

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CC307
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Name of Service:	Newbury House Family Centre CLG
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Address of Service:	Newbury House Family Centre CLG, Old Youghal Road, Mayfield, Cork, Co. Cork
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Eircode:	T23 C3FW
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Name of Registered Provider:	Mary Foley
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Service type:	Full Day, Sessional
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Date of Inspection:	25/06/2024
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No of pre-school children:	AM	17	PM	12
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Address of the Early Years Inspectorate:	Early Years Inspectorate Administration Building St Mary's Health Campus Gurrabraher Cork
Inspection undertaken by:	D Prendergast
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	N/A
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Description of service

Newbury House Family Centre was established in 1996. It is a community-based service, that is registered to offer sessional and full day care to early years children, aged two to six years. This includes children attending the Early Childhood Care and Education (ECCE) Scheme, which is provided from 9.00am to 12.00pm and from 1.00pm to 4.00pm, each Monday to Friday, over 38 weeks annually. The childcare facility is open 42 weeks of the year.

Located in a residential area on the perimeter of Cork city, the premises consists of a two-storey detached building, with a designated outdoor play area at the rear. The early years service is based on the ground floor and consists of one main care room, with an interconnecting art room and an adjacent sensory room. Adjoining child sanitary facilities are available and the children have direct access to the outdoor play space. The ground floor also includes a kitchen and on the first floor, there is a staff room and staff sanitary facilities. Since the previous inspection on 6 October 2022, a new artificial grass surface has been installed in the outdoor play environment.

Staffing

There are nine adults attached to the early years service, including the registered provider, who is not based at the setting. There is one adult employed under the Access and Inclusion Model (AIM) support scheme. The six adults involved in the day-to-day care of the children each hold a relevant award in Early Childhood Care and Education. In addition, an administrator/relief staff member has also attained a child care qualification. The service co-ordinator does not work directly with the children.

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 inspection 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 person in charge, co-ordinator, 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*

(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 registered provider had appointed a person in charge of managing the childcare facility and a deputy was also assigned to the service.
 - (b) The person in charge facilitated the duration of the inspection. Review of the staff roster indicated that either the person in charge or the deputy were on duty throughout the hours of operation.
- (2) Recruitment records in respect of the nine adults attached to the service were reviewed.
- (a) Eleven of the 18 required written and validated references were from a past employer.
 - (b) A further seven of the required references had been obtained from sources other than previous employers and had been suitably validated.
 - (c) Garda vetting disclosures had been obtained for all nine adults. However, the service did not adhere to the re-vetting timeframes outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.
 - (d) Review of the adults' curricula vitae indicated that police vetting from outside the jurisdiction was not required.
- (4) Records demonstrated that seven of the adults had achieved a major award in Early Childhood Care and Education, ranging from level 5 to 8, on the National Framework of Qualifications. Qualifications were not required in respect of the registered provider or the co-ordinator.

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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

Compliance Information

- (1) There was an adequate number of adults responsible for the direct care of the children in attendance.
- (2) The requirements of the regulation in relation to the minimum ratio of adults to children within the room, were adhered to. During the morning sessional service, a total of 17 children, aged 3 to 5 years were present, with 3 adults available. In the afternoon, there were 3 adults working directly with 12 children, who were aged 3 to 5 years. Nine of these children were attending part time or full day care and the remaining three children were availing of the sessional service.
- (8)
- (a) At least two adults were present at all times throughout the inspection period. This practice was also evidenced through review of the staff roster.

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.*

Compliance Information

(1) A sample of 11 child records were assessed and all were noted to include the information listed from (a) to (i).

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

(1)(a)

Basic needs:

- Frequent meal breaks were facilitated for children during their daily attendance; the mid-morning snack/breakfast was observed shortly after 10.00am, followed by a hot lunch meal at 12.20pm, the afternoon snack was usually accommodated between 2.30pm and 3.00pm and the person in charge advised that a light evening snack was offered at 4.30pm.
- Mealtimes were observed to be relaxed and social occasions, as the children chatted freely with one another. After serving the food, the adults sat with the children and joined in the various conversations, which helped to create an unhurried environment.
- The location of the sanitary facilities allowed children independent access, as needed. Staff were observed to manage toileting in a sensitive manner, for example, through offering reassurance to the children.

