifications	Name and address of Registered Office of Organisation(s) or awarding body(s)

Relevant experience including previous voluntary or paid work with children.



## INFORMATION ON PRE-SCHOOL SETTING

**Regulation 10 (Notice to Be Given by Person Proposing to Carrying on a Pre-School Service)**

**Regulation 11 (Notification of Change in Circumstances)**

Compliance Question	10 (1)	Has the person carrying on a pre-school service given notice in writing to the HSE at least 28 days before the commencement of the service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	(2)	Has the person proposing to carry on a pre-school service in a temporary drop-in centre given notice in writing to the HSE at least 14 days before the commencement of the service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Compliance Question	11 (1)	Has the person carrying on the pre-school service notified the HSE in writing of any changes in the particulars contained in the Notice within 28 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Does the current information available concur with the information on the notification form?  Yes  No

If no, has the service provider been informed of their obligation to notify the HSE?  Yes  No

**If no, complete A, B or C where applicable**

A Where an **individual(s)** is carrying on a Pre-School Service complete the following:

Name		
Address of Notified Person		
Position		
Telephone Number		E-mail Address

B If the pre-school is provided by an **Organisation** such as a voluntary group or other body, complete the following:

Name		
Address of Organisation		
Position		
Telephone Number		E-mail Address

## INFORMATION ON PRE-SCHOOL SETTING

C In the case of a **registered company**, complete the following:

Company's Registered Number		
Company's Registered Name		
Company's Registered Address		
Company Secretary Name		
Name of Notified Person		
Position		
Telephone Number		E-mail Address

### Regulation 31 (Annual Fees)

Did the HSE notify the person carrying on the pre-school service of the annual fee to be paid?

Yes

No

Does waiver of fees apply?

Yes

No

Compliance Question

31 (3) Has the person carrying on the pre-school service paid the relevant fee towards the costs of inspection within 28 days of notification to the HSE (can be checked prior to inspection)?

Yes

No

Additional relevant information:

## INFORMATION ON MANAGEMENT AND STAFFING

**Regulation 8 (Management and Staffing)**

**Regulation 12 (Number of Children who may be Catered for in Premises)**

### Regulation 8 (Management and Staffing)

Full/Part-time Day Care		Drop-in Centres		Sessional Services		Childminding	Over Night	
Age 0 - 1 year	1:3	0 - 6 years	1:4	0 - 1 year	1:3	5 in total	0 - 1 year	1:3
Age 1 - 2 years	1:5	Max. Group Size	24	1 - 2.5 years	1:5		1 - 6 years	1:5
Age 2 - 3 years	1:6	1-4 children		2.5 - 6 years	1:10			
Age 3 - 6 years	1:8	(no more than 2 children < 15 months 1 adult)						

Age Range	No. of pre-school children	No. of pre-school children on register	No. of adult staff working directly with children	No. of Student(s)	No. of Volunteer(s)
<b>Full Day Care</b>					
0 - 1 year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - 2 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 - 3 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 - 6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Part Time Care</b>					
0 - 1 year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - 2 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 - 3 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 - 6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Drop-In Centres</b>					
0 - 6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## INFORMATION ON MANAGEMENT AND STAFFING

Age Range	No. of pre-school children	No. of pre-school children on register	No. of adult staff working directly with children	No. of Student(s)	No. of Volunteer(s)
<b>Sessional</b>					
0 - 1 year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - 2.5 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.5 - 6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Childminding</b>					
5 in total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Over Night</b>					
0 - 1 year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - 6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Overall totals at time of inspection</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total number on the register?

Maximum number catered for as per notification form?

Age range catered for?  to  years

Age range catered for at the time of inspection?  to  years

Number of school age children present at time of inspection?

Compliance Question	8 (1b) Does the service have a designated person in charge? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name <input style="width: 550px;" type="text"/>
	• Does the service have a named person who is able to deputise as required? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name <input style="width: 550px;" type="text"/>
(1c) Is the designated person or the deputy on the premises at all times while the pre-school service is being carried on? <input type="checkbox"/> Yes <input type="checkbox"/> No	



# INFORMATION ON MANAGEMENT AND STAFFING

## STAFF DETAILS

Name	Present on day of inspection	Position (Student/Volunteer/ Staff member/Provider)	Over 18	Date Started	Reference available		Reference from Previous Employer		Garda Clearance		Qualification Details
					Yes	No	Yes	No	Date Requested	Date Received	
	✓		✓								

- 8 (2a) Have past employer references, in particular the most recent employer reference, in respect of all staff been obtained?  Yes  No
- (2b) Have references from reputable sources in respect of all students and volunteers been obtained?  Yes  No
- (2c) Has Garda vetting (if available) been carried out?  Yes  No
- (2d) Has vetting being carried out on staff, students and volunteers who live outside the jurisdiction?  Yes  No
- (3) Are all vetting procedures carried out prior to any person being appointed, assigned or being allowed access to a child in the pre-school service?  Yes  No

Compliance Question

## INFORMATION ON MANAGEMENT AND STAFFING

### STAFF DETAILS (ref info. for Regulation (14) (1a))

Are the following details available for all staff on the premises?

<b>1</b> Name	Details of Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Position	Details of Position	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Designated Room	Details of Qualification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details of Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>2</b> Name	Details of Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Position	Details of Position	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Designated Room	Details of Qualification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details of Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3</b> Name	Details of Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Position	Details of Position	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Designated Room	Details of Qualification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details of Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4</b> Name	Details of Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Position	Details of Position	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Designated Room	Details of Qualification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details of Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5</b> Name	Details of Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Position	Details of Position	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Designated Room	Details of Qualification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Details of Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Total Full Time Staff:**

**Total Part Time Staff:**

**Information provided by:**

Print additional copies as required.

# INFORMATION ON MANAGEMENT AND STAFFING

## STAFF ROSTER'S

Week Beginning

Day	Month	Year

Name	Designated Room	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm

**Total Full Time Staff:**

**Total Part Time Staff:**

**Information provided by:**

**Compliance Question**

**8 (1a)** Are there a sufficient number of suitable and competent adults working directly with the pre-school service at all times?

