

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CN012
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Name of Service:	Busy Bees
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Address of Service:	Drumalt, Arvagh, Cavan, Co. Cavan
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Eircode:	H12 AY66
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Name of Registered Provider:	Edel McIntyre
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Service type:	Full Day
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Date of Inspection:	15/08/2024
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No of pre-school children:	AM	18	PM	15
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate Family Resource Centre, Commons Road, Navan, Co. Meath
Inspection undertaken by:	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
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Description of service

Busy Bees was established in 2002 and is a non-profit childcare service. The service provides sessional, part-time and full day care to pre-school children from 0 to 6 years of age. The service operates from 08:30- 18:15hrs each weekday. A service is also provided to school aged children. The service is located in a converted school building in Arvagh Co. Cavan. There are 2 playrooms in the service, namely the Baby Room and Preschool Room. A sleep room is located off the Baby Room. The service outdoor areas to the front and side of the service. There is an off-road car park to the side of the building for drop offs and pick-ups.

Staffing

There are 8 adults employed in the service who work directly with the pre-school children in the service. Additionally, there are 2 adults employed on community employment schemes and 1 adult employed for administration and 1 adult for cooking.

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 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

(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 named person to deputise as required.

(b) A designated person in charge was on the premises when the inspectors arrived unannounced to carry out the inspection.

Twelve staff files were reviewed which included 8 childcare staff, two adults employed under the community employment scheme, 1 administration staff and a cook.

(2) (a)&(b) Twenty-four validated written references were available either from a past employer or from a reputable source.

(c) Garda vetting disclosures had been obtained for all 12 staff member's staff which were all within the three-year requirement.

(d) Police vetting was available for 2 staff members who had resided outside the state for a period of more than 6 consecutive months as an adult.

(4) All childcare staff members had a major award in Early Childhood Care and Education at Level 5 and above on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

Non-Compliance Information

(2)(d) One staff member who lived outside the state for more than six consecutive months did not obtain police vetting.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The ancillary staff member is now in the process of obtaining her UK police vetting.

Ensure all police vetting where applicable is obtained before a staff member begins working in the service.

Summary Comment

The registered provider is awaiting police vetting from the staff member. This regulation remains outstanding.

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) On the day of inspection there were an adequate number of adults working directly with the children attending the service.

(2) On the morning of the inspection the following adult to child ratios were observed:

The **Baby** room had 8 children ranging in age from 9 months to 3 years being cared for by 2 staff. Six children attending full day care and two children attending part time. A third staff member joined the room at 12.15pm. The **Preschool/Afterschool** room had 14 children ranging in age from 3 years to 11 years. Ten children were preschool children, and four children were school aged being cared for by 3 staff. Nine children attending on full day care and 1 preschool child attending part time care.

(8) (a) According to the staff roster presented to the Early Years Inspectors after the inspection had commenced the registered provider ensured that 2 adults were present on the premises at all times.

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) The following observations were made on how each child's learning, development and well-being was facilitated within the daily life in the service:

Basic needs:

- The adults were observed promoting positive behaviour and supported children to find positive solutions when they experienced challenge in sharing play equipment and materials. In the Baby room any child who became upset were nurtured and cuddled until they settled. The children showed confidence around the staff members and sought out staff members for reassurance, comfort and support.
- Staff members were observed changing children's nappies regularly and in a timely manner with warm one-to-one interactions observed.

The older children were encouraged to become independent and self-caring, suitable to their age and stage of development which included using the toilet, hand washing, caring for their belongings and tidying away after activities and play.

- Children enjoyed outdoor time and staff sat on the floor with the younger children assisting them to complete activities and at story time. Transitions were handled smoothly with staff giving the children ample time to complete one activity before starting the next. The staff members sat and chatted with the children at mealtimes, helping the children when required whilst encouraging conversation and extending interactions.
- Some of the children in the Baby room availed of an early morning nap and children were placed to sleep during the day as required.

Supporting relationships around children:

- The service showed a positive regard towards the families of the children and family links were nurtured in the service with family photographs displayed on “The Family Tree’ in both of the care rooms.
- Nice warm interactions were observed between the children and staff.
- A written record was kept in the Baby room of nappy changes, sleep times, meals and issues pertaining to each child as occurred during the day and this information was passed on to parents or guardians when collecting their child at the end of the day.

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-

(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,

Compliance Information

(1)(b) Cosy areas consisting of mats and cushions were available if a child needed to take a break from activities and rest. Stackable beds were available if a child over 2 required sleep. One cot room within the Baby room was available for the children under 2 years with a total of 7 standard cots.

