

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2015DL018

Name of Service: Cara Children's Centre

Address of Service: Pearse Road, Letterkenny, Co. Donegal F92KW20.

Email Address: info@carahouse.ie

Name of Registered Provider: Joe Boland

Type of Proposed Service:	Full Day Care	<input type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input checked="" type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change: To move premises and increase the number of children that can be accommodated. They also propose to add a part-time service to their current sessional service.

Proposed Number of Children: 60

Recommended Change Following Inspection: Service approved to provide a part time and sessional service for a maximum of 60 children aged 2-6 years between the hours of 9.00am and 2.00pm.

Registered change:
 Change in Service Address from Castle Street, Letterkenny, Donegal to Pearse Road, Letterkenny, Co. Donegal F92KW20.
 Change in Service Type from Sessional to Part Time & Sessional
 Change in number of children from 16 to 60
 Change in Hours of Operation from 09:00-12:00 & 14:00-17:00 to 09:00 – 14:00

Date of Inspection:	1	2	0	9	2	0	2	2
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Inspection undertaken by: L McGlynn

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: St. Conal's Campus, Letterkenny, Co. Donegal.

Rationale for Inspection: Proposed Change of Circumstance

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Note: For Office use only, to be completed by Registration Office


Registration Status:	Registered Part Time / Sessional Service for 60 Children
Date of Registration	20 th September 2022

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	Cara Children’s Centre is governed by Cara House Family Resource Centre Ltd, a non-profit community-based organisation that provides a range of community services including the provision of an early years’ service. The service has recently ceased operation of a sessional preschool and drop-in service from its existing premises in Castle Road and has made an application to provide a sessional preschool and part-time day-care service from their new premises on Pearse Road. The service proposes to provide for children aged 2-6 years with a morning sessional service from 9.00am-12.00md and a part time service from 9.00am-2.00pm. A registered school age service will also be provided.
Premises	The premises consists of a single-story building purposely adapted for the provision of an early years’ service. Located within a small business park in the centre of Letterkenny town, the premises consists of three preschool rooms, an office, staff room, kitchen and sanitary facilities for staff and children. A secure outdoor play area is provided to the rear of the building fully enclosed with boundary fencing.
Staffing	There were five staff employed to work directly with children with another position currently being filled. The registered provider is not on the premises on a daily basis, there was a named person in charge and a named person to deputise in their absence.
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes; Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the person in charge and staff who were present on the day of the inspection.

Part III - Management and Staff

 <p>TUSLA An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency</p>	<p>Child and Family Agency Act 2013</p> <p>Child Care Act 1991 (Early Years Services) Regulations 2016</p>	<p>Version 05 Implemented- Aug 2022 EYIPRIPCOC01-2017</p>	<p>2 of 9</p>
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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.

Requirement met:

This requirement has been met.

(1)(a)

There was a named designated person in charge and a named person appointed to deputise when required.

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.

Requirement met:

The requirement has been met.

(1) It is proposed that a minimum of six staff members will be employed to work directly with the preschool children. The allocation of staff to children outlined by the person in charge is accepted as meeting the required adult child ratios. The service proposes to appoint one staff member to every 11 children attending on a sessional basis and one staff member to every six children attending on a part-time basis. All children will be aged 2-6 years.

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.*
- (2) *A registered provider—*
- (b) *of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*

Requirement met:

(1)(a)
 There were adequate and suitable indoor play facilities available for children aged 2-6 years as proposed by the registered provider. The service consisted of three large playrooms each one assigned for use by different groups of children. The rooms presented as bright and visually appealing spaces with an orderly arrangement of play equipment and materials set into clearly defined areas of interest. These included arts and crafts, construction, small world items, dress up props, play kitchen areas, library's, messy play tables, relaxing areas, problem solving toys and wide range of manipulate play resources. Additional play resources were available in the nearby storerooms. Open low level shelving units enabled all items to be readily accessible to the children and suitable sized tables and chairs were available for tabletop activities.

Adequate and suitable outdoor play facilities were in place. A fenced area at the rear of the building was set aside for children's play. Ground cover consisted of artificial grass throughout. The area was sufficient in size to accommodate groups of 22 children engaged in energetic play. Play items in the outdoor area consisted mainly of items brought out from the indoor area and the person in charge discussed plans to further develop this area in the coming months.

(1)(b)
 Adequate and suitable rest facilities were available. There was a supply of 12 stackable floor beds with clean bed linen for each. Each of the playrooms contained areas of comfortable seating which included cushions and padded seats to facilitate children's rest or relaxation during the day.

(2)(a) & (b)
 The requirement has been met. A safe and suitable outdoor play area was provided on the premises.

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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.

Requirement Met:

This requirement has been met.

It is proposed that food will be provided from home for all children attending the service. The service has a healthy eating policy in place for parents. Staff on the day of inspection discussed with the inspector their plans to create a visual display for parents which will include suggested healthy foods and a sample lunchbox containing the appropriate quantity of food, particularly for children attending the part time service. A supply of fresh fruit and dry food stores will be available in the service for children if required.