Yes  No

Print additional copies as required.

## INFORMATION ON MANAGEMENT AND STAFFING

### Staff Rota

Are there any changes in personnel since last inspection?

Yes

No

If yes, give details

Are there staff solely designated for kitchen/cleaning duties?

Yes

No

Give details on kitchen/cleaning arrangements?

Is there adequate staff cover at all times?

Lunch break

Yes

No

Early admissions

Yes

No

Late collections

Yes

No

Holiday cover

Yes

No

Sick leave

Yes

No

Kitchen/cleaning

Yes

No

Before opening times

Yes

No

If no, give details:

Is there a written policy in place detailing arrangements in the event of staff absences?

Yes

No

Additional relevant information:

## INFORMATION ON MANAGEMENT AND STAFFING

Names of all persons not working directly with the children in the pre-school at the time of inspection.

Name	Position
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	

Print additional copies as required.

## INFORMATION ON MANAGEMENT AND STAFFING

### Regulation 12 (Number of Pre-School Children who may be Catered for in Premises)

Has the HSE fixed the maximum number of pre-school children who can be catered for at the same time in the pre-school service?

Yes

No

What is the fixed number?

Compliance  
Question

12 (3) Has the person complied with the maximum number of pre-school children fixed by the HSE?

Yes

No

Additional relevant information:

Has the person carrying on the pre-school service made representations in writing to the HSE regarding the maximum number of children they are able to cater for?

Yes

No

Has the HSE responded in writing to these representations?

Yes

No

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

Regulation 5 (Health, Welfare and Development of the Child)

Regulation 9 (Behaviour Management)

### Room / Play area

No of children present:

Age range:

to

years

Staff members present:

Key observations of care procedures, behaviour management, interactions, activities and children's responses:

Information on indoor environment:

Information on outdoor environment:

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

Information on the programme of care:

# INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

## Room / Play area

### General list of Play Materials and Equipment

Circle those seen to be freely available. Underline if in storage only.

Age range	Materials and equipment		
<b>0 – 1 year (approx)</b>	natural materials / treasure basket	blow bubbles	rattles
	sound making toys	tapes / CD's	play mat
	activity centres	mobiles	pop- up toys
	insert shapes	play bricks	stackable bricks
	cuddly toys	hand held toys	soft balls
	puppets	mirror	picture books
	family photos / album	sheltered outdoor area	

Age range	Materials and equipment		
<b>1 – 2½ years (approx)</b>	natural materials / treasure basket	blow bubbles	sand play
	water play	playdough	sound making toys
	musical toys / instruments	tapes / CD's	story / music videos
	toy kitchen	play tea set	toy foods
	play phone	playhouse	puzzles
	duplo / stickle bricks	chunky crayons & paper	picture books
	family photos / album	dolls / cuddly toys	puppets
	dressing up clothes	pull / push toys	balls
	chunky hand held toys	outdoor play area	climbing equipment
	slides	ride on toys	

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

Age range  <b>2½ – 6 years (approx)</b>	<b>Materials and equipment</b>  <b>Nature &amp; Sensory</b>  natural materials  sand play   <b>Creative</b>  paints / crayons & paper  children’s art-work displays   <b>Imaginative</b>  toy kitchen  play house  dolls / cots  interest areas (shop / workbench/ other)   <b>Language</b>  books  story / music videos   <b>Manipulative (fine motor) &amp; Reasoning</b>  stackable bricks  twisty toys  puzzles   <b>Physical (gross motor)</b>  dance music  ride-on toys  skittles  slides /swings/ seesaws	nature display  water play   play dough / shapes  cut and paste/ collage materials   tea set  household objects  clothes for dressing up   quiet / reading area  puppets   bricks / Leggo / Duplo  threading/ pegging  matching games   free-running indoor / outdoor space  balls  jumping sacks  climbing / bouncing equipment	planting area / pots  farm / animal toys   blackboard / chalks  cut and paste/ collage materials   toy telephone  push toys / prams  puppets   tapes / cd’s  wall posters   shape sorters  jigsaws   hoops  balancing beams
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## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

**0 – 6 years**

Other play / educational materials:

**0 – 6 years**

Cultural representations:

**0 – 6 years**

Special requirements equipment:

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### General summary information on play material and equipment provided.

*(Note: Issues re safety should be documented under regulation 27; or hygiene issues under Regulation 25).*

Are toys/play equipment:	Yes	No	Comments
Safe?			
Suitable?			
Sufficient quantity?			
Good variety?			
Changed about / rotated / part of a toy or book library etc.?			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

Are Toys / play equipment:	Yes	No	Comments
Available / accessible?			
Clean?			
Cleaning methods are safe /suitable?			
<b>Is the room / environment:</b>			
Clutter free with space for crawling, exploring, allowing free movement?			
Well-laid out to maximise access and interest e.g. shelving, interest areas?			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

Is the room / environment:	Yes	No	Comments
Do children have access to an area for quiet play / rest?			
Is a change of environment provided daily (other than Sessional and Drop-in services)?			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### General summary information on development of the child

*(Note: Comments may make reference to information detailed elsewhere)*

Requirement	Yes	No	Comments
The basic needs of children are adequately met i.e. food and drink, toileting, mobility, sleep/ rest, hygiene, general comfort, physical exercise.			
The interactions, daily routines, practices, procedures, programme of care, adequately facilitates the emotional and social development of the children.			
The play materials and equipment provide adequate learning and development opportunities for the children attending.			
The programme of care and daily life of the service adequately facilitate the learning experiences and cognitive development of the children attending.			
The children's responses and personal records demonstrate that the service strives to ensure that each child's learning, development and well-being are appropriately met.			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Summary of information on development of the child

#### Section 1: Physical well-being and development

Requirement	Adequate	Inadequate	Comments
The provision of personal care adequately meets the children's basic physical needs for food, drink, toileting, hygiene, sleep/rest, mobility and general comfort.			
There are daily opportunities for children to engage in activities that stimulate their physical development (other than drop-in services)			

