

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015CN023
--------------------------	-------------

<b>Name of Service:</b>	Happy Days Childcare Services Ltd
-------------------------	-----------------------------------

<b>Address of Service:</b>	17 Fairgreen, Belturbet, Co. Cavan
----------------------------	------------------------------------

<b>Eircode:</b>	H14 DH56
-----------------	----------

<b>Name of Registered Provider:</b>	David Coyle
-------------------------------------	-------------

<b>Service type:</b>	Full Day, Part Time, Sessional
----------------------	--------------------------------

<b>Date(s) of Inspection:</b>	26/06/2023
-------------------------------	------------

<b>No of pre-school children:</b>	AM	13	PM	13
-----------------------------------	----	----	----	----

<b>Address of the Early Years Inspectorate:</b>	Family Resource Centre Navan Co. Meath
<b>Inspection undertaken by:</b>	C Tunney and AM Cunningham
<b>Title:</b>	Early Years Inspectors

### 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).

<b>Conditions if applicable</b>	Not applicable
---------------------------------	----------------

### Description of service

Happy Days Childcare Services Ltd is a community-based childcare facility located in a housing estate in Belturbet Co. Cavan. The childcare service provides full day care, part time and a sessional service to children aged from 1 year 6 months to 6 years and school aged. The service participates in the Early Childhood Care and Education (ECCE) scheme. The service operates from 08:00am-18:00pm Monday to Friday. There are three pre-school rooms (Busy Bees Room, Sunshine Room, Butterflies Room) located in a two-storey building with one additional care room (Little Stars Room) and a sleep room located in a prefabricated building to the rear of the service. An outdoor play area is located to the front, rear, and side of the pre-school with on street parking is available to the front of the building.

### Staffing

There are 16 adults employed, of which there is 1 manager, 1 deputy manager, 9 childcare staff members, 3 school aged childcare staff, 1 admin development officer, 1 cook and 1 CE admin staff member. The registered provider is not centre based.

### 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.

The scope of the inspection included the three pre-school rooms in operation, Little Stars Room (toddler room) Sunshine Room and the Butterfly Room.

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 inspectors wish to acknowledge the cooperation of the 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.*

*(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:*

*(a) the policies, procedures and statements of the service specified in Schedule 5;*

### Compliance Information

(1)(a) and (b)

The registered provider had identified a manager and a deputy to deputise as required. The manager was present on arrival of the inspectors and remained throughout the period of inspection.

(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) The manager confirmed 18 staff members were employed in the service. These files were inspected.

(a) Twenty-one validated past employers' references were available.

(b) In the absence of past employer references fifteen references from a source other than an employer were available.

(c) Garda Vetting was available in respect of the 18 staff members.

(d) Police Vetting was available in respect of three adults who had lived outside the country for more than 6 months.

(4) Nine staff members who provide direct care for pre-school children hold at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework.

(7) A copy of the policies and procedures of the service were available in hard copy for the attention of staff members as specified in schedule 5. There was evidence that induction of new staff is carried out. A system was in place “Think it out Thursday’s” where staff members have the opportunity to discuss what went well during the week, and suggestions to make any issues discussed better. Plans for “In House” training was available which will be carried out on an ongoing basis throughout the year.

## Non-Compliance Information

(d) Police Vetting was not available in respect of one adult who had lived outside the country for more than 6 months.

Police vetting available for one staff member was not translated into English to help determine its validity.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

#### Corrective Action

- Police vetting for a member of staff was sought who had lived outside the state for more than six months.
- A copy of German police vetting has been translated by an independent person and submitted to the inspectorate for review.

#### Preventive Action

All members of staff will be required to have police vetting from abroad before commencing work in Happy Days. In future all police vetting from abroad will be translated by an independent person before the member of staff commences work.

### Supporting documentation submitted

Police Vetting form translated into the English language was submitted

## Summary Comment

The response from the registered provider has been accepted. The registered provider has provided assurance that staff members who have lived outside the state for more than six months will be Police Vetted going forward. Regulation 9(d) has been addressed.

### 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

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

(2) The adult to child ratios were correct in the service when the inspectors arrived.

The following adult to child ratios were observed as follows:

- **Little Stars Room:** One staff member cared for 4 pre-school children (aged between 2 years 4 months to 2 years 6 months), of which the 4 children attended for full day care.
- **Sunshine Room:** Two adults cared for 4 pre-school children, (aged between 2 years 6 months to 3 years) of which the 4 children attended for full day care.
- **Butterflies Room:** Three staff members cared for 5 pre-school children (aged between 3 years to 5 years), of which the 5 children attended for full day care.
- **Busy Bees Room:** Closed.
- **Afterschool Room:** One staff member cared for 4 school aged children.

(8) Two staff members were present, at all times in the service as required by Regulation 11 (8). Evidence noted from examination of the staff roster record and staff attendance records.

