

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015CN055
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Name of Service:	Small World Day Care
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Address of Service:	Gortnashannon, Crossdoney, Co. Cavan
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Eircode:	H12 K718
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Name of Registered Provider:	Sharon Kilkenny
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Service type:	Full Day, Sessional
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Date(s) of Inspection:	19/07/2023
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No of pre-school children:	AM	22	PM	21
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Address of the Early Years Inspectorate:	Family Resource Centre, Commons Road, Navan, Co. Meath
Inspection undertaken by:	C Tunney
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

Small World Day Care is a privately operated Early Years' Service located in a rural area in Co Cavan, in operation since 2003. The childcare service provides full day care, part time and a sessional service to children aged from 1 year to 6 years. The service operates from 8am- 5.50 pm Monday to Friday and participates in the Early Childhood Care and Education (ECCE) scheme. The premises is comprised of 3 separate detached single storey purpose-built buildings, of which two rooms were in operation on the day of inspection. A large grass surfaced outdoor play area was located to the rear of the pre-school.

Staffing

Six staff members including the registered provider are employed in the service. The registered provider is the designated person in charge.

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 two pre-school rooms in operation on the day of inspection were inspected.

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 registered provider 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) The registered provider was the designated person in charge and had identified a named person to deputise as required.

(b) The designated person in charge was present on arrival of the inspector.

(c) There was a clear management structure in place evidenced by the relevant records available and from speaking to staff members in relation to the service provision.

(2) Files in relation to the six staff members employed in the service were examined.

(a) Five written past employer reference were available and validated.

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

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

(d) Not applicable as the adults had not lived outside the state for a period of more than 6 consecutive months.

(4) The six staff members held a major award in Early childhood Care and Education at Level 5 or higher on the National Qualification Framework.

(7) (a) There was evidence that staff members received appropriate supervision and training, a training record was available in each staff file. Two staff members due to commence work were included in scheduled staff training in July, prior to their induction. Staff meetings are held, and staff in each room meet as a group on a regular basis to discuss “what is working well and what needs to be reviewed”. Staff are also given the opportunity to review the service policies and procedures.

Part III – Management and Staff

Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

Compliance Information

(1) There was an adequate number of adults 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:

- **The Baby/Waddler Room**: Two adult's cared for 8 pre-school children, (aged between 1 year to 2 years) of which the 8 children were attending for full day care.
- **Pre-School Room 1**: Closed for the Summer
- **Pre-School Room 2**: Two staff members cared for 14 pre-school children (aged between 3-6 years), of which 14 children were attending for full /part-time day care.

(8) Two staff members are present, at all times in the service as required by Regulation 11 (8) as evidenced from examination of the staff roster and staff sign in.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child's registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (c) an authorised person.*

Compliance Information

15(a) The registered provider ensured that records relating to each child as specified in Regulation 15 (a) to (j) were available.

(c) Records were available and open for inspection by an authorised person; twelve children's records were inspected.

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.*

Compliance Information

- (1) Records were available as specified by Regulation 16 (a) to (k) in relation to the service. These records were available in folders such as policies and procedures or displayed on the noticeboard for the attention of staff and parents/guardians.

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 children's care needs were attended to. Children appeared familiar with hand hygiene routines which were carried out at recommended times, prior to mealtimes and following personal care and outdoor play. The children were supported to be self-caring, suitable to the age and stage of development, including hand washing, toileting and caring for their belongings.
- Nappy changing occurred regularly and in a timely manner and a staff member was observed engaging in warm one to one interaction with the children when changing their nappies. The staff members were observed to be responsive to the children's cues that they needed to use the toilet and were observed gently reminding children at times and providing assistance when necessary.
- Individual child-led sleep routines were facilitated in the Baby/ Waddler Room and all children who required sleep or showed signs of tiredness were promptly facilitated to sleep during the inspection. An older pre-school child who still availed of a day-time nap was facilitated to sleep on a sleep mat set up on the floor of the Baby/ Waddler Room after dinner.
- Rest areas were available in all rooms for the children to avail of quiet time.

Supporting Relationships:

- Positive engagement between the staff members and children were noted. The staff members were kind and used age-appropriate soft tones, used the child's individual names, and engaged respectfully with the children. The children were noted to interact comfortably with the staff members and sought out staff for attention and support as required. The staff members encouraged the children in their play choices and engaged in play with them as appropriate. A key worker system was in operation.
- The staff members were attentive to the children and were familiar with each child's preferences.

- Transitions are clearly announced and signalled by staff which helped the younger children to manage their day. During the period of inspection, the children engaged in play with the staff members in the indoor environment only.

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 19 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.

Compliance Information

- (1) (a) Adequate facilities were available for the children to play indoors. The Baby/Waddler room was large and divided into two separate spaces, which allowed the older children in the room to explore additional play materials suitable to their age and development. Designated well-resourced interest areas in all rooms were noted which provided interesting and challenging play experiences for the children attending the pre-school. Additionally, there was adequate furniture such as appropriate child size tables/chairs/ highchairs and play materials available. There were appropriate facilities for the staff members to carry out care routines.
- (b) A large grass surfaced outdoor area was available, divided into two separate spaces for the children to play and explore in the outdoor environment.