#### Section 2: Emotional well-being and social development

Requirement	Adequate	Inadequate	Comments
Staff members provide regular, positive and meaningful interactions with the children in their care.			
The dignity of children is supported, especially during personal care procedures e.g. toileting, feeding, dressing etc.			
Staff members interpret and respond appropriately to children's non-verbal cues of tiredness, hunger, discomfort, pain, anxiety, boredom etc.			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 2: Emotional well-being and social development

Requirement	Adequate	Inadequate	Comments
There is minimal changeover of staff, especially for infants (other than drop-in services).			
Daily routines are predictable with a reasonably repetitious sequence of events (other than for drop-in services).			
Behaviour management practices are consistent and positive.			
Children have daily opportunities to receive individual attention.			
Positive interactions with other children and with siblings (where applicable) are supported and facilitated.			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 2: Emotional well-being and social development

Requirement	Adequate	Inadequate	Comments
There is evidence of a partnership approach with the children's parents or guardians (e.g. update register, communication book, verbal).			
Children have daily opportunities to learn independence, how to care for themselves and their surroundings appropriate to their developmental stage (other than drop-in services).			
Staff members demonstrate sensitivity towards the culture of children attending.			
The programme of care provides opportunities for children to be made aware of the broader social community (other than drop-in services).			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 3: Provision of learning and development opportunities through available materials and equipment

Requirement	Adequate	Inadequate	Comments
Developmentally appropriate play materials and equipment are available to the children attending.			
Suitable materials and equipment deemed necessary for children attending with special requirements are available.			
The quantity of suitable play materials and equipment is sufficient for the numbers of children attending in each area.			
There is a variety of materials and equipment to effectively stimulate children's gross motor, fine motor, creative, imaginative, thinking and reasoning development.			
Materials and equipment for infants include a variety of textures and natural materials for greater sensory stimulation (other than drop-in service).			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 3: Provision of learning and development opportunities through available materials and equipment

Requirement	Adequate	Inadequate	Comments
Play materials and equipment are freely available / accessible to the children having regard to safety and their age range.			
The culture of children attending is reflected in some of the materials provided (other than childminders & drop-in services).			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 4: Facilitation of learning experiences and development within the daily life of the service

Requirement	Adequate	Inadequate	Comments
The play room / environment is clutter free with space for crawling, exploring, allowing for free movement			
The play -room / environment is well-laid out to maximise access and interest e.g. shelving, interest areas.			
The indoor and outdoor environment provides a range of developmentally appropriate, challenging, diverse, creative and enriching experiences for the children.			
There is a written pre-planned balanced programme of care that promotes children’s physical, emotional, social, creative and cognitive development on a daily basis.			
Programmes of care devised by a lead professional for children attending with special requirements are implemented as prescribed.			
Children attending for more than 3.5 hours a day are offered opportunities to learn and play independently i.e. free-play			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 4: Facilitation of learning experiences and development within the daily life of the service

Requirement	Adequate	Inadequate	Comments
Children attending for more than 3½ hours a day are offered opportunities for quiet play or rest away from undue sensory stimulation.			
Children attending for more than 3½ hours a day are offered opportunities for a change of environment on a daily basis.			
Activities that involve passive participation (e.g. t.v. video) have set content and time limits, and include provision of an adult commentary throughout.			
The programme of care provides opportunities and experiences for children to learn about their own and other cultures (other than drop-in services).			
The programme of care is periodically reviewed and progressed according to the children's age and stage of development.			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 5 : The service is responsive to each child's learning, development and well-being needs.

Requirement	Adequate	Inadequate	Comments
Staff members are observed to respond to, and engage meaningfully with children on an individual basis.			
The service maintains a periodic written record of key observations on each child's learning, development and well-being.			
Any written observations on a child's learning, development and well-being made in the service are communicated to the parent/guardian.			
There is written evidence of a partnership approach with a lead professional for children attending who have special requirements.			
At inspection, activities engaged in are observed to be appropriate to the age, development and capability of the children attending.			
Overall, children appear familiar and relaxed in their environment, with their adult carers and with the daily routine (other than drop-in services).			

## INFORMATION ON HEALTH, WELFARE AND DEVELOPMENT OF THE CHILD

### Section 5 : The service is responsive to each child's learning, development and well-being needs.

Requirement	Adequate	Inadequate	Comments
Overall, children respond confidently and appropriately to directions, corrections and reassurances given by staff members.			
Children appear interested, absorbed and enthusiastic whilst engaging in activities.			
In general, children appear content and happy.			

**Article 9 (Behaviour Management)**

**Compliance Question**

- 9 (1) Does the person carrying on the pre-school service ensure that no corporal punishment is inflicted on a pre-school child attending the service?  Yes  No
- (2) Does the person carrying on the pre-school ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful of neglectful are carried out in respect of any child?  Yes  No
- (3) Are written policies and procedures in place to deal with and manage a child's challenging behaviour?  Yes  No
- Are written policies and procedures in place to assist the child to manage his or her behaviour as appropriate to the age and stage of development of the child?  Yes  No

- Is there a written policy on positive behaviour management?  Yes  No
- Is there a written child protection policy?  Yes  No
- Is the child protection policy based on Children First National Guidelines for the protection and welfare of children?  Yes  No
- Is there a named designated person for the reporting of child abuse?  Yes  No
- Are clear written guidelines on identifying and reporting child abuse available?  Yes  No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

Regulation 18	(Premises and Facilities)	Regulation 23	(Drainage and Sewage Disposal)
Regulation 19	(Heating)	Regulation 24	(Waste Storage and Disposal)
Regulation 20	(Ventilation)	Regulation 25	(Equipment and Materials)
Regulation 21	(Lighting)	Regulation 28	(Facilities for Rest and Play)
Regulation 22	(Sanitary Accommodation)		

