

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2015CC385

Name of Service Step by Step Preschool

Address of Service: Parochial House, Rockchapel, Co Cork.

Email Address: p.k.kelly@hotmail.com

Name of Registered Provider: Ms Kate Kelly

Type of Proposed Service:	Full Day Care		Part-Time	✓	Sessional	
	Drop-In		Childminding		Temporary	

Proposed change: Assessed for part-time service and for the addition of a sessional service with increase in numbers.

Proposed Number of Children: 28

Recommended Change Following Inspection: Changes to be approved

Registered change: Change in service type from Sessional to Part Time / Sessional
Change in number of children that can be accommodated from 18 to 28

Date of Inspection: 2 0 0 7 2 0 2 3

Inspection undertaken by: F Collins

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: 134 Bank Place,
Mallow,
Co Cork.

Rationale for Inspection:
Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status: Registered Part Time / Sessional Service for 28 Children

Date of Registration 25th August 2023

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Authority to Inspect

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

Description of Service	<p>This service is located in the village of Rockchapel in North Cork and located in the old parochial house. The part-time service operates daily from 09.00 to 13.30 for 38 weeks of the year, facilitating the Early Childhood Care and Education Programme between 09.00 and 12.00 daily.</p> <p>The service caters for children aged between 2 and 6 years. The children that attend the service come from the wider hinterland.</p> <p>There is a dedicate outdoor play area onsite and the service also uses a large tarmacadam area at the side of the church which the children use to ride on bikes, tricycles, scooters and tractors.</p>
Premises	<p>The premises is a converted two-story building which has been renovated recently. The downstairs area is one large room which will be used by the younger children. There are toilets and a cloakroom/boot room adjacent. The upstairs room has access to toilets for children and staff and will be used by the older children. The upstairs room is accessed via a stairs which is at the side of the downstairs room.</p>
Staffing	<p>The plan is for the service to be staffed by four staff and for two staff to be on the premises at all times during the operation of the part-time service. This staffing plan does not include the registered provider who may also be onsite.</p>
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes; Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	<p>The Inspector wishes to acknowledge the cooperation of the registered provider who was present on the day of the inspection.</p>

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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.

Requirement met:

(1) (a) The service has a designated person in charge and a named deputy. Both staff were named by the registered provider.

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.

Requirement met:

(1) The registered provider has committed to ensuring that there are adequate numbers of adults working directly with the children daily. The plan is for four adults to work with 28 children during the sessional service provision and ensure adequate adults are available to the children who remain in the service for part-time care.

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 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

Requirement met:

(1)(a) There are adequate facilities for the children to play indoors. The downstairs care room is of adequate size to accommodate tables and chairs for each child. Areas of interest were set up which would facilitate independent play in small or large groups. Toys and resources are at a height that is accessible to all children. There is a den area in this room, under the stairs that can facilitate quiet time away from the main play area but can be easily supervised by the staff. This area contained a floor mat and cushions for comfort.

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	<p>The second care room was upstairs. This area contained child height tables and chairs, resources at children’s height and also contained a den area where a floor mat and cushions were scattered and allowed for quiet time and independent play.</p> <p>(b) Relaxation could be facilitated in both den areas.</p> <p>Sleep could be facilitated in the main care room downstairs and a stackable bed and a sleep mat are available with adequate and suitable linen and blankets to provide for sleep for the children remaining in the service when the sessional service was over.</p> <p>(3) The facilities for play outside are directly adjacent and can be accessed via a secured pathway. The open space is at the side of the church and is on the same grounds as the service. This area is not secured and the registered provider states this area will be supervised by adequate staff when in use.</p> <p>The enclosed paly area is covered with artificial grass. There are sand and pebble areas and a playhouse, a tunnel for climbing and a hill over the tunnel to roll and climb. There is a play centre for a swing and climbing.</p> <p>The second area is the tarmacadamed area to the side of the church which is used a few days weekly to allow for ride on toys, scooters, bicycles and tricycles to be used by the children.</p> <p>The registered provider of this part-time service has ensured that the outdoor space is suitable and safe, with one area secured. The enclosed area is accessed by secure gates.</p>
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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.

Requirement met:	The plan for food provision is that parents/guardians will provide both snacks for the children attending on a sessional basis and the snack and main meal for those attending part-time.
Requirement not met:	On the day of inspection, the healthy eating policy or the summary of same that is issued to the parents/guardians was not available. The service proposes that all food and nutrition is provided by parents and no guidance was available to indicate that parents have been made aware of the need to ensure adequate food is provided especially to those attending on a part-time basis.
Response from Provider:	The healthy eating policy has been received and indicates what is advised to parents/guardians on the foods and drinks to be provided in the service.
Summary Comment:	The requirements for this Regulation have been met.

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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.

