

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CN005		
Name of Service:	Bailieborough Community Resource House		
Address of Service:	Drumbannon Bailieborough Co Cavan		
Eircode:	A82YN63		
Name of Registered Provider:	Brian Callaghan		
Service type:	Full Day		
Date(s) of Inspection:	09/01/2024		
No of pre-school children:	AM	27	PM 18
Address of the Early Years Inspectorate:	Family Resource Centre, Commons Road, Navan, Co. Meath		
Inspection undertaken by:	C Tunney, AM Cunningham		
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		

Description of service

Bailieborough Community Resource House is an Early Years' Service located within Bailieborough town. The service operates from 08.30hrs to 17.30hrs each weekday and provides sessional, part-time, and full day care to pre-school children aged from 1 year to 6 years. A school aged service is also provided. The service is conducted from a purpose built premises and consists of three care rooms on the ground floor level. Four outdoor play area are available of which two areas are accessible directly from the pre-school room.

Staffing

The service employs thirteen staff members of which ten staff work directly with pre-school children, a chef, a maintenance staff member, and a staff member assigned to school aged children are also employed. The registered provider is not service based, a manager and a deputy are responsible for the day-to-day management of the service.

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 and safety. Inspections may also focus on other areas as required.

These findings are outlined within the relevant regulation(s) within this report.

The scope of the inspection included, the Wobbler Room, Shooting Stars and the Butterfly Room in operation on the day of inspection.

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 manager, 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 manager was the person-in-charge when the inspectors arrived unannounced to the service. The registered provider has a named person who can deputise when required.

(b) Staff rosters and staff sign in records were available for inspection and indicated that the person-in-charge and/or the named persons who can deputise are on the premises during the hours of operation of the service.

(c) Staff members were aware of the management structure in the service, the lines of authority and accountability and the specific roles and responsibilities of each employee and unpaid worker.

(2) Thirteen staff files were reviewed.

(a) Eleven written past employer references were available and validated.

(b) In the absence of past employer references, 15 reference from a source other than an employer were available

(c) All staff files reviewed had the required garda vetting documents available for inspection.

(d) Police Vetting was not required as staff members had not lived outside the state for a period of more than 6 months.

(4) Ten staff members providing direct care to pre-school children had documentation to show that they held a major award in Early Childhood Care and Education at Level 5 or above on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

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 were an adequate number of adults working directly with the children attending the service.

(2) The following adult to child ratios were observed on the day of inspection:

- In the Wobbler Room there were 9 children, aged 1 year to 2 years 5 months, of which 5 children were attending on a full day care basis, being cared for by 3 staff members.
- In Shooting Stars Room there was 8 children ranging in aged between 2-4 years attending for part time / full time care being cared for by 2 staff members.
- In the Pre-school Room there was 10 children ranging in aged between 3-6 years, of which 5 children attended on a part time basis / full time basis and 5 children attended for a sessional service being cared for by 2 staff members.

(8) The registered provider ensured that there were always two adults on the premises when the service was in operation, as evidenced in the staff roster / staff sign in maintained in the service.

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

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

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

Compliance Information

Basic Needs

- The children's basic care needs were met on the day of inspection. Snacks were provided by the parents/guardians and consisted of small sandwiches, fruit and vegetable pieces. The service also provided snacks of toast/banana and grapes, a second snack of yogurt was provided to the younger children and dinner consisted of pasta bake. A menu plan was available for parents / guardians.
- The staff members were responsive to the children's individual needs and were familiar with their individual preferences.
- A curriculum statement including daily curriculum plan was displayed which provided a focus on the play themes facilitated in the pre-school.

Supporting Relationships

1. The staff members were observed to respond promptly to the verbal and non-verbal cues of each child. They were observed being kind and respectful to all children and addressed each child appropriately. Children were taken up and held to soothe them particularly when children were settling back into the pre-school.

2. A sense of identity and belonging for the children attending the service were observed. There was a family and birthday wall on display where children could refer to during the sessional service.
3. The pre-school is situated within the community, families were well known to the staff members and parents/ guardians were greeted warmly.

Part V - Care of Child in Pre-school Service

Regulation 21 – Equipment and materials

A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.

Compliance Information

The indoor environment was comfortable; the three care rooms were decorated with appropriate art material enhancing the environment for the children to attend. Play materials were suitable for the age and stage of development of the children such as arts and crafts, puzzles, dolls and prams, home corner areas, play shop, construction toys and book areas.