<b>Full /Part time day care</b>	Age of child	0-1year	Floor Area	3.50sq m
	Age of child	1-2years	Floor Area	2.80sq m
	Age of child	2-3years	Floor Area	2.35sq m
	Age of child	3-6years	Floor Area	2.3 sq.m
<b>Sessional Service</b>	Age of child	0-6years	Floor Area	2.00sq m
<b>Drop-in Centre</b>	Age of child	0-6years	Floor Area	2.00sq m

Room Name/No.	Room Function	Area m <sup>2</sup>	No. of Children Present	Age Groups	Sessional (S) Full Day (F) Drop in (D) Part Time (P)	Max. No. of Children Allowed
		Total	<input type="text"/>	0 - 1 years		<input type="text"/>
			<input type="text"/>	1 - 2 years		<input type="text"/>
			<input type="text"/>	2 – 3 years		<input type="text"/>
			<input type="text"/>	3 – 6 years		<input type="text"/>
		Total	<input type="text"/>	0 - 1 years		<input type="text"/>
			<input type="text"/>	1 - 2 years		<input type="text"/>
			<input type="text"/>	2 – 3 years		<input type="text"/>
			<input type="text"/>	3 – 6 years		<input type="text"/>
		Total	<input type="text"/>	0 - 1 years		<input type="text"/>
			<input type="text"/>	1 - 2 years		<input type="text"/>
			<input type="text"/>	2 – 3 years		<input type="text"/>
			<input type="text"/>	3 – 6 years		<input type="text"/>
		Total	<input type="text"/>	0 - 1 years		<input type="text"/>
			<input type="text"/>	1 - 2 years		<input type="text"/>
			<input type="text"/>	2 – 3 years		<input type="text"/>
			<input type="text"/>	3 – 6 years		<input type="text"/>

## INFORMATION ON PREMISES AND FACILITIES

Room Name/No.	Room Function	Area m <sup>2</sup>	No. of Children Present	Age Groups	Sessional (S) Full Day (F) Drop in (D) Part Time (P)	Max. No. of Children Allowed
		Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0 - 1 years 1 - 2 years 2 - 3 years 3 - 6 years		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0 - 1 years 1 - 2 years 2 - 3 years 3 - 6 years		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0 - 1 years 1 - 2 years 2 - 3 years 3 - 6 years		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0 - 1 years 1 - 2 years 2 - 3 years 3 - 6 years		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Compliance Question

18 (b) Is there adequate space per child provided in the premises?

Yes

No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:

Play

Dining

Sleeping

Other

Give details: \_\_\_\_\_

Location of room:

Ventilation:

Natural

Artificial

Suitable:

Yes

No

Lighting:

Natural

Artificial

Suitable:

Yes

No

Heating System (type):

Room Temp:

(temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:

Controlled

Guarded

Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:

Play

Dining

Sleeping

Other

Give details: \_\_\_\_\_

Location of room:

Ventilation:

Natural

Artificial

Suitable:

Yes

No

Lighting:

Natural

Artificial

Suitable:

Yes

No

Heating System (type):

Room Temp:

(temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:

Controlled

Guarded

Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:

Play

Dining

Sleeping

Other

Give details: \_\_\_\_\_

Location of room:

Ventilation:

Natural

Artificial

Suitable:

Yes

No

Lighting:

Natural

Artificial

Suitable:

Yes

No

Heating System (type):

Room Temp:

(temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:

Controlled

Guarded

Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:  Play  Dining  
 Sleeping  Other Give details: \_\_\_\_\_

Location of room:

Ventilation:  Natural  Artificial Suitable:  Yes  No

Lighting:  Natural  Artificial Suitable:  Yes  No

Heating System (type):

Room Temp:  (temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:   Controlled  Guarded  Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:

Play

Dining

Sleeping

Other

Give details: \_\_\_\_\_

Location of room:

Ventilation:

Natural

Artificial

Suitable:

Yes

No

Lighting:

Natural

Artificial

Suitable:

Yes

No

Heating System (type):

Room Temp:

(temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:

Controlled

Guarded

Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

*This template is provided to assist in assessing Regulation 18, 19, 20 and 21 (Fill in for each room)*

Room Number/Name:

Function:

Play

Dining

Sleeping

Other

Give details: \_\_\_\_\_

Location of room:

Ventilation:

Natural

Artificial

Suitable:

Yes

No

Lighting:

Natural

Artificial

Suitable:

Yes

No

Heating System (type):

Room Temp:

(temperature sleep areas 16° to 20° other areas 18° to 22°)

Surface temp of heat emitting appliance:

Controlled

Guarded

Neither

General description of room:

Description and condition of a) floors, b) walls, c) ceiling, d) doors, e) windows, f) general hygiene

Print additional copies as required.

## INFORMATION ON PREMISES AND FACILITIES

### Fixtures and Fittings

Additional information on procedures and frequency of cleaning for:

Toys and equipment:

Premises:

Fixtures and Fittings:

Furniture:

Work and Play Surfaces:

Other:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 18 (Premises and Facilities)

Compliance Question

- 18 (a) • Is the premises of sound and stable structure?  Yes  No
- Is the premises safe and secure?  Yes  No
- Is the premises suitable for the provision of a pre-school service?  Yes  No
- (c) Are fixtures and fittings:
- Kept in a proper state of repair?  Yes  No
- Kept in a clean and hygienic condition?  Yes  No
- Protected from infestation?  Yes  No
- (e) Is adequate storage provided for prams, push chairs, carry cots, play and work equipment and personal belongings?  Yes  No
- (f) Is the premises adequately rodent proofed in a manner which does not compromise the safety of the pre-school child or constructed in such a manner as to prevent the ingress of pests?  Yes  No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 19 (Heating)

Compliance Question

- 19 (a) Is the premises adequately heated throughout with suitable means of heating from the time of occupancy to the end of occupancy of the premises?  Yes  No
- (b) Does the person carrying on the pre-school ensure that the heating system is not liable to emit into the premises offensive or harmful gases, fumes or odours?  Yes  No

