

# TUSLA REGULATORY INSPECTION REPORT



**TUSLA Identifier:** TU2015DR029

**Name of Service:** Narnia Nursery School

**Address of Service:** Hazlewood Lodge,  
Upper Kilmacud Road,  
Kilmacud,  
Dublin.

**Email Address:** info@narnianursery.ie

**Name of Registered Service Provider:** Niamh Leeney

**Type of Service Registered:** Full Day Care

**Dates of Inspection:** 0 3 0 2 2 0 2 2

**No of Pre-School Children present during Inspection:** AM 48 PM 48

**Address of the Early Years Inspectorate:** Early Years Inspectorate  
Tusla Child and Family Agency  
Floor 2 Brunel building  
Heuston South Quarter  
Dublin 8

**Inspection undertaken by:** Sarah Quigley  
Fiona Carty  
**Title:** Early Years Inspector

## Areas which were the subject of this inspection

Governance	Health Welfare and Development of Child	Safety
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## 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).

**Conditions If Applicable** Not applicable



# TUSLA REGULATORY INSPECTION REPORT

<b>Description of Service</b>	<p>Narnia Nursery School is a privately owned full day care service which is located in an urban, residential area of Stillorgan, South County Dublin. Care and education are provided to children aged between six months and six years and the operating hours are from Monday to Friday between 08:00 and 18:00. The service also offers part-time care. The service is a purposely adapted, two storey property which comprises of five care rooms. The children have access to two outdoor play areas to the rear and the front of the premises with a shock absorbent surfacing.</p>
<b>Staffing</b>	<p>The service currently employs 18 staff members, including a centre manager and a cook. The registered provider does not work directly in the service. There were 16 adults present and rostered to work in the service on the day of inspection, 14 of whom worked directly with the children. The registered provider was not present on the day of inspection.</p>
<b>Methodology</b>	<p>Tusla’s Early Years Inspectorate (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.</p> <p>The findings on inspection are based on;</p> <ul style="list-style-type: none"> <li>• Information obtained through examination of documentation</li> <li>• Direct observation</li> <li>• Discussion with relevant staff</li> </ul> <p>This inspection was unannounced and focused on areas of Governance, Health, Welfare and Development of Child and Safety. Inspections may also focus on other areas as required. The inspection process has been amended to minimise the amount of time that inspectors spend in the service.</p> <p>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>
<b>Acknowledgements</b>	<p>The inspectors wish to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.</p>

## GOVERNANCE

### Part III - Management and Staff

#### Regulation 9 - Management and Recruitment

- (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—
- consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,
  - consideration of references from reputable sources in the case of a person who has no past employers,
  - 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
  - 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.
- (6) Paragraph (4) shall not apply before 1 September 2021 to a person who—
- has signed a declaration on or before 30 June 2016 to the effect that he or she intends to retire from employment in a pre-school service before 1 September 2021, and
  - is in possession of a letter from the Minister confirming that paragraph (4) shall not apply to him or her before that date
- (6A) is inserted by S.I. No.632 of 2016 CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (AMENDMENT) REGULATIONS 2016 which states; Regulation 9 of the Child Care Act 1991 (Early Years Services) Regulations (S.I. No. 221 of 2016) is amended - in paragraph (4), by the substitution of "paragraphs (5), (6) and (6A)" for "paragraphs (5) and (6)", and (b) by the insertion of the following paragraph after paragraph (6): "

(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme."

#### Compliance Information:

- (2) Documentation was reviewed in respect of ten staff members working in the service who had been employed subsequent to the last date of inspection. The following vetting documents and records which were furnished to the inspector in respect of the ten staff members met regulatory requirements:
- (a)(b) The registered provider demonstrated that they had obtained and verified references from two sources for all new recruits.
  - (c) Garda vetting disclosures from The National Vetting Bureau for the ten adults working in the service.
  - (d) Police vetting was available for seven of the staff members who had lived outside the state for a period exceeding six months as an adult.