(3)(a) There were 3 outdoor spaces available. The older children used the grass and hard surface area which had a climbing frame and slide. Two areas were available fenced and with a soft surface for the younger children.

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 play materials and play equipment in the care rooms were visible and easily accessible to the children on open shelving at their height which supported children to have choices in selecting materials and equipment to play with. Tables and chairs in each room were appropriate to the age and stage of development of pre-school children attending the specific care rooms. The care rooms were well resourced and had areas of interest with supporting equipment which incorporated natural/sensorial materials, art and crafts and a range of suitable toys.
- Equipment in the outdoor areas included toy cars, ride on toys, rockers, climbing frame, wooden benches and building blocks, push/pull and ride on cars and trikes, a wooden play kitchen, blackboards, and balls.

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 had a 4-week menu plan with a selection of meals ranging from meat, fish and poultry with a variety of snacks. For the children attending the service on a full day care basis the morning snack was at 10am, which children take in from home. The main meal of the day was served at 12.30pm which was tuna pasta and garlic bread. Afternoon snack was at 15.30pm which children take in from home. Water was the drink of choice with individual bottles/cups for the children in the care rooms.

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 following safety measures were in place on the day of inspection:

- An outdoor risk assessment was conducted on a daily basis.
- All cleaning agents were stored out of reach of the children.
- All furniture and display units had a stable base with no risk of toppling identified.

Infection Control:

The following infection control measures were observed:

- The hand washing policy and nappy changing policy were implemented in practice with appropriate hand washing for staff and children at all times.
- The service was clean.

Safe Sleep:

Safe sleep practices were observed in the service as demonstrated by the following examples:

- Temperature of the cot room was maintained between 16 to 20⁰ C while children were sleeping.

Fire Safety:

The following fire safety measures were observed:

- Fire drills were conducted on a monthly basis.
- The emergency exit doors were unobstructed.

Non-Compliance Information

General Safety:

1. The large outdoor area was fenced, however the fencing had footholds that children could potentially use to climb and gain access on to the main road.
2. A door at the back of the service that staff use to enter and leave the building was unlocked and potentially a child could leave unsupervised, or an unauthorised person could gain access to the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. New mesh type fencing has now been added to the existing fence to ensure maximum security with no potential footholds available to the children. During daily risk assessments the fencing is to be checked to ensure no potential risk of the children climbing on it or across it. All staff made aware of this. As always, the children have been and will be encouraged not to climb on any fencing.
2. The back door is now locked at all times. All staff notified that this door is to be kept locked at all times and a sign is in place now stating so. Door check on a regular basis throughout the day to ensure it is locked- risk assessment.

Supporting documentation submitted

General Safety:

The registered provider submitted photographic evidence of the fencing carried out in the outdoor area. Photograph of the back door lock a to remind everyone to lock the door

Summary Comment

The response from the registered provider has been accepted to address the non-compliance in Regulation 23.

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) Records demonstrated that the date and time of attendance and departure in respect of each pre-school child is recorded on a daily basis.

(3)(a) All persons were approved by an employee prior to entry to the pre-school.

(b) Visitors are announced and approved by an authorised staff member on arrival, the visitors' details are entered into the visitors' book.

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 service provided evidence that a person had up to date First Aid Responders course and was available at all times to the children attending the pre-school service.

(2)(a) and (b) A suitably equipped first aid box was available and safely stored in the premises.

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 written record was available of the fire drills completed in the service. The last recorded fire drill took place on 29th July 2024.
- (b) A record was maintained of the mains powered smoke alarms and firefighting equipment on the premises. The mains powered smoke alarms were last serviced on the 9/10/2023. The firefighting equipment was last serviced on the 25/07/2024.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the premises.

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 service was adequately insured for 40 children at any one time attending for full day care. The policy showed that the service was insured from 28th March 2024 to the 27th March 2025.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-
(e) equipped with adequate and suitable sanitary facilities.*

Non-Compliance Information

(e) The toilet available to the children in the Baby room was situated within the nappy changing area with no partition or doors separating the two areas to ensure privacy. Children were observed using the toilet as nappy changing was in progress.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

This toilet is no longer in use as it is for the children who are toilet training only. All children presently in this room are in nappies. These children then move up to the pre-school room in Aug/sept time.

Ensure all sanitary facilities are always private. A review of the toilet will take place if this is used again.

Supporting documentation submitted

Evidence of children who are toilet trained moved up to the next room submitted to the Inspectorate.

Summary Comment

The registered provider has addressed the non-compliance identified on the day of inspection and has given assurances of this toilet area not been used. The registered provider is aware of the requirements if this changes and the toilet is required.