Additional relevant information:

Date of last service of heating system:  
(where applicable)

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

### Regulation 20 (Ventilation)

Compliance Question

- 20 Is there suitable means of ventilation in the premises?  Yes  No
- Is adequate means of ventilation provided on the premises?  Yes  No

- Is sanitary accommodation ventilated?  Yes  No
- If yes, tick appropriate box  Natural or  Mechanical
- Is there a lobby area?  Yes  No
- Is lobby area ventilated?  Yes  No
- If yes, tick appropriate box.  Natural or  Mechanical
- Is nappy changing area ventilated?  Yes  No
- If yes, tick appropriate box.  Natural or  Mechanical
- Are other relevant areas ventilated (kitchen, utility etc)?  Yes  No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 21 (Lighting)

**Compliance Question**

- 21 • Is suitable means of lighting provided in the premises?  Yes  No
- Is adequate lighting provided in the premises?  Yes  No

Additional relevant information:

### Regulation 22 (Sanitary Accommodation)

	Location	No. of Water Closets	Number of Wash Hand Basins
Area A			
Area B			
Area C			
Area D			
Total			

✓ = yes X = no

	Area A	Area B	Area C	Area D
Are suitable and accessible hand washing and hand drying available to the pre-school children?				
Are suitable and accessible hand washing and hand drying available to the adults?				
Are hand washing and hand drying instructions on display for adults?				
Are toilets and wash hand basins low-level or provided with hop-ups?				
Are potties provided?				
Are potties washed and stored appropriately?				
Does the sanitary accommodation communicate with any occupied room?				

## INFORMATION ON PREMISES AND FACILITIES

### Sanitary Accommodation

Description and means of hand washing and hand drying provided.

	Means of Hand Washing	Means of Hand Drying
Area A		
Area B		
Area C		
Area D		

Additional relevant information:

Recommended	Adult Ratio (1:8)	Child Ratio (1:10)	Adequate Number Yes/No	Comment
No. of Water Closets				
No. of Wash hand basins.				

## INFORMATION ON PREMISES AND FACILITIES

### Nappy Changing Area/s

Description and means of hand washing and hand drying provided.

	Location in Pre-School	Description of Changing Unit
Area A		
Area B		
Area C		
Area D		

✓ = yes   X = no	Area A	Area B	Area C	Area D
Is the changing unit suitable?				
Are nappy changing facilities adequate, suitable and hygienic?				
Is a wash hand basin located adjacent to the nappy changing unit?				
Is a lidded bin provided for the storage of soiled nappies?				
Are soiled nappies stored and disposed of properly?				
Are disposable gloves provided and for single use only?				
Is the changing mat disinfected after each use?				
Is a nappy changing policy on display?				
Do facilities communicate with any occupied room directly?				

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

Is a shower, bath or facility for washing with thermostatically controlled water available?

Yes

No

Is there a designated area for sluicing soiled garments in full day care services?

Yes

No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 22 Sanitary Accommodation

Compliance Question

22 Are adequate and suitable sanitary facilities provided within the building?

Yes

No

Additional relevant information:

### Regulation 23 (Drainage and Sewage Disposal)

Compliance Question

23 Is there a suitable and effective means of drainage and sewage disposal?

Yes

No

### Regulation 24 (Waste Storage and Disposal)

Compliance Question

24 • Is waste/other refuse stored hygienically?

Yes  
 Yes

No  
 No

• Is waste/other refuse disposed of frequently?

Yes

No

• Is all waste/other refuse disposed of in such a manner as not to cause a nuisance?

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 25 (Equipment and Materials)

Compliance  
Question

25 (a) Are there sufficient furniture, play and work equipment and materials provided which are:

- Suitable?  Yes  No
- Non-toxic?  Yes  No
- Maintained in a clean and hygienic condition?  Yes  No
- Proper state of repair?  Yes  No

Additional relevant information:

Additional information on procedures and frequency for cleaning equipment/materials:

Compliance  
Question

25 (b) Is an adequate supply of clean bedding, towels and spare clothes provided for the pre-school children?

Yes  No

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

### Regulation 28 (Facilities for Rest and Play)

Are sleeping facilities for children under 2 years of age away from the general play area?  Yes  No

Is bed linen suitable?  Yes  No

Is separate bed linen used per child?  Yes  No

Are adequate number of cots provided for under 2's?  Yes  No

Are sleeping mats/stackable beds provided for children over 2 years old?  Yes  No

Additional relevant information:

Are there adequate and suitable facilities for a pre-school child to rest:  
For under 2 years of age?  Yes  No

For over 2 years of age?  Yes  No

Additional relevant information:

- Compliance Question**
- 28 (a) • Are there adequate and suitable facilities for a pre-school child to rest during the day?  Yes  No
- Are there adequate and suitable facilities provided for a pre-school child to rest overnight (if overnight service is provided)?  Yes  No  N/A

Additional relevant information:

## INFORMATION ON PREMISES AND FACILITIES

Compliance  
Question

28 (b) Are there adequate and suitable facilities for a pre-school child to play indoors and outdoors during the day having regard for the number of children, their age and the amount of time on the premises?

**Indoors**

Yes

No

**Outdoors:**

Yes

No

Description and location of outdoor playing area provided.

Additional relevant information:

Is there adequate space available for children to run freely without undue risk of collision with people or equipment?

Yes

No

Additional relevant information:

Is the outdoor surface suitable?