## Part III - Management and Staff

### Regulation 9 - Management and Recruitment

	<p>(4) Nine of the staff members held a relevant major award in early childhood care and education.</p> <p>(6)(a) Not applicable. (b) One of the staff members was in possession of a letter from the Minister. 6(A) Not applicable.</p>
<p>Non-Compliance Information:</p>	<p>(2)(d) International police vetting was not available for two adults who required it. Documentation available for a third adult who required police vetting could not be verified as it was not written in the English language.</p>
<p>Corrective &amp; Preventive Action submitted by the Registered Provider</p>	<p>The service provided the following response;</p> <p><b><u>Corrective Action</u></b> Managers immediately requested documentation from all 3 team members. Translated police vetting written in the English Language is now on file for one staff member. International police vetting is on file now for the second staff member. The third employee has initiated the process to apply for police vetting from the required state but has not yet received it. The service are expecting to receive it in May of 2022.</p> <p><b><u>Preventative Action</u></b> The service have updated an 'on-boarding' document to clearly check and receive all relevant international police checks prior to someone commencing employment, including a translated copy. The service have updated the staff handbook to clearly state all relevant international police checks are to be furnished to the service, including a translated copy, prior to commencing employment.</p>
<p>Summary Comment:</p>	<p>Evidence was submitted and reviewed by the early years inspector. As one of the three employees is still awaiting international police clearance for another state, the regulatory requirement has not been met.</p>

## 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) An adequate number of adults were working directly with the preschool children at all times during the inspection.
- (2) The minimum ratio of adults to children was adhered to at all times during the inspection. There were forty-eight pre-school children attending the service being supervised by fourteen adults during the inspection.

## HEALTH WELFARE & DEVELOPMENT OF 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

#### Compliance Information:

##### Basic Needs:

A healthy eating policy was available in the service. Staff stated snacks, a hot dinner and a tea are prepared freshly in the service each day. On the day of inspection, the dinner served was fish with tomato sauce and pasta for the younger children and a sausage hotpot for the older children. Other meals included ham and cheese wraps and homemade pizzas. Each room was equipped with a designated cosy area where children could rest or take time away from the group as required. Drinking water was accessible to the children throughout the inspection.

Staff met the individual needs of the children in attendance who were observed to be content and happy in their play throughout the inspection. The staff used soft tones and appropriate language throughout all interactions with children observed by the inspectors. Babies were afforded the opportunity to sleep in line with their needs and children were comforted promptly by staff when required.

##### Physical and Material Environment:

The children had access to an outdoor area to the rear and the front of the service with a shock absorbent surfacing. The outdoor environment was well resourced with a range of play materials and equipment including a climbing units with slides, an area ride along toys and playhouses.

Low level chairs, tables and shelving were available to the preschool children in each of the care rooms. The care rooms had pieces of the children's artwork displayed alongside birthday and family walls containing photographs the children had taken in from home.

#### Non-Compliance Information:

##### Physical and Material Environment:

1. The environment in the Baby room and the Kits room did not support the wellbeing, learning and development of the children in attendance on the day of inspection as follows;
  - Children had access to books and a soft matted area in the Kits room throughout the inspection. However, all other play materials and equipment were either inaccessible on shelving units which were facing the wall or stored up high out of reach of the children. During the inspection, staff introduced a set activity for the children to play with but

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

### Regulation 19 - Health, Welfare and Development of Child

	<p>provided no alternative when children did not want to participate in the adult led activity.</p> <ul style="list-style-type: none"> <li>- Children in the Baby room did not have choices about what to play or play with; adults selected any toys and materials that were given to them. Materials and equipment in the Baby room were stored out of reach of the children or on shelving units facing the wall.</li> </ul>
<p>Corrective &amp; Preventive Action submitted by the Registered Provider:</p>	<p>The service provided the following response;</p> <p><b><u>Corrective Action</u></b></p> <p>Managers immediately held informal meetings with both teams to highlight the concerns raised and raise awareness of the importance of environments. Written memos were furnished to all teams to reinforce the issues discussed. An email containing a link to benefits of self-guided play was sent to the baby and kits teams. The two teams reviewed the environments alongside managers and have created environments which better support the wellbeing, learning and development of the children.</p> <p><b><u>Preventative Action</u></b></p> <p>The service updated the staff orientation document to include the importance of child centred environments and self-guided play. Management gave a copy of a self-evaluation tool relating to environments to each room to use to assess their environments going forward. The service updated the management's 'Walk Around the Centre' document to include a check that the environments support the needs of the children. Quarterly reminders have been set to remind all rooms to review their environments.</p>
<p>Evidence Submitted:</p>	<p>Evidence was submitted and reviewed by the early years inspector and deemed to meet the regulatory requirement.</p>

## 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:

Inspectors found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

#### **General Safety:**

The entrance door to the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised. Hand sanitisers, hazardous materials and medications were stored safely out of reach of children. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order.

