

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015DL140

**Name of Service** Shining Lights Creche Ltd

**Address of Service:** 23 Glen Park, Fox Hills, Letterkenny, Co. Donegal.

**Email Address:** shininglightslk@gmail.com

**Name of Registered Provider:** Aoife Dorrian

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

<b>Proposed change:</b>	The service is proposing to increase the number of children that can be accommodated from 80 to 101 at any one time. It is proposed that the additional children will be accommodated in three newly refurbished rooms on the first floor.
<b>Proposed Number of Children:</b>	101
<b>Recommended Change Following Inspection:</b>	It is recommended to approve the proposed change.
<b>Registered change:</b>	Change in number of children to be accommodated from 80 to 101

<b>Date of Inspection:</b>	0	7	1	2	2	0	2	3
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**Inspection undertaken by:** L Mc Glynn  
**Title:** Early Years Inspector

**Tusla Early Years Inspectorate Address:** Donegal Early Years Inspectorate, St. Conal's Campus, Letterkenny, Co. Donegal, F95 XK94

**Rationale for Inspection:**  
**Proposed Change of Circumstance**

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

<b>Registration Status:</b>	Registered Full Day Care Service for 101 Children
<b>Date of Registration</b>	18 <sup>th</sup> December 2023

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### 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).

<b>Description of Service</b>	Shining Lights Creche Ltd is a privately owned and operated early years' service situated within an urban housing estate in the town of Letterkenny in County Donegal. The service currently provides full day, part time and sessional care to children aged from birth to six years. The hours of operation are weekdays from 7.45am – 6.00pm which includes a morning sessional service from 9.00am – 12.00pm.
<b>Premises</b>	The premises currently consists of a detached two-story building which has three indoor playrooms at ground floor level and one playroom on the first floor. Three additional playrooms have been added to the first floor to accommodate additional children. An outdoor play area extends from the rear and sides of the building with the area to the side designated for use by the younger babies and toddlers.
<b>Staffing</b>	It is proposed that there will be a minimum of 14 staff members employed to work in the service providing direct care to children. The registered provider will also be on the premises on a daily basis.
<b>Methodology</b>	<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</p>

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	administrative and legal processes. The contents of the report are compiled by the inspectorate body.
<b>Acknowledgements</b>	The inspector wishes to acknowledge the cooperation of the registered provider who was 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>Requirement met:</b>	The requirement has been met. The registered provider is the designated person in charge of the daily operation of the service. A second adult working with children attending the pre-school service has been designated as the named person to deputise in the event of the registered provider's absence.
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### 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.

<b>Requirement met:</b>	<p>The requirements of this regulation have been met.</p> <p>(1) The registered provider proposes to accommodate a maximum of 101 children ranging in age from 0 to 6 years. The following demonstrates the proposed number of adults to children as discussed with the registered provider.</p> <ul style="list-style-type: none"> <li>In the baby room, six children aged 0-1 years and five children aged 1-2 years will be cared for by three adults.</li> <li>In the wobbler room, 10 children aged 1-2 years will be cared for by 2 adults.</li> <li>In the toddler room, 18 children aged 2-3 years will be cared for by 3 adults.</li> </ul>
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- A total of 62 children aged between 2 years 6 months and 5 years will attend the four upstairs preschool rooms on a sessional basis. There will be six adults employed to care for these children.

### 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:

This requirement has been met.

(1)(a)

There were adequate and suitable indoor play facilities in place for the age range of children proposed to be catered for. Seven large playrooms were assigned for use by children attending the service. The rooms presented as bright and visually appealing spaces and were resourced with a range of play materials and equipment laid out in defined interest areas to facilitate meaningful play activities suitable for the age range of children proposed to attend. The range of interest areas included tabletop areas, floor play, construction and manipulative toys, soft furnishings and seating, reading areas, home/kitchen areas with resources, role play doll items and dress up materials, small world imaginary play items, problem solving play items, creative materials and colouring areas. The baby room was designed in a manner more suitable to younger

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babies with the majority of resources accessible on floor level and designed to stimulate the senses and promote the learning and development needs of this age group of children.

(1) (b)

There were adequate rest facilities available. There were two designated sleep rooms in the service, adjacent to the baby and wobbler rooms. A total of 10 standard cots and 2 additional foldable cots were available for the provision of sleep for children attending both rooms. An additional area off the toddler room, previously used as a dining room was now planned to be used as a sleep room for children attending this room. The room was equipped with 16 stackable floor beds and 3 cocoon floor beds.

(2)(b)

There was a large secure outdoor area which ran along one side and the back of the premises which children have daily access to. The area was sectioned for use by different age groups of children with developmentally appropriate equipment in each area.

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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 was stated that children would be provided with meals prepared on site in the service kitchen. There were adequate facilities for cooking, refrigeration and food storage available in the kitchen. The service has a healthy eating policy and a rolling four-week menu plan in place detailing a range of nutritious meals and snacks at appropriately timed intervals.

### 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:

The requirements of this regulation have been met.

