

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DL029				
<b>Name of Service:</b>	CPI Community Childcare				
<b>Address of Service:</b>	CPI Centre, Knockrawer, Castlefinn, Lifford, Co. Donegal				
<b>Eircode:</b>	F93 YDR9				
<b>Name of Registered Provider:</b>	Stephen Kennedy				
<b>Service type:</b>	Full Day, Part Time, Sessional				
<b>Date(s) of Inspection:</b>	04/06/2025				
<b>No of pre-school children:</b>	<table border="1"> <tr> <td>AM</td> <td>65</td> <td>PM</td> <td>51</td> </tr> </table>	AM	65	PM	51
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<b>Address of the Early Years Inspectorate:</b>	Donegal Early Years Inspectorate, St. Conal's Campus, Letterkenny, Co. Donegal. F95 XK94				
<b>Inspection undertaken by:</b>	N McEndoo and L Costello				
<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

CPI Community Childcare is a not for profit service located in the border town of Castlefinn in County Donegal. The service offers full day, part time and sessional preschool care to children aged 0-6 years. The service operates between the hours of 8.00am and 6.00pm each weekday with a sessional preschool operating from 9.00am to 12.00md. There are five preschool rooms, two of which are in the main building and three are on the first floor of the adjoining building. There are two sleep rooms, a kitchen and relevant sanitary facilities on site. There is a large outdoor area to the rear of the premises that has been subdivided for use by different groups of children.

### Staffing

There is a total of 32 staff members employed to work in the service which includes an office manager, staff working directly with the children, adults on employment activation programmes and auxiliary staff members. The registered provider does not work in the service on a daily basis. There is a named person in charge and a deputy in their absence.

### 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/ and facilities*. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 16 (h) (i) (k), 19, 23,24 and 28. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation (16 (h) (i) (k), 19 and 23). As a result, the scope of the inspection included the rooms babies, toddlers, playful pandas and little lions.

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.

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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) (b)

There was a person in charge and a named person to deputise as required. The person in charge remained in the service on the day and facilitated the inspection.

(1) (c)

The service demonstrated a clear structure of governance with childcare workers; room leaders and management identified on rosters and governance charts displayed.

(2) (a) (b)

Twenty-nine staff files had been reviewed on the most recent inspection and found to be compliant. Three adults had been employed since this inspection and these files were the subject of this review. Six verified past employer references were available in respect of the three adults.

(3) (c)

Garda vetting was available for all 32 adults employed in the service. However, the service did not adhere to the re vetting timeframe as outlined in the Early Years Inspectorate Regulatory notice, requiring services to renew garda vetting every three years. Please refer to the information outlined in regulation 23 of this report.

(4)

The three recently employed adults had attained major awards in Early childhood care and education at level 5 or above on the national framework of qualifications, or qualifications deemed by the Department of Children, Disability and Equality (DCDE) to meet the regulatory requirement.

### 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.*

*(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore 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 were 21 adults working directly with 65 children on the inspectors' unannounced arrival to the service. A review of a sample of rosters reviewed showed that an adequate number of adults worked directly with the children during service hours of operation.

(2) The minimum adult to child ratios were provided on the morning of the unannounced inspection in accordance with the required ratios considering the ages of the children and the length of time each child spent in the service as outlined below:

- Babies' playroom: 6 adults cared for 1 child aged under 1 year and 4 children aged from 1 to 2 years of age.
- Toddlers' playroom: 4 adults cared for 16 children aged from 2 to 3 years of age.
- Playful pandas' playroom: 2 adults cared for 8 children aged 2 to 3 years.
- Little lions' playroom: 4 adults cared for 20 children aged from 3 years to 5 years of age.
- Terrific Tigers playroom: 5 adults cared for 16 children aged from 4 years to 5 years of age.

At approximately 14:20 in the afternoon the following ratios were observed:

- Babies' playroom: 2 adults cared for 1 child aged under 1 year and 4 children aged from 1 to 2 years of age.
- Toddlers' playroom: 4 adults cared for 16 children aged from 2 to 3 years of age.
- Playful pandas' playroom: 2 adults cared for 5 children aged 2 to 3 years.
- Little lions' playroom: 4 adults cared for 14 children aged from 3 years to 5 years of age.
- Terrific Tigers playroom: 3 adults cared for 11 children aged from 4 years to 5 years of age.