Yes

No

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

- Regulation 6** (First Aid)  
**Regulation 7** (Medical Assistance)  
**Regulation 16** (Fire Safety Measures)  
**Regulation 27** (Safety Measures)

### Regulation 6 (First Aid)

Compliance  
Question

6 Is there a suitably equipped first aid box in the premises?  Yes  No

Is the first aid box easily accessible and in a conspicuous location?  Yes  No

Is the first aid box taken on outings?  Yes  No

Is there a staff member on duty qualified to administer first aid?  Yes  No

Does a staff member qualified in first aid accompany the children on outings?  Yes  No

Are all medicines kept in their original containers, clearly labelled and inaccessible to children?  Yes  No

Are medicines, sprays and lotions stored separately from the first aid box?  Yes  No

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

### Regulation 7 (Medical Assistance)

Compliance  
Question

- 7 (a) Are there adequate arrangements in place to summon medical assistance promptly in an emergency?  Yes  No
- (b) Is there a protocol in place for the administration of medication?  Yes  No

Additional relevant information:

Is a suitable operational telephone available in the pre-school?  Yes  No

Are there G.P. and emergency contact telephone numbers available adjacent to the telephone?  Yes  No

## INFORMATION ON SAFETY MEASURES

### Regulation 16 (Fire Safety Measures)

Compliance  
Question

- 16 (1a) Is there a written record of all fire drills?  Yes  No
- (1b) Is there a written record of the number, type and maintenance record of fire fighting equipment in the premises?  Yes  No
- 16 (2) Are the above records open to inspection by
- (2a) A parent or guardian of a pre-school child?  Yes  No
- (2b) Every person working in the service?  Yes  No
- (2c) An authorised person?  Yes  No
- 16 (3) Is the notice of the procedures to be followed in the event of a fire displayed in a conspicuous place?  Yes  No

Date of last fire drill?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional relevant information:

#### Fire Safety Records and Procedures

No. of floors in the building:

No. of floors occupied by pre-school

Which floors are occupied by the pre-school?

Is the person carrying on the pre-school service aware of the Department of Environment and Local Government's guidelines on 'Fire Safety in Pre-Schools?

 Yes No

## INFORMATION ON SAFETY MEASURES

### Regulation 27 (Safety Measures)

*(Note: This table is not intended to be an exhaustive list of all health and safety issues which may arise in a pre-school. It is intended only to be used as an aid to determining the level of health and safety compliance in the overall service).*

#### Indoor Areas *(tick appropriate box)*

Floors	Yes	No	N/A
Are all floor surfaces throughout the pre-school non-slip?			
Are all floor areas in good repair?			
Are all floors in a clean condition?			
Walls			
Are all walls in good repair?			
Are all walls in a clean condition?			
Ceilings			
Are all ceilings in good repair?			
Are all ceilings in a clean condition?			
Doors			
Do external doors have appropriate locks to prevent children from exiting unsupervised?			
Do internal doors have appropriate locks to prevent children accessing unsafe areas?			
Are external doors secured so as to restrict unauthorised persons from gaining access to the pre-school?			
Are door keys readily available to staff only?			
Are emergency exit doors unobstructed?			
Windows			
Have appropriate safety precautions been taken at patio doors, glass panels and low-level windows e.g. laminated/toughened glass/visibility strips.			
Have visibility strips been fitted to patio doors, glazed panels or low-level windows?			
Have low-level windows been fitted with restrictive opening devices?			
Have windows at first floor level been fitted with restrictive opening devices?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

### Indoor Areas *(tick appropriate box)*

<b>Staircases</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are stairs in use?			
Are children supervised while using the stairs?			
Have suitable handrails been provided?			
Are stair posts less than 6.5 to 8.5 cm apart?			
Have safety gates been provided at top and bottom of the stairs?			
Is the staircase adequately lit?			
Is the stair floor covering in a good condition and non-slip?			
<b>Lighting</b>			
Are all light fittings safe?			
<b>Heating System</b>			
Is the heating system of such a type that will not pose a hazard to the pre-school children?			
Are heating appliances thermostatically controlled or guarded?			
<b>Electrical Safety</b>			
Are all electrical sockets fitted with safety covers?			
Are all flexes or cables checked and in good condition?			
Are stereo or T.V. cables out of reach of children?			
Has a competent person carried out maintenance checks?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

**Indoor Areas** (tick appropriate box)

<b>Toys and Equipment</b>			
Are all high chairs 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?			
Is there a programme in place for checking the safety of toys and equipment?			
Are rattlers/mouthed toys washed after each use?			
Are age appropriate toys used for different age groupings?			
Are hinges and joints covered to prevent fingers being pinched?			
Are baby walkers prohibited?			
Has heavy equipment or furniture that may tip over been fully anchored?			
Is all furniture safe for the age group using it and in good condition with no sharp corners?			
Is the TV. securely mounted?			
<b>Storage</b>			
Are storage facilities inaccessible to children?			
Is all waste inaccessible both indoors and outdoors?			
Are medicines kept in their original containers and clearly labelled?			
<b>Sanitary Accommodation</b>			
Is there safe storage for cleaning agents?			
Are appropriate locks provided on doors?			
Can locks be readily opened by an adult?			
Are pull cords inaccessible to children?			
Does the sanitary accommodation allow for the safe supervision of children?			
Is the hot water supply at children's wash hand basins thermostatically controlled (Temperature of hot water < 43°C)?			
Are potties suitably stored?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

**Indoor Areas** (tick appropriate box)

Sleep room	Yes	No	N/A
Are walls, floors and ceilings in good repair and in a clean condition?			
Are standard cots in use?			
Are safety mattresses provided in all cots?			
Are mattresses suitable?			
Are bed linen suitable?			
Are mattresses firm, clean and the right size for the cot (<2cm gaps)?			
Is cot barriers height sufficient to prevent child falling or climbing out?			
Are cot slats <6cm apart?			
Are footholds in cots avoided?			
Are cot sides locked at highest setting?			
Are cots and beds away from blinds, radiators and windows?			
Is adequate access space between each cot?			
Is sleep room temperature between 16° to 20° C?			
Are duvets prohibited for under 1 year olds?			
Are baby dribblers, for under 1 year olds, removed prior to sleeping?			
Are children monitored while sleeping?			
Are monitoring checks recorded?			
Have electronic monitors been provided?			
Have viewing panels been provided?			
Are staff aware of current precautions in relation to reducing the risk of Sudden Infant Death, as per ISIDA?			
Is there a written sleep policy in place for monitoring babies whilst sleeping?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

