

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015CW014
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<b>Name of Service:</b>	Creative Kids
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<b>Address of Service:</b>	Askea Business Park, O'Brien Road, Carlow, Co. Carlow
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<b>Eircode:</b>	R93 T2C9
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<b>Name of Registered Provider:</b>	Katarzyna Gurzawska
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	25/03/2024
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<b>No of pre-school children:</b>	AM	20	PM	10
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child & Family Agency, Athy Road, Carlow.
<b>Inspection undertaken by:</b>	Norma Thornton
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable
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### Description of service

Creative Kids is a registered full day childcare service which operates from an industrial building in the Askea Business Park in Carlow town. The service is comprised of three classrooms and provides early childhood care and education (ECCE) programs for children aged 2 to 6 years of age, including sessional, part-time and full day childcare services. The service is open from 07:00 to 19:00 hours, Monday to Friday, for 52 weeks of the year.

### Staffing

There were eight staff employed in the service including a designated kitchen staff member and the registered provider. All staff members working directly with the early years children held at least a qualification at level 5 to level 8 on the Quality and Qualifications Ireland (QQI) framework.

### 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.

A sampling process was used to assess compliance under regulations.

- 10 - Policies, procedures etc. of a pre-school service,
- 19 - (1)(a)-Health, Welfare and Development of the Child,
- 24 - Checking in and out and record of attendance,

- 25 - First Aid,
- 26 - Fire Safety Measures,
- 27 - Supervision,
- 28 - Insurance.

As a result, the scope of the inspection included the toddler room and senior ECCE room. The third classroom, junior ECCE room was being used to care for eight school aged children on the day of inspection.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

### Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, 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.*

### Compliance Information

- (1)(a) There was a designated person in charge in the service for the duration of the inspection.
- (b) The staff roster demonstrated that the designated person in charge or a named deputy designated person in charge, was always onsite while the service was in operation.
- (c) A clear outline of the management of the structure was displayed in the entrance of the service, for parents to see. This pictogram outlined the lines of authority, accountability, the roles and responsibilities of individual staff members in the service.
- (2) Staff files for eight staff employed in the service were reviewed by the inspector.
- (a)(b) Two validated references were available on file for each of the staff members, from either a past employer or from a reputable source.

(c) Garda vetting certificates were available on file, for each staff member working directly with the children and for all ancillary staff. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring to renew Garda vetting every three years.

(d) Police vetting was available for each of six staff members, who had lived outside of the state for a period longer than six months.

(4) Certificates of qualifications were available for inspection, for each staff member, who as part of their role were working directly with the children, demonstrating that each staff member held at least a minimum Level 5 to Level 8 qualification in early childhood care and education on the National Quality and Qualifications Ireland (QQI) Framework.

## Part III – Management and Staff

### Regulation 10 - Policies, procedures etc. of pre-school service

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

#### Compliance Information

On review of the service's policies and staff files, the inspector was assured that the registered provider ensured that all required documents specified in Schedule 5, were available in the service and were communicated to the staff as part of their induction process on commencing employment in the service.

## 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 staff members working directly with the children. The designated person in charge and an additional staff member were supernumerary and available to provide support in any of the four classrooms in operation and to provide relief for staff breaks.

(2) There were three qualified staff members directly caring for 20 children aged 2 to 5 years of age throughout the morning of the inspection and three qualified staff members directly caring for 10 children aged 2 to 5 years of age in the afternoon.

(8) The registered provider and management ensured that there were always at least two adults on the premises.

## 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.*

### Compliance Information

(1)(a) to (i) On review of a sample of nine records of preschool children attending the childcare service, the inspector observed that the necessary elements (a) to (i) as required by regulation 15 (1) were all detailed and recorded for each child.

### 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

(1)(a)(b) The staff in the service were observed to ensure that each classroom provided the children in attendance with a physical environment appropriate to their ages. Each classroom was planned with identifiable areas of interest which included rest and reading areas, home/kitchen areas, construction areas, creativity areas and sensory play areas. Low levelled shelving and storage were visually labelled with photographs of their contents which provided a range of manipulative and connective building resources, dress up materials and accessories, train tracks, animal and small world figurines.

The inspector observed that staff responded to the children warmly and sensitively, using soft and gentle tones, sitting, or crouching at the children's level and promoting their well-being by listening actively and focusing on what the children were communicating to them.

A visual outline of the daily schedule in each classroom reminded children of planned daily activities and prepared them for smooth transitions between activities, snack and meal timers and playing outside.

Children's emergent interests were captured and recorded in each of their individual observation envelopes and assisted staff in their short-term planning.

Children in the toddler room were observed enjoying playdough activities with both staff members interacting and supporting each child to enhance their motor skills, through manipulation of the dough, kneading and pulling it into shape, cutting it into pieces, rolling it flat and creating shapes.

Children were afforded opportunities to wander off for a rest in the relaxation area or to play in one of the many imaginary areas if they wished to.

In the Senior ECCE room the staff member sat amongst the children, joining in imaginary play such as tasting the many imaginary culinary creations that the children were creating in the kitchen area.

Opportunities to enhance language development were observed when the staff member asked the children about colour of food, flavours and how they made the dishes.

### 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.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

#### Compliance Information

(1) The inspector observed that as each child arrived to and was collected from the service, a staff member, mostly the designated person in charge met with the child's parents and recorded the child's name and time of entry and departure from the service.

(3)(a) The inspector observed that only children attending the service, parents and staff members were permitted entry to the service, without prior approval by the designated person in charge.

(b) All other visitors to the service such as contractors and the early years inspector were required to record and sign their time of entry and departure, under the supervision of the designated person in charge.

(4) The registered provider demonstrated to the inspector that these records were kept on file for a period of one year from the date to which it related.

### 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) There were two staff members with current certification in the required first aid responder training for children. At all times while the service was operating, one or both staff members were in attendance. This was reflected in the staff roster reviewed by the inspector on the day of inspection.

(2) (a)(b) A first aid box was available and easily accessed by staff on a shelf in the kitchen. A record demonstrated that its contents were checked monthly and replaced if necessary.

## 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 firefighting equipment and smoke alarms in the premises.*

*(2) The record referred to in paragraph (1) shall be open to inspection by-*

*(a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,*

*(b) an employee, and*

*(c) an authorised person.*

*(3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation*

*(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) There was a written record of the monthly fire drills that took place in the service. The last fire drill was recorded as having taken place on the 04 March 2024.

(b) The registered provider maintained a record of the number, type and maintenance of fire-fighting equipment and smoke alarms in the service. The last maintenance check of the fire-fighting equipment and smoke alarm system was recorded as having taken place on 07 March 2024.

(4) The registered provider ensured that fire procedure notices were in each classroom and in the entrance hall.

## Part VI - Safety

### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

### Compliance Information

There was a current insurance certificate for the service displayed on a notice board in the main hall. The insurance certificate detailed insurance cover for a full day care service provision for 33 early years children.