(8) (a)

The registered provider ensured that there were always at least two adults on the premises when children were present in the service as evidenced in a sample of attendance records reviewed

### 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:*

- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

*(2) A registered provider shall ensure that-*

- (b) a record referred to in subparagraph (h), (j) or (k) of paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service, or in the case of a preschool service in a drop-in centre or of a temporary pre-school service, for a period of 2 years from the date on which the child attends the service.*

*(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) (h)

The service demonstrated accurate daily attendance records in each of the care rooms ensuring that each child's time of admission and departure from the service were recorded.

(1) (i)

The service had a service roster in place and a daily attendance record of all staff within the service.

(1) (k)

A sample of accidents and incident records were reviewed which detailed any accident or incident involving a preschool child within the service.

(2) (b)

The person in charge is aware of the regulatory requirement to retain these records for a period of two years from the date in which the child ceases to attend the service.

(3) These records were made available to the inspector on the day.

## 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*

*(1) A registered provider shall, in providing a pre-school service, ensure that-*

*(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 service operated a four-week meal plan in line with the service healthy eating policy. Food provided on the day included a morning snack of fruit yoghurt and toast. A main meal of pasta and bolognese with hidden vegetables. Extra portions, drinks refill, and alternative food option were available when required.
- Mealtimes were observed to be a pleasurable experience for the children. Independence was encouraged as children were called to bring their plates up to be served and returned to their tables carrying their plates. The adults in the service sat alongside the children, promoting independence and offering support where required. The adults and children were observed to be engaged in conversation creating a relaxed mealtime experience.
- Independence was promoted throughout the service and the children in 'playful pandas' were encouraged to scrape of the leftovers of their meal and leave their plate in the sink, this developed important life skills. At rest time children were observed to be independent in removing their shoes for bedtime and sourcing their soothers or teddy to aid sleep.
- The adults supporting the children in 'playful pandas' promoted independent skills by using praise and recognition for tasks achieved for example: The dress up station was an opportunity for children to choose what they wanted to wear, fasten buttons or zips and develop fine motor skills in a fun playful way. Adults were observed to encourage children by stating 'well done...good boy...that's a great effort...'.

- Rooms were decorated to support the age and stage of development of the preschool child. In the baby room the ceiling was decorated with colourful artwork including clouds and hot air balloons, artwork the children had made including snails and mushrooms. These decorations created visual stimulation for the younger child who participated in floor play.
- Opportunities for role and imaginative play were evident in all rooms with home corners and resources, dress up and construction corners with tractors, cars and trucks. A child was observed in the toddler room to seek help from an adult with dressing a baby doll. The adult incorporated a discussion on the inclement weather outside and the need to keep the baby doll nice and dry.
- Fine motor skill development was encouraged with a variety of jigsaws, tabletop activities and sensory boards to suit the age and stage of development in the care rooms.
- Creativity was encouraged with a large supply of arts and crafts and materials. The artwork completed in the preschool was clearly displayed on the walls of the rooms as well as the individual journals.
- Sensory play was encouraged with sand and soil trays, water tables and tuff tables in use in all care rooms. A large tray of soil was available to the children in the toddler room. Children and adults were observed to play with the soil using their hands, plant pots, magnifying glasses and farm animals. Adults used open ended questions to engage children and encourage thinking and creativity.
- Children were routinely brought for to the nappy change area in a respectful manner. During nappy changing the staff member spoke and interacted with the children. The children and adults were observed to sing and chat to each other throughout. The children were comfortable and confident with the adult.
- After mealtime in the Little Lions room children were aware of their routine and went to the library corner for story time. The adult led out the story with open ended questions, to encourage thinking and imagination within the group. The children engaged well with this approach and were observed to be laughing and enjoying themselves with the responses given.

### Non-Compliance Information

(1) (b)

The baby and toddler room shared a nappy changing area where two children were observed to be changed at the same time. There was no privacy screening in this nappy changing area which is required to maintain the dignity of all preschool children. In addition, a window leading out to the baby room from the nappy changing required privacy screen to maintain the dignity of the child.

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

#### **Corrective and Preventive Action**

In a written response the registered provider stated:

A privacy screen will be installed in august. In the interim staff members have been informed to ensure only one child is changed at a time to ensure dignity.