<b>General Health and Safety Measures</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does layout of equipment permit children and adults to move freely/safely?			
Are waste paper bins provided in each playroom?			
Is waste removed daily?			
Are children's belongings stored safely and not causing a trip hazard?			
Are corner protectors provided at sharp corners?			
Are cleaning agents stored safely and out of reach of children?			
Are all drawers and cupboards containing hazardous objects secured?			
Are hot drinks consumed without risk to children's safety?			
Are sharp implements stored safely?			
Are kettles stored safely?			
Is the kitchen inaccessible to children?			
Are mealtime cleaning procedures in place and followed?			
Are bottles and soothers individually identifiable?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

<b>Out door Play Area</b> <i>(please tick correct answer)</i>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has any garden or external play area been fully, securely and safely fenced?			
Is the fence of an adequate height?			
Are gaps in the fencing < 10cm?			
Has a high level lock been fitted to the gate, if provided?			
Is the ground surface type adequate and safe?			
Has safe outdoor equipment been provided?			
Is outdoor equipment age appropriate?			
Is there adequate play space for all children?			
Is impact absorbing material provided beneath equipment > 600mm?			
Are slides, swings etc securely mounted to the ground?			
Are secure handrails provided on equipment?			
Is adequate space provided around swings?			
Are precautions in place been to avoid collision with equipment?			
Are sheds and garages locked?			
Are ponds or fountains fenced off?			
Are maintenance checks carried out of equipment (bolts tight, ropes tight)?			
If pets are allowed are safety measures in place?			
Are sandpits covered, if provided?			
Are clothes lines inaccessible?			
Are tools and mowers inaccessible?			
Are checks carried out of the outdoor play area for trip hazards or other dangers such as broken glass, animal waste, oil tanks and broken equipment?			
Is the outdoor play area fully supervised when in use?			
Are the children protected from undue exposure to sun light?			

Additional relevant information:

## INFORMATION ON SAFETY MEASURES

### Compliance Question

- 27 Has the person carrying on a pre-school taken all reasonable measures to safeguard the health, safety and welfare of pre-school children attending the service?  Yes  No
- (a) Have all heat emitting surfaces been protected by a fixed guard and/or are thermostatically controlled to ensure safe temperatures?  Yes  No
- (b) Has hot water provided for use by pre-school children been thermostatically controlled to ensure a safe temperature?  Yes  No
- (c) Has the garden or external play area been so fenced and doors and gates been so secured as to prevent pre-school children gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to the garden or external play area?  Yes  No
- (d) Have ponds, pits and other hazards in any garden or external play area been so fenced as to ensure the safety of a child attending the service?  Yes  No
- (e) Have steps been taken to prevent the spread of infection?  Yes  No
- (f) • Are operational procedures in place for the safe conduct of outings?  Yes  No
- Are pre-school children escorted on outings?  Yes  No

Additional relevant information:

## INFORMATION ON FOOD AND DRINK

### Regulation 26 (Food and Drink)

#### Nutrition

Is there food available for a pre-school child attending the service?

Yes

No

Food observed on day of inspection:

Additional relevant Information:

Are snacks provided?

Yes

No

Where do children eat snacks and meals?

## INFORMATION ON FOOD AND DRINK

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Is a sample menu available?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Does the menu incorporate the four main groups?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Is the food age appropriate to the child?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Are the developmental needs of the child met in relation to nutrition e.g. self-feeding, use of spoon and fork? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Are infants/children supervised while eating or drinking?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do carers when bottle-feeding always hold infants?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there seating available to facilitate carers in holding babies for feeding? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are breast-feeding facilities available for parents?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional relevant information:

Compliance Question

**26 (1)** Is the food available?

- |            |                              |                             |            |                              |                             |
|------------|------------------------------|-----------------------------|------------|------------------------------|-----------------------------|
| Suitable   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sufficient | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nutritious | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Varied     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Food Storage and Preparation

Compliance Question

**26 (2a)** Are adequate and suitable facilities available for the following?

- |                 |                              |                             |                  |                              |                             |
|-----------------|------------------------------|-----------------------------|------------------|------------------------------|-----------------------------|
| Food storage    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Food preparation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cooking of food | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Serving of food  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**(2b)** Are the following adequate and suitable?

- |                 |                              |                             |             |                              |                             |
|-----------------|------------------------------|-----------------------------|-------------|------------------------------|-----------------------------|
| Hand washing    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sterilising | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Eating utensils | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Wash-up     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## INFORMATION ON FOOD AND DRINK

Is a separate report under food safety legislation to be issued by the Environmental Health Officer?

Yes

No

Is the pre-school registered in accordance with EC (Hygiene of Foodstuffs) Regulations 2006?

Yes

No

NA

Is food provided by parents

Yes

No

Is food provided by the pre-school service

Yes

No

Is food prepared on the premises?

Yes

No

Additional relevant information:

Are the premises supplying the pre-school with food registered with the HSE?

Yes

No

Additional relevant information:

*Note: Regulation 26 – Food is without prejudice to the provisions of the Health Act 1947, Articles made pursuant to that Act, the provisions of the Food Safety Authority of Ireland Act 1998, any European Communities Regulations and any secondary legislation made pursuant to the European Communities Act 1972 relating to food safety. The legislation included in the FSAI service contract with the HSE to be used by the Environmental Health Officer in all areas where food is stored, prepared and served.*

## INFORMATION ON FOOD AND DRINK

Is a supply of potable drinking water available to children at all times?

