

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CC094
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Name of Service:	Charleville Community Childcare CLG.
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Address of Service:	Broad Street, Charleville, Co. Cork.
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Eircode:	P56 RX62
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Name of Registered Provider:	Anita O Connell
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Service type:	Full Day Care
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Date(s) of Inspection:	01/09/2023
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No of pre-school children:	AM	71	PM	32
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Address of the Early Years Inspectorate:	134 Bank Place, Mallow, Co Cork.
Inspection undertaken by:	F Collins
Title:	Early Years Inspector

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Conditions if applicable	Not Applicable
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Description of service

Charleville Community Childcare CLG is a full day care service located in the town of Charleville in North Cork. The service consists of a purpose built two storey building and a converted house, both buildings are separate but on the same location. The service is accessed via pedestrian entrance from the street. There is no specific parking for the service, with street parking only.

The house consists of one large playroom downstairs and a smaller room upstairs which can be used for the purpose of school aged care provision/ pre-school service and a service kitchen is also located in this building. The house facilitates a sessional service in the morning and the school age service in the afternoon and childcare during holiday time.

The main building facilitates the pre-school services only and consists of four care rooms three downstairs and one upstairs. Full day care, part time and sessional services are offered from this main building.

There are toilet facilities both adult and child, a kitchen, a staff room, a large entrance area, two offices and a meeting room upstairs for parents and staff in the main building.

There is a secure outdoor play area and a room outside which is a room accessible from outside that consists of soft matting and outdoor play equipment but contained in a room so the younger children can use this facility during bad weather.

Staffing

There were 17 adults present on the day of inspection working directly with the children and in addition to this the person in charge, the deputy person in charge, the reception staff and the kitchen staff from the adjacent restaurant and the caretaker were on the premises.

Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspections may also focus on other areas as required.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, the person in charge and deputy person in charge, staff and children who were present on the day of the inspection.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(1) A registered provider shall ensure that-

- (a) the service has a designated person in charge and a named person who is able to deputise as required,
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,
- (b) consideration of references from reputable sources in the case of a person who has no past employers,
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(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.

Compliance Information

- (1)
- (a) The service had a designated person in charge and a deputy person in charge on the premises on the day of inspection. In the event the person or deputy person in charge were not on the premises a named person able to deputise was available.
 - (b) The person in charge or a named deputy person in charge were on the premises at all times during the operation of the service.
 - (c) There was a clear structure in the service that identified the management structure. Each care room had a room leader, childcare workers and where required had staff employed under the Access and Inclusion Model. The service was accommodating an adult on a community employment scheme.

Each person's role and responsibility within the service was identified.

(2)

Twenty-nine adults work in the service, all 29 adult files were assessed for completeness.

- (a) Of the 58 references required 40 validated references were available from past employers.
- (b) Of the 58 references required 18 validated references were available from a source other than a past employer.
- (c) Garda vetting disclosures were on file for all 29 adults who work in the service.
- (d) Police vetting was required and available and translated where required for six staff who work in the service and have access to children.

(4) Twenty-one adults held relevant qualifications in Early Childhood Care and Education at level 5 or above or a qualification deemed as equivalent by the minister. The non-qualified adult who was working with the children was supervised at all times.

The remaining staff that did not hold relevant qualifications and were not part of providing care to the children and were employed as cooks, caretakers, office administration and cleaning.

Part III – Management and Staff

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

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

The following policies were reviewed on inspection:

- The policy on the administration of medication.
- The infection control policy.
- The authorisation to collect children policy and
- The policy on safe sleep which was being updated in line with the updated guidance on safe sleep.

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.

Compliance Information

(1) All five care rooms were in operation on the day of inspection.

The adult child ratios were correct in the care rooms as observed throughout the day.

- The Crèche room had three qualified staff caring for six children, one under one year and five aged between one and two years. All children attending in this care room were attending on a full day care basis.
- Montessori room 1: This room had three qualified staff, one of whom was employed under the Access and Inclusion model scheme and one adult working on a supernumerary basis in the room. During the morning there were 20 children in attendance. Following the morning session, the children remaining in the service for full day care moved to the main building as the house became the base for the school aged care service.
- Montessori room 2: This room was staffed by four qualified staff. During the morning there were 20 children in attendance and in the afternoon when the children remaining for full day care moved from Montessori room 1, there were 16 children in attendance being cared for by four adults.
- Montessori room 3: There were three qualified adults caring for 10 children aged between one and two years, eight of whom were attending on a full day care basis.
- Montessori room 4: This care room was staffed by three qualified staff and during the morning session were caring for 15 children aged 2-4 years and in the afternoon were caring for six children.

The roster allowed each care room to have sufficient staff to allow the staff take their breaks as rostered ensuring that there were adequate staff remaining to care for the supervise the children.

(8) The roster provided to the inspector by the person in charge identified that a minimum of two staff were on the premises at all times during the operation of the service.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child’s registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

(1)
Of the 71 children present on the day of the inspection a sample of 10 children’s registration forms, a sample from each care room, were examined.