The following safety provisions were noted to be in place on the day of inspection:

- The main entrance into the premises was safely secured preventing children exiting unsupervised or persons gaining unauthorised entry. The perimeter of the outdoor area was secured with fencing which incorporated gates with closing mechanisms.
- The emergency evacuation route from the pre-school rooms was identified by illuminated emergency exit signage. All designated emergency exits were observed to be clear and unobstructed.
- There were adequate provisions in place for the safe storage of cleaning equipment and materials in areas inaccessible to children.
- All toys and play resources available on the day of inspection were noted to be clean, in good repair and appropriate for the age range of children proposed to attend the service.

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- Foot pedal operated bins were available in the pre-school rooms and sanitary facilities. The service's central waste storage facilities were out of reach of children in an outside area that was inaccessible to the children from their outdoor play area.
- Thermostatically controlled warm water, liquid soap and single use paper towels were available at the wash hand basins in the service's sanitary accommodation.
- The registered provider confirmed that the services of an external company have been employed to monitor rodent activity in the outdoor play area.
- Templates for recording daily cleaning activities were available and displayed in the premises to help ensure that regular cleaning was carried out and documented.

### 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.*

#### Requirement met:

The requirement has been met.

(1) The registered provider confirmed that staff have completed appropriate training in first aid for children, at least one of which will be rostered to be on the premises at all times.

(2)(a)(b) A suitably equipped first aid box was stored in a conspicuous position in each room with additional supplies in the office to supplement any used items. The boxes were easily accessible to the staff should a child who they were caring for in the service require first aid treatment.

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### 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.

<b>Requirement met:</b>	<p>This requirement has been met.</p> <p>(1)(a) There was a mechanism in place for recording fire drills.</p> <p>(b) A record of the number, type and maintenance record of the firefighting equipment and smoke alarm system was maintained. The most recent maintenance record for firefighting equipment was dated in October 2023 and for smoke alarms was dated in September 2023.</p> <p>(4) The registered provider confirmed the exit route and procedures to be followed. A notice of which is displayed at the exit point of each room.</p>
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### Part VI – Safety

#### Regulation 28 – Insurance

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

<b>Requirement met:</b>	<p>An insurance quotation was submitted to the Registration Team prior to this inspection.</p> <p>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:

The requirement has been met.

(a) On visual inspection of the premises, the building was found to be of sound and stable structure and there were no obvious defects. The registered provider confirmed that they had no concerns about the structure or stability of the building.

(b) The premises and outdoor play areas were secured with lock mechanisms on both the outside and inside of each gate. Signage around the access points to the building detailed the provision of an early years' service and prohibited unrestricted access. Emergency exit doors were clear, free from obstruction could not be opened from the outside.

(c) Natural lighting was facilitated by way of glass panelled windows supplemented with fluorescent ceiling light fittings with protective covers.

Heating was provided via radiators in each room fuelled by oil fired central heating. The surface temperature of each radiator was found to be below the maximum safe level of 50°C. The air temperature in the care rooms and sanitary accommodation the day of inspection registered within the recommended 18 -22°C range.

Ventilation was provided in the care rooms and sanitary accommodation by way of openable windows.

(d) The premises presented as clean and subject to routine maintenance work as required. The walls in some of the care rooms had been recently painted with additional paint work planned in the coming weeks. There were obvious signs in the

care rooms of maintenance work having been carried out to maintain the general repair of the walls and flooring.

(e) The following was available downstairs for use by children attending the baby, wobbler and toddler room.

- There was two nappy changing units with an appropriate privacy screen and two wash hand basins available for use by the children in the baby room and wobbler rooms.
- There were three toilet cubicles, one nappy changing bench and three wash hand basins available for use by children attending the toddler room.

The following was available to children attending the four preschool rooms upstairs.

- There was two toilet cubicles and two wash hand basins in room A proposed to cater for 18 children.
- There was three toilet cubicles and two wash hand basins in room B proposed to cater for 11 children.
- There was three toilet cubicles and two wash hand basins in room C for 22 children.
- There was one toilet and one wash hand basin in room D for the 11 children proposed to attend this room.

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### 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.*

#### Requirement met:

The requirements for this regulation have been met.

Adequate clear floor space was provided in the proposed pre-school rooms for the work, play and movement of the 101 children that it is proposed to accommodate.

- In the baby room, there was 36.58m<sup>2</sup> of clear floor space to cater for the proposed number of 11 children.
- In the wobbler room, 37.60m<sup>2</sup> of clear floor space was available to cater for the 10 children proposed to attend.
- In the toddler room, there was a total of 48.48m<sup>2</sup> clear floor space to accommodate the 18 children proposed to attend.
- In room A, a total of 33.47m<sup>2</sup> was available to cater for the 18 children proposed to attend on a sessional basis and 14 on a full-time basis.
- In room B, there was 26.22m<sup>2</sup> of clear floor space available for the 11 children proposed to attend the sessional service.
- In room D, a total of 24.99m<sup>2</sup> was available to accommodate the 11 children proposed to attend the sessional service.

There was no change to the layout of room C therefore it was not measured on this inspection. Previous inspection records evidenced a clear floor space available to accommodate up to 22 children attending on a sessional basis.