### 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:*

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (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.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premise.*

#### Compliance Information

The registered provider ensured that a record in writing was kept of the information pertaining to Regulation 16 as outlined in 16 (a) to (k). Staff records were organised and a file available for each staff member. Records in respect of medication, accidents and incidents viewed were available and recorded correctly.

(3) The records were open to inspection by an authorised person. All documents requested by the inspectors were made available.

### 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.

#### Compliance Information

##### Basic Needs:

- The care needs of children were met on the day of inspection. In the Little Stars room (toddler room) the children enjoyed appropriate activities such as sand play, colouring, singing and free play time. Snack and dinner were delivered to the care room which was freshly prepared by the cook. Snack consisted of rice cakes, cheese, and fruit pieces. Dinner consisted of chicken goujons, potatoes, carrots, and gravy. Children were encouraged to self-feed and assistance was given where required. Drinks were available and accessible to the children as they were placed at low level.
- In Sunshine Room and Butterfly Room, the children also enjoyed their snack and dinner prepared by the service.
- The children's personal care was attended to, hand hygiene was undertaken according to recommended practice. Nappy changing occurred in a timely manner and staff members were observed engaging in one-to-one interactions with the children when they were changing their nappies. The staff members were observed to be responsive to the children's cues that they needed to use the toilet/toilet training and were observed providing assistance as required.
- In Little Star's Room children's sleep requirements were managed according to their needs, such as two children availed of sleep on low beds and when they required it.

##### Supporting Relationships

- Staff interactions observed were appropriate. The staff members were observed to be caring and attentive to the children and were responsive to the children's individual needs and preferences. Activities were child centred and age appropriate. The children had opportunities to engage in sand play, colouring and play dough and the staff engaged in play with the children as required.

Children in the Sunshine and Butterfly room also enjoyed outdoor play, art activities and some free play. Staff members facilitated child led play and engage appropriately with them. Outdoor play was encouraged. The children in the Butterfly Room went on an outing and children in the Sunshine Room also went off the premises for a walk.

### Assessment and Planning

- There was evidence of curriculum planning. Learning journals with a chronicle of activities carried out throughout the year were available which acknowledged the children's work. Activities were child centred and age appropriate such as sand play and painting in Little Stars. Additionally, there was a pictorial image for the children explaining the main daily activities which could help a child who was settling into the room. There was evidence that specific themes were facilitated such as Africa Day and Fire Station with pictures of the work done.

## 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 children had safe uncluttered floor space to explore and move around unhindered by furniture. There was a variety of material available in all rooms such as musical instruments, sand tray, construction table with support equipment, rest areas with books, sensory bottles and dress up clothes.
- In Sunshine and Butterfly Rooms there was age-appropriate furniture to facilitate mealtimes and tabletop activities. The play materials were displayed at child level which facilitated child directed play. The resourced designated play areas included home corner areas with support kitchen material, construction areas with cars, trucks, tabletop activities, and arts and crafts areas with painting, colouring opportunities and areas for storytelling and quiet time. The play materials and equipment were stored on low-level shelving to facilitate the children to select and replace items of interest independently. Play materials were suitable for the age and stage of development of the children in these care rooms.
- The outdoor areas supported a range of physically active play including running and climbing. Play materials included slides, climbing frames, kitchen areas with support equipment for messy play.

### Non-Compliance Information

In Little Stars Room, the design, organisation and resourcing of the play environment did not support each child's (aged between 2 years to 3 years) wellbeing, learning and development such as:

- The layout of the designated play areas was inadequate.
- The play material was not visually arranged to engage young children attending in spontaneously play.
- Play material such as dress up material were stored in a container that was difficult for the children to engage with independently.
- The container where soft toys were stored was overflowing, the containers were heavy and too difficult for the young children to manage themselves.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

##### **Corrective Action**

On the day of inspection, the room was unorganised as the staff had decided to rearrange the layout of the room (had begun the Friday before). Staff in the Little Stars room had been organising a new layout. They now have designated play areas. Our better start mentor has made a number of suggestions which we will take on board. (Photographs will be sent on of our new layout).

More toys have been made visible so that children can see them. This will support spontaneous play.

Dress up materials are no longer stored in a container. Instead, they are on hooks suitable for toddlers. (photographs will be provided)

Containers that store toys have had toys reduced so that they are not too heavy for the children to manage. Toys are stored and will be rotated regularly.

##### **Preventive Action**

Service will ensure materials are always visible to the toddlers and stored correctly.

Dress up will be rotated (and always visible on dress up hooks).

The room layout will be changed one area at a time instead of the whole room.

Containers will only be half full to ensure they are not too heavy for the children.

#### Supporting documentation submitted

Photographic evidence submitted.