The registration forms were complete across (a) –(i) on all of the forms assessed.

(3) (c) The records as identified above were made available to the inspector for review in all care rooms.

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:

- (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.*

Compliance Information

- (1) (i) The staff roster was available and a copy of same was issued to the inspector. The roster reflected the staff attendance throughout the day of inspection. Staff were aware of their correct working hours and of their breaks.
- (h) The medication forms reviewed (Montessori room 4 and Crèche) were all signed and dated correctly with staff and parent signatures, and with the medications recorded correctly.
- (k) Five accident and incident reports were reviewed and these were completed correctly and had staff and parent signatures.

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, and*

Compliance Information

Basic Needs

- Meals the snacks on the day of inspection were served at appropriate times and children were provided with drinks throughout the day. Drinks bottles were accessible to the children at all times. Assistance was given to the children that required same and children were observed to be encouraged to be self-sufficient where possible. Staff were observed to be on hand to support the children to feed them as required with their meals. Appropriate crockery and cutlery were available and used.

- A child who required bottle feeding was observed to be held and comforted when being fed and staff sat comfortably not rushing them to feed.
- Staff supported the children with toileting when required and nappies were changed frequently. When required clothes were changed.
- Children were reminded to wash hands and helped when needed.
- Sleep was facilitated at a scheduled time after dinner in Montessori room 3 and should a child from Montessori room 2 require sleep this was facilitated in Montessori room 3.
- The children attending the Crèche were facilitated to sleep when they indicated the need for same.
- All children could move about freely and there was no restriction placed on their movement.

Supporting Relationships

- Each staff member was assigned to a care room. The children though many new to the service, were becoming accustomed to the staff and knew their carers and were observed to seek their support when required. Staff were observed to spend time comforting the children as needed.
- When a child was observed to require comfort in Montessori room 3, a staff member cuddled them and walked around holding them to soothe them. When these measures did not work staff contacted parents who returned to the service to collect the children.
- The children were observed to play alone and play in small and large groups. The groups supported each other especially when outside racing against each other on tricycles and playing with the kitchen.
- Parents were spoken to at drop off and collection and staff were observed to spend time with the parents on this the third day of the new year and some children had only commenced in the service.
- Choice was given to the children on their activities and when a child in Montessori room 1, was observed not to want to engage in the singing and storytelling they went to the smaller area with a staff member to do tabletop activities and when they started singing the song this was encouraged but without the pressure to return to the large group.

Physical And Material Environment

- Each of the care rooms had a variety of toys and resources. The resources were specific to encourage the development of each child, i.e. colouring pencils for fine motor development.
- Tabletop activities of jigsaws, bricks and shape sorters allowed for cognitive development and fine motor development.
- Circle time when stories were told and songs were sang which allowed the children to talk and encouraged speech development.
- Dress up clothes were accessible to the children to promote imaginary play.
- All shelving was accessible to the children and they were able to choose their activities as required.

The Outdoor Environment

- The outdoor environment was an area with soft matting and concrete. There were climb on toys and a ship and wooden tipi and a climbing frame with slides. This area was access on a timetabled basis.

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-

- (a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child 19 to play indoors and, where required by these Regulations, outdoors, during the day, and*
- (b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that-

- (a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises, or*
- (b) Where no such space is provided, the pre-school children attending the service have access on a daily basis to a suitable outdoor space.*

Compliance Information

(1) (a) All five care rooms were of a suitable size to facilitate small and large group play for the numbers of children attending the service.

Each room was resourced to suit the age range of children attending. The Crèche room and Montessori room 3 where children aged under 2 years were attending had furniture suitable for this age group with highchairs available to allow the staff assist the children with feeding and to have eye contact with the children during mealtime.

All care rooms had child height chairs and low tables and the staff had access to adult height chairs for their comfort.

Play resources to promote fine motor development included peg boards, jigsaws, bricks and blocks, arts and crafts materials and cut outs.

Play resources for sensory play were not set up as yet, the service was open 3 days and these were to be set up. Some of the children on the day were observed to do painting (Montessori 4).

Gross motor play included climbing , running, cycling and using tricycles and these were observed outside, where there was an adequate supply of equipment for the numbers of children using same.

Speech and language development was promoted through story time and there was a supply of books available to the children in each care room. The children in Montessori room 1 were observed singing and reciting to the stories being told.

Imaginary play was promoted through the use of dress up clothes and play in areas such as garages, kitchens and home corners.

(b) There were adequate facilities for the children to rest during the day.

Each of the rooms had a rest area that allowed the children to rest and opt out of activities as they wished.

The sleep facilities for the children attending in the Crèche were located in a sleep room adjacent to the room.

These included six standard cots , with safety mattresses.

The children in Montessori room 3 all slept on stackable beds and should a child from Montessori room 2 require sleep this was provided for in Montessori room 3.

There was an adequate supply of cots and beds available to the children that required sleep on the day of inspection and no child was observed to require sleep and not be afforded the opportunity for same.

The cot barrier heights where suitable. There were no foot holds in the cots noted and the space between the bars was of adequate distance. The space between the cots was greater than 50 centimetres apart.