Requirement met:

- There was access to a fridge in the entrance lobby for the room downstairs and in the lobby of the room upstairs, these were both accessible to the children and would ensure the safe storage of perishable items contained in children’s lunches.
- There was access to hot water, liquid hand soap and to paper towels at each of the children’s sinks.
- There were lidded pedal operated bins available for the disposal of the used paper towels in the toilets and in the care room beside the sink.
- There is no kitchen in the service.
- There were no full-length glass doors. The windows were secured with safety devices both upstairs and downstairs.
- Cleaning agents were stored out of the reach of children.
- The dedicated outdoor play area was fitted with fencing and with a gate to the front.
- The toys and equipment were free from pinch and crush points.
- The high shelving unit downstairs was built into the wall and could not be pulled down easily.
- There were no blinds on the windows and these were dressed in net curtains, no cords were in use for these.
- The stairs were enclosed by fire doors and covered in a surface suitable to ensure the safe evacuation of the children.
- There were no ponds, pits or other hazardous areas in the outdoor area.
- All electric cords and cables observed were in good condition.
- The fire exit doors were unobstructed. The doors were secured with thumb turn locks.
- The hot water in the sinks used by the children was recorded between 29.8 and 36.4°C.

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.*

Requirement met:

- (2) (a) There was a first aid box available in the care room, this was appropriately stocked and was accessible in the high press.
- (b) The first aid box was available in the care room.

Requirement not met:

- (1) None of the staff named as working in the service had up to date training in first aid. Not having staff up to date with first aid training may hinder the appropriate care given to children in the event of an accident or emergency.

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Response from Provider:	(1) Two staff have completed FAR first aid training. A receipt has been received as proof while awaiting certificates.
Summary Comment:	The requirements for this Regulation have been met.

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.

Requirement met:	The requirement has been met. (1) (a) The registered provider had a means identified on how all fire drills would be recorded. The fire assembly point was to the front of the building by the entrance gate. (b) The servicing of the firefighting equipment was last completed on the 23 rd of February 2023. The procedures to be followed in the event of a fire were displayed at the main entrance door.
Requirement not met:	(1) (b) The certificate for the fire alarm servicing was not available.
Response from Provider:	(1) (b) The certificate for the fire alarm has been received and the fire alarm had been commissioned on 19.06.2023 by a person certified to complete same.
Summary Comment:	The requirements for this Regulation have been met.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:	The requirement has been met. The insurance has been updated for the part-time service up to 27.03.2024 for 28 children.
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Part VII – Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,
- (b) safe and secure,

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- (c) kept adequately lit, heated and ventilated,
(d) cleaned, maintained and repaired, as required, and
(e) equipped with adequate and suitable sanitary facilities.

Requirement met:	<p>The requirements for this regulation have been met.</p> <p>(a) The premises is a converted two storey house that was formerly the parochial house. The building appeared to be of sound and stable structure.</p> <p>(b) There are two entrances to the building, the entrance to the right of the building will be used by the younger children accessing the downstairs rooms and the entrance to the left will be used by the children going upstairs to the upstairs care room. The designated outdoor space was secured by secure fencing and a secured gate, the tarmacadamed area was not secured but would be supervised appropriately as per the explanation of the registered provider.</p> <p>The doors to the service were secured with thumb turn locks and ensured that no child could leave the service and no unauthorised person could gain access to the premises.</p> <p>(c) The lighting for the downstairs care room was by covered fluorescent lights and with large windows windows. The upstairs room was also lit by fluorescent lights and large windows. The toilets were lit by fluorescent lights and through windows. This level of lighting would allow the children to carry out activities without shadows.</p> <p>The rooms were heated by oil fired radiators with the burner to the rear of the building. The radiators were controlled to temperatures below 50°C by reducing the controls, radiators varied between 40-46.7°C. The care room temperatures on inspection were 22.4 and 20°C respectively upstairs and downstairs. This would afford the children comfort when playing and doing activities.</p> <p>Ventilation was through openable windows throughout. The children’s toilets were ventilated through openable windows.</p> <p>(d) The premises was clean, well maintained and appeared to be in a good state of repair.</p> <p>(e) There were three children’s toilets and three wash hand basins. There was one toilet available for the staff. There were no nappy changing facilities.</p>
Requirement not met:	<p>(e)</p> <ol style="list-style-type: none"> 1. There was no wash hand basin available for the staff adjacent to the staff toilet. 2. The door on the adult toilet was not suitable, there was a gap at the bottom where children could look under and the height allowed for adults to look into the toilet, this would not afford the adult privacy while using the toilet. 3. The adult toilet did not have any mechanism to secure it when in use or to prevent the children from using it.
Response from Provider:	<p>(e)</p> <ol style="list-style-type: none"> 1. A wash hand basin has been provided for the adults upstairs. 2. The door to the adult toilet has been replaced with a full height door to ensure privacy for any adult using same.

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	3. A running bolt has been attached to the adult toilet door. Photographic evidence of the above has been received.
Summary Comment:	The requirements for this Regulation have been met.

Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*
- (4) *Where a registered provider contemporaneously provides—*
 (a) *a sessional pre-school service, and*
 (b) *a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).*
- (5) *A registered provider of a temporary pre-school service shall ensure that a minimum of 2 square metres of clear floor space is available for each child attending the service.*

Requirement met:	<p>(1) The registered provider has ensured adequate floor space is available to the children. Downstairs the space available measured: 31.29SqM Upstairs the space available measured: 24.07SqM.</p> <p>(4) (a) The registered provider has adequate space for the numbers of children proposed to attend the sessional service. (b) The registered provider has adequate space for the numbers of children proposed to attend the part-time service.</p>
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