### Summary Comment

The response from the registered provider has been accepted. Photographic evidence submitted include eleven photographs of the general environment which demonstrates the improvements made to the play environment to support's each child's wellbeing, learning and development. Designated well-resourced play and rest areas have been revised with positive effect. Such as, a construction area, tabletop equipment, a sensory area (water play), art's n crafts, musical area with a rug to sit on, and book area an area where the children can go to relax. A variety of textures, colours were used to enhance a child centred ambiance and approach in the room which includes a Family Wall. Regulation 21 has been addressed and will be reviewed at the next inspection.

### 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 registered provider ensured all reasonable measures were put in place following reopening of the service to safeguard the health, safety and welfare of children attending such as;

##### General Safety

- The premises were appropriately secured to prevent pre-school children from exiting unsupervised and restrict unauthorised persons from gaining access to the pre-school.
- The kitchen was inaccessible to the children.
- Cleaning agents were stored out of reach of children.
- Children's attendance was recorded correctly, a staff roster was available, and staff recorded their attendance on a daily basis.

##### Infection Control:

- Hand washing was carried out as recommended, children were encouraged to be independent, and assistance was given as required.
- Prior to the children's meals, tables were cleaned.
- The nappy changing procedure was carried out appropriately.
- Warm running water was available in the children's sanitary areas in the main building, along with a supply of liquid soap, paper towels and foot operated bins.

### Administration of Medication:

- Medication records reviewed were recorded according to the service medication policy.

### Safe Sleep:

- In the sleep room attached to Little Stars Room cots and mattresses were maintained in a proper state of repair. Ten-minute sleep observations were recorded on children sleeping which included, position, colour and breathing patterns. The atmosphere supported restful sleep and children who no longer required a daytime nap were offered alternative activities. A system was in place in relation to the management of bed linen.

### Non-Compliance Information

#### Infection Control:

1. In Little Stars Room, warm running water was not available to facilitate nappy changing and good hand hygiene.
2. The standard of cleaning in Little Stars Room was unsatisfactory such as:
  - The children's play material such as soft toys were visibly stained and unclean.
  - The soft wipeable mat where the children sit, and rest was unclean.
3. Soother management was not carried out satisfactorily as soothers were not first washed in warm soapy water before been sterilised.

#### Safe Sleep:

4. A staff member did not remain in the sleep room at all times, to supervise the two children sleeping on low beds which posed a safety risk.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### Infection Control:

#### Corrective Action

1. The plumber was contacted the afternoon of the inspection. He called that evening and fixed the issue of water temperature in the Little Stars room. Photographic evidence of water temperature was sent to the inspector the next morning.
2. Staff have been reminded of cleaning procedures. Staff in the little stars room have done a deep clean. Toys have been washed and those that couldn't be saved have been disposed of. Weekly cleaning sheets are being completed and checked by management.

The staff have done a deep clean on the wipeable mats (This will be done daily).

- All staff have been reminded to follow policy and procedures. It states that soothers will be washed in warm soapy water and then sterilized.

### Preventive Action

- In the future the temperature of water will be checked before the plumber leaves. Staff have been reminded to let management know early in the day of any problems.
- Little Stars staff will follow their room cleaning rotas. This will be checked regularly by management.
- Reminder signs have been placed in the Little Stars room. One beside the steriliser and another where the soothers are stored. All staff will read policies and procedures in relation to soothers.

### Safe Sleep:

#### Corrective Action & Preventive Action

- Amendments have now been made and a staff member stays in the sleep room with children on low beds. Staff member stays in sleep room to supervise children on low beds.

#### Supporting documentation submitted

- Photographic evidence submitted include evidence that Little Stars room and play material are clean.
- Cleaning rota submitted.

### Summary Comment

The response from the registered provider has been accepted. Photographic evidence demonstrates the improvements made to prevent the risk of cross infection. The registered provider has also provided assurance that a staff member remains in the sleep room to supervise and monitor children sleeping on low beds. Regulation 23 has been addressed and will be reviewed at the next inspection.

### 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 record was kept of each child's time of arrival and departure on a daily basis by the staff members.

(3) 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 name, their contact number, the reason for entry and their check in and out times.

### 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 ensured that a person who held in-date First Aid Response (FAR) training was at all times immediately available to the children attending the pre-school service. Six staff members had valid FAR training.

(2)(a) and (b) The first aid box was suitably equipped and safely stored in readily accessible positions in the care rooms out of the reach of children.

## 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 record was maintained of all fire drills which had been completed in the service. Fire drills were carried out monthly. The last recorded fire drill took place on 25<sup>th</sup> May 2023.
- (b) A record was kept of the number, type and maintenance of the fire extinguishers and smoke alarms in the premises, which were last serviced February 2023 and 14<sup>th</sup> June 2023 respectively.
- (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 63 children at any one time. The expiry date on the insurance certificate was 27<sup>th</sup> March 2024.