

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015CN057
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<b>Name of Service:</b>	Sticky Fingers Montessori and Daycare
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<b>Address of Service:</b>	Millview, Moynehall, Cavan, Co. Cavan
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<b>Eircode:</b>	H12 D780
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<b>Name of Registered Provider:</b>	Lorraine Heaslip
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<b>Service type:</b>	Full Day, Sessional
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<b>Date(s) of Inspection:</b>	14/02/2024
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<b>No of pre-school children:</b>	AM	26	PM	13
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<b>Address of the Early Years Inspectorate:</b>	Family Resource Centre, Common's Road, Navan, Co. Meath
<b>Inspection undertaken by:</b>	C Tunney, 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
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### Description of service

Sticky Fingers Montessori & Day Care is a privately operated Early Years' Service located in Cavan town, in operation since 1997. The childcare service provides full day care, part time and a sessional service to children aged from 2 years 6 months to 6 years. The service operates from 8am-6pm Monday to Friday and participates in the Early Childhood Care and Education (ECCE) scheme. The childcare service comprises of two pre-school rooms, of which, the Beaver Pre-school Room is in the main building and the Raccoon Pre-school Room is located in a prefabricated building to the rear of the pre-school. A Perspex enclosed area connects the two buildings. An outdoor play area was located to the back of the pre-school and consists of a grass and decking area and a hard surfaced area to the front of the pre-school is also available.

### Staffing

Four staff members are employed in the service including the registered provider and deputy manager.

### 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 regulations within this report.

The scope of the inspection included the two rooms called The Beever Room and the Raccoon 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 inspectors wish 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.*

### Compliance Information

(1) The registered provider was the designated person in charge and a named person to deputise was identified.

(b) The registered provider remained in the service for the duration of the inspection.

(c) Staff members were aware of the management structure which was displayed for staff/parents' attention.

(2) There were four staff members employed in the service and these files were inspected. A staff member is employed under the Access and Inclusion Model (AIM). Additionally, a TY student was present on the day of inspection.

(a) Five past employer references were available and verified by management in relation to the staff member

(b) In the absence of past employer references, three references from a source other than a past employer were available and verified by management.

(c) Garda Vetting was available in respect of the four staff members and within three years as per the Regulatory notice.

(d) Police vetting was available in respect of one staff member who had lived outside the state for a period of more than 6 consecutive months.

(4) The staff member held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework.

### Non-Compliance Information

(2)(a) Two references were not available in respect of the transition student as required.

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

#### **Corrective Action:**

(2)(a) Transition year student brought her references when returning on Monday 19th March 2024 and were verified on that date.

### Preventive Action:

All staff are notified to remind students for the need for references before their work experience commences. we have also mentioned it to the school that two references should be part of their application for work experience going forward.

### Summary Comment

The response from the registered provider was accepted. Assurance has been given that all staff including students will have vetting carried out before they commence in the pre-school. Regulation 9 (2) (a) 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

(2) The adult to child ratio was correct except as outlined below, three staff members were present who cared directly for 26 children, of which 13 children attended for full day care. Additionally, a transition year student was present.

- The **Beaver Room**: One adult cared for 11 children aged 3 to 6 years of which, 7 children attended for full day care. Additionally, one transition year student was also present.
- The **Racoon Room**: Two adults cared for 15 children aged 3 to 6 years, of which, 6 children attended for full day care.

## Non-Compliance Information

(1) The registered provider did not ensure there was an adequate number of staff present at all times as per regulatory requirements. On the day of inspection thirteen children were present between 08:00HRS to 08.45HRS, one staff member was recorded as been present. Two staff members were required.

(8) Two adults were not present on the premises at all times confirmed by the staff attendance and children's attendance records.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective Action:

(1) We will be more vigilant in ensuring staff sign themselves in and out on arrival and departure, as this was the issue that resulted in records showing that there was only one member of staff present between 8:00am and 8:45am when in actual fact two staff were present

(8) Two adults were actually on premises; however, it did not reflect this on our records unfortunately.

### Preventive Action:

(1) All staff are prepared to check each other's actions/ records to prevent this non-compliance reoccurring.

(8) At least two adults are scheduled to be on the premises at all times, in particular early morning and late evening.

## Summary Comment

The response from the registered provider has been accepted by the inspectorate. The registered provider has provided assurance that an adequate number of staff will be always on the premises. Regulation 11(1) and (8) has been addressed and will be reviewed at the next inspection.

### 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;*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

#### Compliance Information

(1) Records were available as specified by Regulation 16 (1)(a)(b)(d)(e)(f)(g) and (h) in relation to the service except as outlined below.

(3) Records were open to inspection by an authorised person. All records requested by the inspector were provided.

#### Non-Compliance Information

(h) A staff roster was not available for the week dated 12<sup>th</sup> to 17<sup>th</sup> February to ascertain the names of the staff members expected to be present in the service. Additionally in the Beaver's Room, on reviewing the staff attendance record book, there was no staff signatures recorded for Tuesday 13<sup>th</sup> February and Wednesday 14<sup>th</sup> February to confirm the name of the staff members who cared for the children on those dates.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective Action

(16)

(h) the staff roster was sent in to Tusla the following day (by email) as it was present on the computer. wi-fi printer was out of order.

We updated 13/3/24 and 14/3/24 staff attendance book to date according to our roster.

### Preventive Action

(h) Problems with the Vodafone wi-fi and printer have been addressed.

We realise the importance of being more vigilant in ensuring staff sign themselves in and out on arrival and departure.