(3) (a) The outdoor space was suitable safe and secure. The space was used on a timetabled basis and each group of children had access to the outdoor space in the morning and should the children remain in the service they got access to the outdoors again in the afternoon. The outdoor space was secured by high fencing and had a keypad entry on the access gates.

The outdoor space when the gate was closed was safe and secure with high fencing and a high gate.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

- The food and drink in the service was provided by the service for the snacks in the Crèche, Montessori rooms 2 and 3. The snack provided in the Crèche was buttered toast and yogurts. Drinks of water was freely available and encouraged.
- In Montessori rooms 1 & 4 the children’s snacks were brought in from home to assist the children in gaining the skills needed when transitioning to primary school.
- The main meal (dinner) which was given to the children at 12md was provided by the service and on the day of inspection consisted of mashed potatoes, sweetcorn and mincemeat in gravy. An alternative was also provided to the children should they not like the main meal available. Pasta and chopped chicken were also available if required and some children were observed to choose this option.
- Drinking water was encouraged on the day of inspection.
- Food was available to the children from the kitchen should any child be hungry outside of mealtimes.

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

General Safety:

- The internal and external doors were secured as required with touch pad exits accessible to the staff. This prevented any child gaining access to unsafe areas such as the kitchen and adult toilets/office and prevented unauthorised adults from gaining access to the children.
- The emergency fire exit doors were clearly identified and were unobstructed.
- The opening for the windows downstairs was high up and these openings were not accessible to the children. The windows upstairs in Montessori room 4 were Velux windows in the ceiling and were inaccessible to the children.
- The glass doors had a panel though the centre which indicated its presence to the children attending.
- There were eight highchairs in total in the service, these had all been recently purchased and were in a good state of repair, each had a five-point harness system in use.
- The electrical cables observed were in good condition and out of reach of the children.
- The toys and play equipment were in good condition and free from pinch and crush points.
- Heavy equipment and furniture were secured to the walls to prevent them falling should a child climb on same.
- Cleaning agents were stored out of reach on high shelves.
- There was hot water accessible throughout the service and the range in temperature of the water was between 34.4 and 40.3°C, thus preventing a scald injury to the children.

Infection Control:

- The service was cleaned daily and weekly and a person whose sole responsibility for cleaning the premises was employed in the service.
- The children were observed to wash their hands after outdoor play, before meals and snacks and after messy play. The children were assisted with hand washing by the staff and the persons in charge had hand washing listed as an item for the staff meeting to ensure hand washing was carried out frequently and correctly.
- There was hot water, liquid hand soap and paper towels available at all children and adult toilets and at the sinks in the care rooms.

- The nappy changing areas were clean and well maintained. Each of the changing mats observed were intact and no tears on the covers was observed. A supply of disposable aprons and gloves were available at all nappy changing areas. Nappies were disposed of in airtight bins and no odour was evident in the nappy changing rooms. Children had named individual shelves for the storage of their nappies and toiletries.
- There were pedal operated bins available throughout the service.
- All coats and bags were stored off the ground minimising contact and cross infection.
- Staff were observed to clean the highchairs and tables after mealtimes with a suitable disinfectant.

Administration of Medication:

- No medication was observed to be administered on the day of inspection. The procedures for the administration of emergency medication were discussed with staff and the service had developed a clear plan on the procedures to be followed in the event of an emergency. Training had been provided and staff were aware of each of their responsibilities in the event of such an emergency. The relevant paperwork was available for same.

Safe Sleep:

- Ten-minute sleep checks were carried out on the children who slept in the sleep room adjacent to the Crèche room. The checks included position, colour, breathing and the sleep room temperature.
- The children who slept in Montessori room 3 on stackable beds were provided with in room supervision throughout the sleep time. Sleep checks were also recorded every 10 minutes.

Fire Safety:

- The fire doors were unobstructed and the service had been upgraded since the last inspection. Fire proof wall covering and enhanced release mechanisms had been installed in order to bring the premises to current standards for protection against fire.
- Firefighting equipment was suitably fixed to the walls.

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

- (1) The registered provider insured that staff trained in first aid for children were at all times immediately available to the children. Twenty-one staff held up to date training in FAR first aid and a further staff member held a basic first aid qualification.
- (2) (a) There was a suitably equipped first aid box available to the children and supplies were available in a locked press in the service.
- (b) The first aid equipment was available to the children at all times.

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

- (1)
- (a) The person in charge ensured a record was retained of all fire drills that took place on the premises, the last fire drill took place on 01.08.2023 and records of monthly fire drills having taken place on the previous months were also available.
 - (b) The record of maintenance for the firefighting equipment was available and was completed on 30.05.2023. The record of the type and maintenance of the smoke alarms was available and this was last completed on 12.04.2023.
- (4) There was a procedure notice displayed in the hall on what to do in the event of a fire breaking out.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider ensured but the service was adequately insured to operate as a full day care service the number of children included on the insurance was 120. The expiry date of the insurance was 28.05.2024.