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

(1)(a) There was adequate and suitable furniture and play equipment and materials available to support play experiences both indoors and outdoors in the service.

- Tables and chairs in each room were appropriate to the age and stage of development of pre-school children attending the specific care rooms. Highchairs were in good condition.
- Play materials and play equipment in the Baby/Waddler Room and the Pre-school Rooms were visible and easily accessible to the children on open shelving at their height. Play materials and equipment were laid out in interest areas including home areas, construction zones, arts and crafts areas and reading/relaxation areas. A wooden boat in the pre-school room provided lots of fun. A recent theme included “doctor’s surgery” which was developed with the children imaginatively.
- A suitable range of books were available in the care rooms.
- Children’s artwork was displayed on the walls including birthday walls.
- The outdoor play areas were equipped with age-appropriate play materials and equipment to facilitate the children to engage in energetic play and physical activity. A shed was available to store play materials in inclement weather.

(b) Adequate facilities for rest were provided in the service for the number and age range of children attending. A small sleep room was provided which was adjoined the Baby/Waddler Room and contained 2 standard cots, in use for children under 2 years on the day of inspection. The cots were observed to be in good condition with appropriately fitting safety mattresses. Children aged 2 years and older slept on sleep mats on the floor of the Baby/Waddler Room and suitable rest areas with floor mats, should a child need to rest or take a break from activities during the day.

(3)(a) There was a fully enclosed outdoor play area provided for the children attending the service. The enclosed area accessed directly from the care rooms. Play material was stored in the shed, a wooden bridge, sand trays were also available.

Play equipment included a wooden climbing frame with a raised standing platform and swings and slide attached and a wooden playhouse. A small concrete surface circle area was available for children to ride their bikes.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

- The service provided morning and afternoon snack and evening tea. Dinner was provided by an outside catering company. Morning snack for the children in the Baby/Waddler Room consisted of raisins, cheese, grapes and bread sticks. The older children received strawberries, apple, bread sticks and small sandwiches. Dinner was provided by an outside catering company and consisted of potatoes, meat and vegetable served in an age-appropriate consistency. The staff members sat with the children during snack time / dinner and was attentive to their needs; conversations and interactions between the children and the adults were observed to be playful. Drinks were stored at a low level in the Pre-school Room and the children could access their drinks as they wished. A menu was displayed for the attention of parents/guardians.

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 gates and the entrance doors leading into the premises were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- Cleaning agents were stored safely out of the reach of children.
- Daily risk management checklists for the indoor and outdoor area were available.
- The kitchen was not accessible to the children as it was based away from the pre-school rooms.
- A designated First Aid Officer, Health & Safety Officer and a Fire Evacuation Officer was identified.

Infection Control:

- Warm water, liquid soap and paper hand towels were provided to support effective hand hygiene in the sanitary accommodation in the service.
- The children were facilitated to wash their hands before eating, after using the toilet, after nappy changing and following messy play and outdoor play.
- Soothers were labelled and stored in personalised containers when not in use. Mouthed toys were placed in a container after use, washed and sanitised appropriately.
- The premises, play equipment and materials were in a clean and hygienic condition.
- Up to date documented cleaning schedules were on display in the service including cleaning checklists and sanitary check lists. The managers check lists were also available.

Administration of Medication:

- The medication administration forms maintained for children who had received medication in the service were accurately completed, demonstrating safe practice. The forms included signed parental consent for the administration and signed by the children's parent or guardian on collection to document that they were aware of when and what medication was administered to their child over the course of the day.

Safe Sleep:

- Sleep checks were carried out and documented at 10 minutes intervals on all sleeping children, noting each child's position, colour and breathing pattern.
- Staff members were aware of the safe sleep temperature range of 16 - 20°C. which was monitored and recorded on a sleep observation sheet.
- Adequate space was left between the two cots in the sleep room and also between the sleep mat and a cot positioned in the Waddler section of the Baby/Waddler Room.

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.

Compliance Information

A record was maintained which documented details of children's daily attendance in the service which was maintained in both care rooms. 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, the inspector was requested to record her arrival and departure 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. Certificates were available to demonstrate that five staff members had up to date training in First Aid Response.

(2)(a) and (b) The first aid boxes were 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) A record was maintained of fire drills which had been completed in the service. Based on the records maintained and as reported by staff members, fire drills were carried out monthly with the most recent fire drill recorded as having taken place on 12/06/2023.
- (b) A record was kept of the number, type and maintenance of the fire fighting equipment and smoke alarms in the premises. The fire extinguishers and smoke alarms were certified as having been serviced on 27/03/2023.
- (4) Notices of the procedures to be followed in the event of a fire were conspicuously displayed in 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 registered provider ensured that pre-school children were supervised at all times, observed 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 54 children, expiry date on the insurance certificate was dated 27/03/2024.