### Supporting documentation submitted

A sample roster was submitted which demonstrated an adequate number of staff were scheduled to be present on the premises at all times.

## Summary Comment

The response from the registered provided has been accepted. Regulation 16 has been addressed and will be reviewed at the next inspection.

## 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 Care

- During the period of inspection, the children received adequate care and attention which facilitated the children to learn, play and develop.
- The children were observed enjoying their snack at suitable tables on a rolling lunch basis which meant the children decided when they wanted to have a snack. Children were confident in making decisions about lunch and helping each other at the table. Two children usually take lunch together and having opportunities to promote conversation. Small healthy snacks were noted such as small sandwiches, fruit pieces and cheese sticks. Dinner was sourced from an outside company which consisted of Chilli Con Carne with rice and sweetcorn.

#### Supporting Relationships

- Positive engagement between the staff members and children were noted. The staff members used age-appropriate soft tones, addressed each child individually and spoke at their level. The staff members were kind, warm tones were noted as staff spoke to children. The inclusion policy was evident in practice in the service. The children were observed playing in small groups/alone and were supported with their play choices such as, they had the choice to engage with group activities or not. The children appeared comfortable with the predictability of their daily routine. On arrival of the inspectors the children were engaged in the theme of “Valentine’s Day”, which was noted in the red ambient coloring in the two care rooms. Children were engaged in developing their own cards for their parents. The documented February curriculum and the children’s emergency interest board both supported planning of daily activities and planning children’s individual interest area. There were stickers beside each child’s name of activities they wished to complete such as “fold paper”, “how to complete a 24-piece puzzle independently” and how to make “colour patterns”. Children were observed playing in small groups and engaged in card making promoting friendships. The staff member also facilitated a singing session where the children felt comfortable singing solo. Children’s work was also acknowledged, staff were overheard saying “that was a great effort”, “you have done a great job cleaning the room”. The child was delighted by the confirmation.

## Part V - Care of Child in Pre-school Service

### Regulation 20 – Facilities for rest and play

*(1) Subject to this regulation, a registered provider shall ensure that-*

*(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*

*(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*

*(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that-*

*(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises,*

### Compliance Information

(1) There were adequate and suitable facilities for children to play indoors. A variety of textures and materials were available to support the children's choice of play. There were resourced designated interest areas. There was a rest area for the children to avail of quiet or rest time in each room and low beds were available in the event that a child required rest. Children did not avail of sleep on the day of inspection.

(3) A large secure outdoor play area was available, which was divided into three sections to support the age and development of the children attending.

## 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 pre-school rooms contained defined interest areas to support the children’s welfare and development. The defined interest areas were displayed at eye level to the children and play materials were accessible to promote independent access by children as they could select and replace items of interest.
- In both the Racoon Room and the Beaver Room, the resourced interest areas included a construction area with cars/trucks, home corner area with support material, dolls house with support equipment, small animal area, puzzles, blocks, arts and craft areas and book areas.
- Evidence of curriculum planning was available in both rooms, for example Valentine’s Day bunting, and red colouring paper for artwork. A spring theme was also evident by the children invited to engage with planting strawberries and where they will review the plants progress over the coming weeks.
- A timetable was available to assist younger children to follow the routine.
- The Perspex enclosed area included a climbing frame, ride on toys, home corner area, blackboard, large blocks and a sand area.
- An outdoor decking area, grass area and hard covered surface areas contained a variety of play material such as ride on toys, a slide, and plastic houses. The grass surfaced outdoor area has undergone a makeover and is now an interesting area for children to enjoy outdoor playing outdoors.

### 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:

- Fire doors throughout the building were unobstructed.
- Cleaning agents were stored safely out of the reach of children.
- The kitchen was not accessible to the children and the door remained closed throughout the inspection.
- The grass surfaced outdoor area was a safe space for the children to engage in outdoor play.
- The children were adequately supervised in both rooms.
- The temperature (19°C) in both rooms was comfortable for the children to engage in play and rest.

##### Infection Control:

- Warm water (40°C) 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 and following personal care.
- Perishable foods were stored in a fridge.
- Nappy changing facilities were available in the event nappy changing was required.

#### Non-Compliance Information

##### General Safety:

1. The premises was not appropriately secured to restrict unauthorised persons from gaining access to the pre-school as the inspectors walked directly into the pre-school as it was not secure.
2. The corridor leading to the nappy changing area was not clear and posed a trip hazard.

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

##### General Safety:

##### Corrective Action:

1. A secure and additional lock was added to the entrance gate at a lower level, preventing unauthorized people from entering the premises.
2. The items from the hall were removed creating a clear passage to the nappy changing area.

### **Preventive Action:**

3. A secure and additional lock was added to the entrance gate at a lower level, preventing unauthorized people from entering the premises. Additionally, we have added a second gate and fence at the buzzer entrance which can only be opened from the inside.
4. All staff and students have been advised to keep area clear.

### **Supportive Evidence**

Photographs of the new gate, fence and new lock wads submitted to TUSLA inspectorate.

### **Summary Comment**

The response from the registered provider has been accepted by the inspectorate. The registered provider has addressed each non-compliance as listed above. Photographic evidence submitted was reviewed which provided evidence of the new gate / lock system put in place to ensure the safety of children attending the pre-school. 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 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.

(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.

### 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) Three staff members were 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.

## 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 01/02/2024.
- (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 04/04/2023 and 17/01/2024 respectively.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed on the premises.