The play resources available to the children were accessible, organised in designated interest areas and stored on low level shelving. The children were able to select and replace items and materials of interest. The materials available were suitable for the age and stage of development of the children attending the service.

There were four outdoor play areas, two areas had an all-weather surfaced area, a small grass surfaced area for the younger children with a variety of play materials and a large grass surfaced area for the older children.

Non-Compliance Information

1. In Shooting Stars Room, a large empty wooden piece of furniture took up valuable space which otherwise was required to be used to enhance the home corner area.
2. In the Wobbler Room, clear floor space was not available to promote gross motor development as it was mostly covered in mats of different levels, therefore children's (aged between 1 year 1 month to 2 years 5 months) movements were unable to manoeuvre push along toys.
3. In The Wobbler there were an inadequate supply of age-appropriate tables and chairs, there was one small low table in the dining area of the Wobbler Room and. The children were placed in highchairs to facilitate a painting activity as there were no low tables and chairs in the room.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

1. Large wooden piece of furniture was removed from Shooting Star Room
2. Mats have been removed to allow clearer floor space to promote gross motor development.
3. Highchairs are only used during activities for the children that have just turned one year old and cannot sit independently (unaided) on chairs yet.

Preventative Action

1. Regular checks will be conducted and observations in rooms to ensure all storage units/furniture is being used and not taking up valuable floor space.
2. Observe room floor space regularly to make sure there is adequate clear space available to manoeuvre push along toys etc.
3. Children that can sit independent and unaided sit on low chair at the table during activities. Extra table and chairs are available when needed.

Summary Comment

The response from the registered provider has been accepted. The manager has satisfactorily addressed each non-compliance. Photographic evidence was submitted which included photographs of the Wobbler Room where children have clear floor space to push toys and promote gross motor development. Photographs of the extension of the home corner area following removal of a large piece of furniture. Regulation 21 has been addressed.

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 entrance door leading into the premises was appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- Fire doors throughout the building were unobstructed.
- Cleaning agents were stored safely out of the reach of children.

- Accidents and incidents were recorded and documented correctly.

Infection Control:

- Warm water, liquid soap and paper hand towels were provided to support effective hand hygiene in the sanitary accommodation in the service except as outlined below.
- The children were facilitated to wash their hands before eating and following personal care.
- The standard of cleaning throughout the pre-school was satisfactory. There was evidence that daily cleaning schedules were carried out effectively.

Administration of Medication:

- There was evidence that administration of medication was carried out correctly.

Safe Sleep:

- Four cots and 4 low beds were available to children for rest, and they were in good condition. Children were appropriately monitored, ten minutes sleep observations were carried out in relation to position, colour and breathing status and recorded. Systems were in place to manage linen appropriately.

Non-Compliance Information

General Safety:

1. In the Wobbler Room children were observed sitting / climbing onto an adult height two-seater sofa, which was too high and not age appropriate for the 1 year to 2 years 5-month-old children attending this room which posed a safety risk.
2. In the nappy changing room, the extraction fan was not working, an unpleasant foul odour was noted as there was no openable windows to promote air circulation.

Infection Control

3. A sufficient supply of warm water was not available at all areas of the premises to facilitate good hand hygiene. Warm water was not available at the nappy changing area which was an infection control risk and only a trickle of warm water due to poor water pressure was available at the Pre-School Room. This non-compliance only applied to one part of the premises.

4. In the Wobbler Room the draining board around the sink was used to store children's clean cups which posed an infection control risk as insufficient storage was available. There was a risk that dirty water could contaminate clean utensils as the sink was also used to wash dirty toys and dirty utensils.
5. A bottle of formula milk was left sitting on a draining board for more than the two hours (HSE Guidelines), which posed an infection control risk.
6. Soothers were noted lying loosely on a shelf which posed an infection control risk.
7. An effective system for cleaning soothers and mouthed toys was not in place which posed an infection control risk.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action:

General Safety:

1. Sofa height has been lowered and is more age appropriate for the children attending this room.
2. Extractor fan was replaced the following day 10/01/2024.