- Written care plans were in place for the children who had food allergies and for the child who had been allocated AIM support.
- A designated cosy area was available, which encouraged the children to relax and opt out of scheduled activities, as necessary.
- The available space within the main care room supported children to freely partake in their chosen activities. Outdoor pursuits were also facilitated and the children appeared to really enjoy the opportunities to engage in more active movement, such as cycling, climbing, jumping and balancing.

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 service provided the food for the children’s meal and snack breaks, which included a hot lunch meal, supplied by a catering company.
- On the morning of inspection, the children had a snack of buttered toast, with ham and cheese. Turkey, with mashed potatoes, peas and carrots was served for lunch, followed by a yogurt. A choice of water or milk was available at mealtimes and it was noted that children were offered second helpings.
- Information in relation to children’s food allergies/requirements was clearly displayed on a notice board, in the main care room.

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:

- At the entrance to the service, a buzzer system was in place for parents and visitors. Within the building, the door that provided access to the care rooms was fitted with a key pad mechanism. These security

measures reduced the likelihood of unauthorised access and the risk of a child exiting the service while unsupervised.

- Outdoors, the play space was enclosed by a combination of walls, fencing and gates. Since the previous inspection, clearly visible, black rubber surfacing had been fitted over the concrete steps in this area.
- Visibility strips were evident on the steps located in the play area to the side of the building.
- A shock absorbing surface was available underneath outdoor play equipment, such as a curved climbing wall and artificial grass had recently been installed in the lower playground area, which included a large climbing frame and a round-a-bout.
- There were no cables accessible to the children.
- Cleaning products and first aid supplies were maintained out of the children's reach.
- Blind cords were securely anchored, through the use of suitable tension devices.
- The available fire extinguishers were securely wall mounted.

Infection Control:

- Adequate handwashing facilities were available, including warm running water, dispensable liquid soap and disposable paper towels. The children were observed to wash their hands after engaging in outdoor play and before mealtimes.
- Tables were sanitised by a staff member in preparation for mealtimes and after the children had finished eating. Cleaning records to this effect were visible in the main care room.
- Photograph labelled wall hook storage was in place for the children's coats and bags.
- Open windows in the care room, interconnecting art room and children's sanitary facilities provided these indoor spaces with a supply of natural ventilation.

Administration of Medication:

- Medication was not observed to be administered to any of the children on the day of inspection.
- Medication stored in the service was noted to be inaccessible to children; a high-level cupboard was used to maintain same. All medications were found to be in-date and had been labelled with the relevant child's name.

Safe Sleep:

- None of the children were observed to sleep at the time of inspection.

Fire Safety:

- Fire exit doors were free from any obstructions that may delay a timely exit, in the event of a fire.

Outing:

- Not applicable, as an outing did not take place.

Non-Compliance Information

General Safety:

The Garda vetting disclosures available for two of the adults were not dated within the previous three years, in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

Action submitted by the Registered Provider

Corrective & Preventive Action

The written reply stated that the service applied for Garda vetting renewal in respect of the two staff. As a preventive measure, the service administrator has entered monthly reminder dates regarding training and Garda vetting into the calendar and is now utilising a document to record important dates for each staff member.

Supporting documentation submitted

Copies of the updated Garda vetting disclosures were received.

Summary Comment

The non-compliance identified under this regulation has been adequately addressed.

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) Current certification in First Aid Response (FAR) was held by three of the adults who worked at the service and the staff roster indicated that at least one of these adults was present at all times.
- (2)
- (a) Sufficient first aid supplies were readily accessible by adults.
 - (b) The first aid box was consistently available, when the service was in operation.

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 firefighting 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 monthly fire drills which had been conducted at the service, were recorded and maintained on file. The most recent fire drill undertaken was dated 7 June 2024.
 - (b) A list of the number and type of firefighting equipment was presented for review. The current maintenance record for the fire extinguishers was dated 19 October 2023 and the servicing record for the smoke alarm was dated 10 January 2024.
 - (4) The fire evacuation procedure was displayed on the wall in main care room, next to the fire exit door. A fire evacuation map was also clearly visible.