Yes

No

Source of Supply

Private Well

Yes

No

Public Supply

Yes

No

Name of Supply:

Additional relevant information:

## INFORMATION ON RECORDS

**Regulation 13 (Register of Pre-School Children)**

**Regulation 14 (Records)**

**Regulation 15 (Information for Parents)**

**Regulation 17 (Copy of Act and Regulations)**

**Regulation 30 (Insurance)**

### Regulation 13 (Register of Pre-School Children)

Compliance  
Question

13 (1) Are the following particulars regarding pre-school children attending the service entered onto a register:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Name and date of birth of the pre-school child?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Date on which the pre-school child first attended the service?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Date on which the pre-school child ceased to attend the service?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Name and address of a parent or guardian of the pre-school child and, where the same is available, a telephone number where that parent or guardian or a relative or friend of such child can be contacted during the hours of operation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Authorisation for the collection of the pre-school child?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Details of any illness, disability, allergy suffered or special need of a pre-school child, together with all the notes relevant to the provision of special care or attention?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Name and telephone number of the pre-school child's general practitioner?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (h) Records of immunisations if any, received by the pre-school child?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (i) Written parental consent for appropriate medical treatment in the event of an emergency?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

13 (3) Have drop-in centres or temporary drop-in centres recorded the following?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Name and date of birth of the pre-school child?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Name and address of a parent or guardian of the pre-school child and, where the same is available, a telephone number where that parent or guardian can be contacted during the hours of operation. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Authorisation for the collection of the pre-school child?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Details of any illness, disability, allergy suffered or special need of a pre-school child, together with all notes relevant to the provision of special care or attention?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## INFORMATION ON RECORDS

### Regulation 13 (Register of Pre-School Children)

Compliance Question

- |        |  |                              |                             |
|--------|--|------------------------------|-----------------------------|
| 13 (2) | Is the register open to inspection on the premises by?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2a)   | A parent or guardian of the pre-school child attending the service but only in respect of information concerning that child? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2b)   | A person working in the pre-school service who is authorised in that behalf by the person carrying on the service?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2c)   | An authorised person?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional relevant information:

### Regulation 14 (Records)

Compliance Question

- |        |   |                              |                             |
|--------|---|------------------------------|-----------------------------|
| 14 (1) | Are records maintained in relation to the following:  |                              |                             |
| (a)    | Name/Position/Qualifications/Experience<br>Every other person working in the service including volunteers and students? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b)    | All information generated under Regulation 8 (2)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c)    | Details of the maximum number of pre-school children catered for at any one time?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d)    | Details of the type of service and age range group?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e)    | Details of the staff/child ratios in the service?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f)    | Details of the type of care or programme provided?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g)    | Details of the facilities available?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (h)    | Details of the opening hours and fees?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (i)    | Details of the policies and procedures of the service?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (j)    | Details of attendance by a pre-school child on a daily basis  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (k)    | Details of staff roster's on a daily basis  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (l)    | Details of any medicine administered to a pre-school child attending the service with signed parental consent?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (m)    | Details of any accident, injury or incident involving a pre-school child attending the service?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional relevant information:

## INFORMATION ON RECORDS

### Regulation 14 (Records)

Compliance  
Question

Are the above records referred to in 14(1b) open to inspection by:

- (2) An authorised person?  Yes  No
- (3) A parent or guardian of a pre-school child in respect of their child? (except 14 (1b))  Yes  No
- (4) Every person who is authorised in that behalf by the person carrying on the service? (except 14 (1b))  Yes  No

Are the arrival and departure times of each child recorded?  Yes  No

Are the arrival and departure times and the meal break of each staff member recorded?  Yes  No

Has the person carrying on the service maintained all documents and records relating to staff references and garda/police vetting?  Yes  No

Additional relevant information:

Number of children's registration forms available:

Is there a register form for every pre-school child attending the service?  Yes  No

## INFORMATION ON RECORDS

### Regulation 15 (Information for Parents)

Compliance  
Question

- 15 Is information provided by the person carrying on the pre-school service to the parent/guardian of a child proposing to attend the service under *Regulation 14 (1) (a), (c), (d), (e), (f), (g), (h) and (i)?*

Yes

No

Additional relevant information:

### Regulation 17 (Copy of Act and Regulations 2006)

Compliance  
Question

- 17 Are the following available on the premises and available for inspection by:  
Copy of the Child Care (Pre-School Services) (No 2) Regulations, 2006  
Child Care Act 1991, Part V11:

(a) Parent/guardian of a child proposing to attend the service?

Yes

No

(b) Persons working in the service?

Yes

No

(c) Every person who is authorised in that behalf by the person carrying on the service?

Yes

No

Additional relevant information:

## INFORMATION ON RECORDS

### Regulation 30 (Insurance)

Name of insurance company/companies:


Proof of insurance premium/premiums paid:

Yes     No

Additional information:

Date of expiry of insurance(s):

Day      Month      Year  
         

Additional information:

Day      Month      Year  
         

Additional information:

Number of children covered:

Adult/child ratio for outings:

Public Liability?

Yes     No

Amount

Employers Liability?

Yes     No

Amount

Fire & Theft?

Yes     No

N/A

Motor Insurance Cover?

Yes     No

Insurance certificate available:

Yes     No

If the Insurance Certificate was not available was the service provider advised to furnish a copy of the insurance?

Yes     No

## INFORMATION ON RECORDS

### Compliance Question

30 Are the pre-school children attending the service adequately insured against injury while attending the service?

Yes

No

Additional relevant information:

## GENERAL INFORMATION

### Regulation 29 (Furnishing of Information to HSE)

Compliance  
Question

- 29 Did the person carrying on the pre-school service furnish the HSE with such information as the HSE may reasonably require for the purpose of enforcing and executing the Child Care (Pre-School Services) (No 2) Regulations, 2006 in the form (if any) specified by the HSE?

Yes

No

Additional relevant information:

Name of Person that furnished information and facilitated this inspection:

#### Complaints

Have any complaints been received in relation to this pre-school service/provider since the last inspection?

Yes

No

Additional relevant information:

## GENERAL INFORMATION

### Referrals and Follow-up

Who was feedback provided to (name)?


What referrals, if any, are required?

--

Has Inspection Team provided feedback to Provider at the time of inspection?

Yes  No

To Whom?

--

Has Inspection Team informed the person carrying on the pre-school service of the Inspection Report?

Yes  No

Is a follow-up inspection required?

Yes  No

Signed:

--

Position:


Date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signed:

--

Position:


Date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>