Infection Control:

3. Plumber replaced 3 temperature-controlled valves which fixed the water pressure in the taps.
4. Shelves above sink were emptied for storage of cups soothers etc and new shelves were put up for files, folders. Children's clean cups are now stored on high shelf above sink area and in cupboard beside the sink.
5. Manager discussed with staff about the importance of timing how long bottles of formula are left out of the fridge noting that over 2 hours the pose an infection control risk.
6. Soothers are labelled and stored in personalised containers when not in use.
7. Two Milton sterilisers were purchased one for soothers and other for mouthed toys.

Preventative Action:

General Safety:

1. A soft low level child size sofa has been added in the cosy area for the children and the children will be encouraged to avail of this soft seating.
2. Ensure extractor fans are checked regularly especially when we return from our annual breaks.

Infection Control:

3. Ensure temperature and pressure is correct in all taps regularly especially after our annual breaks. Staff will report to the designated person in charge if not correct.

4. Children's clean cups are now stored on high shelf above sink area and in cupboard beside the sink. Ensuring that the shelves are kept clean and neat allowing for storage of the children's cups and keeping draining board empty at all times.
5. Bottles of formula supplied by home are labelled with child's name and placed in fridge within the room.
6. More small containers were purchased for the use of spare soothers after being sterilised.
7. Manager spoke with the staff about the importance of washing soothers/mouthed toys in warm soapy water and sterilising them to eliminate the risk of infection.

Summary Comment

The response from the registered provider has been accepted. The manager has satisfactorily addressed each non-compliance. Documented and photographic evidence was submitted which included a contractor's work sheet, an invoice from work completed by a plumber and additional shelving to facilitate storage of children's utensils and staff files. Regulation 23 has been addressed.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

- (1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*
- (3) A registered provider shall ensure that-*
- (a) no person other than-*
 - (i) pre-school child attending the service,*
 - (ii) a person dropping or collecting such a child,*
 - (iii) an employee, or*
 - (iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*
 - (b) a daily record in writing is kept of the entry on the premises of any such person.*

Compliance Information

(1) A system was in place to record the arrival and departure times for each child attending the service daily. Children's arrival and departure times were documented in a roll book except as outlined below.

(3)(a) and (b) A system was in place to ensure that no person other than the children's parents / guardians, employees or authorised visitors can enter the pre-school. A visitor's book was maintained, there was evidence

that visitors were requested to record their attendance as the inspectors were requested to record their time of arrival and departure.

Non-Compliance Information

In the Wobbler Room nine children's attendance (present from 8.30am onwards) were not documented until 11.30am. This posed a risk of the children not being counted under the daily supervision routines or in the event of an evacuation emergency.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action:

Children were signed in on the signing in sheets but with the events of the inspection that morning there was a delay in documenting in the attendance register as inspectors were checking registers.

Preventative Action:

Manager spoke with staff about the importance of signing in children in the roll book as they arrive to avoid risk of them not being counted under the daily supervision routines or in the event of an evacuation.

Summary Comment

The response from the registered provider has been accepted. The manager has provided assurance that children's attendance will be recorded at time of entry to the service to avoid a safety risk to children. Regulation 24 has been 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) A staff member was trained in First Aid Response (FAR) and available to the children attending the pre-school service on the day of inspection.

(2) (a)(b) The first aid box available in the service was suitably equipped and stored in conspicuous locations on the premises and were available for the children in attendance, in the event

Non-Compliance Information

(1) There was only one staff member trained in First Aid Response (FAR) which was insufficient. This staff member was reported to work Monday to Friday 09:00hrs to 17.30hrs however there was a gap between 08.30hrs to 09:00hrs each day where a staff member trained in FAR was not available to the children attending the pre-school service in the event of an emergency.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

Staff member hours of work have changed from 08.30hrs to 17.30hrs so that there is a staff member trained in FAR is available in the event of an emergency.

Preventative Action

Far training is being organised for 4 more members of staff.

Summary Comment

The response from the registered provider has been accepted. The manager has provided assurance that a staff member trained in First Aid Response will be on the premises at all times as per regulatory requirements. Regulation 25 has been addressed.

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) A record was maintained of fire drills which had been completed in the service. The last fire drill recorded was dated 12/12/23.
- (b) A record was kept of the number, type and maintenance of the fire extinguishers and fire alarm in the premises, which were last serviced on the 22/11/23 respectively.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed on the premises.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The preschool children attending the service were adequately supervised at all times on the day of inspection.

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 that the pre-school service is adequately insured for 56 children, expiry date on the insurance certificate was dated 27/03/2024.