#### **Supporting documentation submitted**

Documentary evidence submitted.

### Summary Comment

The corrective and preventive actions submitted by the registered provider adequately address the non-compliance found on inspection. This regulation is now compliant.

### 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 main entrance into the service was found to be secured upon the inspectors unannounced arrival to the service, which prevented persons entering unauthorised and children from leaving the building unsupervised.
- All cleaning products in the care rooms were stored on high level shelving out of the reach of children.
- Materials and resources were maintained in a good state of repair.
- The kitchen was inaccessible to the preschool children.
- There were three highchairs with harness safety straps fitted in good condition.
- Leads and flexes, including blind cords were secure and inaccessible to the preschool children.
- The outdoor perimeter was secure with waste bins stored out of reach of children.
- Window restrictors were present and in working order on upper-level floors.

#### **Infection Control:**

- Liquid soap and warm water were available for safe hand hygiene practices.
- Child friendly hand wash posters with picture instructions were placed above the wash basins

- Tables were observed to be cleaned prior to mealtimes and after messy play and snack times in all care rooms.
- The materials and resources throughout the service were visually clean, with cleaning schedules displayed and up to date in each care room.

### Administration of Medication:

- A detailed support plan was in place for two children who had a medical requirement and staff were aware of their responsibilities regarding same.

### Safe Sleep:

- The service had a designated sleep room with standard cots provided and individual bed linen.
- The sleep room temperature measured 18.3°C on the day of inspection which is line with the required safe sleep temperatures.
- Checks for the sleeping children took place every ten minutes with a record of the child's position, colour and breathing pattern recorded on the sleep check sheet.

### Fire Safety:

- A record of the most recent fire maintenance was displayed with a service date of the 20<sup>th</sup> of January 2025.
- A list of all firefighting equipment and its location was displayed on the information notice board.
- Doors and evacuation routes were clear on the day of inspection.

### Non-Compliance Information

#### General Safety:

- (1) Garda vetting was available for one staff member. However, this vetting disclosure was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

#### Infection Control:

- (2) The waste bin in playful pandas' room was not the required foot operated pedal bin resulting in a risk of infection control. Foot pedal operated bins were provided in other care rooms however it was observed that lids were occasionally opened by hand, and some foot pedals were found to be non-functioning at times.
- (3) An area of the wooden floor in the playful panda's room was worn away resulting in an inability to clean the floor effectively.

- (4) Gloves and aprons were observed not to be removed after disposing of an unclean nappy, and prior to moving onto the next care activity of placing on a clean nappy, followed with redressing the child. This could lead to a risk of cross infection.
- (5) Handwashing practices observed were found to be inconsistent among staff and children on the day of inspection, resulting in some hands not being washed prior to meal times, after toileting and between nappy changes.
- (6) Radiator covers were unfinished and required painting. The covers could not be effectively cleaned.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

In a written response the registered provider stated:

#### **General Safety:**

1. Garda vetting has been reapplied. Staff members have been informed to ensure to click on the link for vetting promptly. All vetting will be renewed every three years.

#### **Infection Control:**

2. A new foot operated pedal bin has been purchased. All waste bins will be the required foot pedal operated bins.
3. A new hard wearing laminate floor has been purchased and will be installed in august.
4. The nappy changing policy has been updated and circulated to staff members.
5. A memo has been sent to staff members to remind them about the importance of hand hygiene practices.
6. The radiator covers have been varnished to ensure they can be cleaned effectively.

#### Supporting documentation submitted

#### **General Safety:**

1. Documentary evidence submitted.

#### **Infection Control:**

2. Photograph submitted.
3. Photograph submitted.
4. Policy submitted.
5. Documentary evidence submitted

6. Photograph submitted.

### Summary Comment

The corrective and preventive actions submitted by the registered provider adequately address the non-compliance found on inspection. This regulation is now compliant.

## 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 service demonstrated that accurate attendance records were recorded to include arrival and collection times of all preschool children.

(3)(a) (b)

The registered provider demonstrated that all visitors to the service only entered the premises once they were approved to do so. A visitor's log was in place to ensure a record was kept for all such approved visits to the service.

(4)

The person in charge is aware of the requirement to maintain the visitors log for a period of one year.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The service demonstrated adequate insurance for a full day care service for 130 children up until the 27<sup>th</sup> of March 2026.