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.

Requirement Met:

This requirement has been met.

The following measures were noted on the day of inspection to safeguard the health, safety and welfare of children and to ensure that the environment of the service was safe.

- The main entrance to the premises was secured with a buzzer system alerting staff to the arrival of parents or visitors. Exit doors from two of the preschool rooms led directly to the secure outdoor play area, the third room could not be directly accessed from outdoors. The mechanism in place for entry and exit from the building prevents children from exiting the service unsupervised and restricts unauthorised persons from gaining access to the service.
- Cleaning equipment and materials were stored in a store area off the main hall with small supplies in secured areas within each room. Cleaning schedules were available to view and contained details on each of the areas within the preschool rooms and sanitary accommodation to be cleaned, the frequency of cleaning and the method used.
- The emergency exit doors were unobstructed throughout the inspection.
- There was provision for the appropriate disposal and storage of waste including the provision of foot pedal operated bins throughout the preschool rooms and sanitary accommodation.
- Patio doors, glass panels and low-level windows were fitted with visibility indicators and all low-level windows contained restrictive opening devices. Window blind cords were secured throughout the service.
- Toys and equipment appeared in good condition, appropriate for the proposed age group of children and free from obvious hazards.
- Thermostatically controlled warm water was available in all wash hand basins accessible to children.

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- Ventilation was provided in each preschool room by way of openable windows. Two of the rooms also contained large doors openable on to the outdoor area. All of the sanitary accommodation contained openable windows with the exception of one cubicle which contained a mechanical ventilation system. The nappy changing areas also contained mechanical ventilation systems.
- The kitchen was inaccessible to children and there was a fridge in each room for the safe storage of perishable food items.

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 is available to the children attending the pre-school service at all times

Requirement met:

- (1)
This requirement has been met. The provider demonstrated evidence that five staff members employed to work in the service had completed appropriate training in first aid for children.
- (2)(a)
A large first aid box was available in the staff room with a smaller box in one of the playrooms. Both boxes were stocked with small quantities of the required items. Following the inspection, the provider submitted evidence to the inspectorate that the quantities and contents as recommended under current national guidance had been purchased.

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.*

Requirement met:	<p>This requirement has been met</p> <p>(1)(a) Provisions were in place for documenting fire drills carried out once the service commences.</p> <p>(1)(b) A record of the number and type and maintenance of the fire-fighting equipment and recently installed smoke alarm systems were furnished.</p> <p>(4) Notices of the evacuation procedures to be followed in the event of a fire were displayed adjacent to the emergency exit door in each room and the staff were in the process of creating a pictorial representation for children and floor plan showing exit routes.</p>
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Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:	<p>An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.</p>
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Part VII – Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated,*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Requirement met:

This requirement has been met.

(a) The service proposes to operate from a single story detached building renovated for the purposes of providing an early years service. The person in charge confirmed that they had no knowledge of any structural defects on the building and on superficial visual inspection, the building appeared of sound and stable structure with no visible defects. Certification was furnished to demonstrate compliance with required building regulations.

(b) The service was adequately secured to prevent children exiting unsupervised and unauthorised persons gaining entry.

(c) An adequate source of heating was provided in the service and sanitary accommodation. This consisted of an air to water pump fuelling underfloor heating. The air temperature in each room on the day of inspection registered within the recommended 18 -22°C range. The lighting was provided by natural light leading from openable windows supplemented with fluorescent ceiling light fittings with protective covers. The sanitary accommodation was ventilated by openable windows with the exception of one cubicle off the preschool room which contained a mechanical ventilation system. There was also mechanical ventilation in both nappy changing areas.

(d) The premises appeared to be in a good state of repair and was clean on the day of inspection with walls smoothly rendered and newly painted. The building was connected to a mains water supply providing appropriate drinking water for staff and children and running water for cleaning.

(e) The sanitary facilities in the service were adequately equipped with wash hand basins and toilets for the number of adults and children that will be in attendance. There were 6 toilets and 12 wash hand basins available for children’s use within the service. In addition to this, there was two toilets and two wash hand basins available for the adults use. Thermostatically controlled hot and cold water was available in all hand wash basins accessible to children.

Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*

Requirement met:

This requirement has been met.

- (1) Adequate clear floor space has been provided for the work, play and movement of children.
- (2) (3) The size of the proposed preschool rooms ensured that the required floor space for a maximum number of 60 preschool children in the proposed age ranges attending on a sessional or part time basis has been met. The following table details the minimum area space requirements and the available free area space within each playroom.

Room	Age range of children	Service Type	Space required per child	Total space available.
Snr ECCE	2-6 years	Sessional	1.818 m ²	65.88 m ²
Part-time	2-3 years	Part-time	2.35 m ²	65.45 m ²
Jr ECCE	2-6 years	Sessional	1.818 m ²	54.65m ²