#### **Infection Control:**

An infection control policy was in place to inform practice. Staff confirmed during discussions that exclusion periods following common illnesses were implemented in line with the policy.

Cleaning schedules were in place and maintained in the care rooms to ensure they were regularly cleaned including the frequent cleaning of high-contact surfaces. A system was in place for effective sterilisation of soothers and mouthing toys which were appropriately stored in individual containers for children's use.

Liquid soap, paper towels and thermostatically controlled hot water were available to facilitate hand washing.

#### **Administration of Medication:**

There was written evidence of prior parental consent for the administration of both temperature reducing and prescribed medications, and there were procedures and documentation in place to safely administer such medication if required. Individual care plans were in place for children requiring emergency medication and staff members adequately detailed the contents of these plans during discussions with the inspectors.

#### **Safe Sleep:**

Sleep logs were maintained in care rooms and individual children's observations recorded breathing, colour and position. Standard cots and foldable cots were provided for all children to sleep and low-level stackable beds were provided for children to rest as required. The temperature of the sleep room was maintained between the required range of 16-20°Celsius.

#### Non-Compliance Information:

#### **General Safety:**

## Part VI - Safety

### Regulation 23 - Safeguarding Health, Safety and Welfare of child

	<ol style="list-style-type: none"> <li>The fire exit door in the Tigers room which led to a first-floor external fire exit route was open and accessible to the children throughout the inspection posing a risk of a child exiting and accessing the area unsupervised.</li> </ol> <p><b>Infection Control:</b></p> <ol style="list-style-type: none"> <li>The nappy changing practices observed on the day of inspection in some care rooms were inadequate for infection control purposes as follows:                     <ul style="list-style-type: none"> <li>Staff members were observed to re-dress a child wearing the soiled gloves used during a nappy change.</li> <li>Some staff members were observed not to wash hands following nappy changes.</li> <li>Some children's hands were not washed following nappy changes.</li> </ul> </li> </ol> <p><b>Safe Sleep:</b></p> <ol style="list-style-type: none"> <li>Checks on sleeping babies were not completed in a timely manner. Sleeping babies were not physically checked for a twenty-minute period on the day of inspection, staff members were observed to retrospectively sign the sleep check records following this period to state children were checked at ten-minute intervals. This was at variance with the policy and procedure in place in the service.</li> </ol>
<p>Corrective &amp; Preventive Action submitted by the Registered Provider</p>	<p>The service provided the following response;</p> <p><b><u>Corrective Action</u></b></p> <ol style="list-style-type: none"> <li>Inspectors highlighted the risk to team members and the latch was secured at time of inspection.</li> <li>Managers immediately held informal meetings with team members to highlight the concerns raised, raise awareness of importance of appropriate nappy changing practices and demonstrate the correct procedure. Written memos were furnished to all teams to reinforce the issues discussed. Emails were sent to team members with links to videos and information regarding appropriate nappy changing procedures.</li> <li>Managers immediately held informal meetings with the team to highlight the concerns raised and raise awareness of the importance of regular sleep checks. A document was emailed to the team following on from the meeting/re-training including policies for revision including safe sleep.</li> </ol> <p><b><u>Preventative Action</u></b></p> <ol style="list-style-type: none"> <li>Daily Risk Assessments for the room were updated to include ensuring the safety latch is securely in place. A memo was given to the team to remind them of the importance of securing the latch.</li> <li>Updated the 'Staff Orientation' document to include a section to be signed when the team member has received, and is comfortable with, the nappy changing procedure. Updated the managers 'Walk Around the Centre' document to</li> </ol>

## Part VI - Safety

### Regulation 23 - Safeguarding Health, Safety and Welfare of child

	<p>include a sporadic observation of a nappy change in each room to ensure procedures are being followed.</p> <p>3. Updated the 'Staff Orientation' document to include the sleep check policy. Updated the 'Sleep Risk Assessment' for the baby room to include ensuring sleep check alarms are set on the room device.</p>
Summary Comment:	Evidence was submitted and reviewed by the early years inspector and deemed to meet the regulatory requirement.

## Part VI - Safety

### Regulation 25 - First Aid

<p>(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.</p> <p>(2) A registered provider shall ensure that a suitably equipped first aid box for children—</p> <p>(a) is safely stored in an easily accessible and conspicuous position on the premises, and</p> <p>(b) is available to the children attending the pre-school service at all times.</p>	
Compliance Information:	<p>(1) A person trained in first aid was immediately available to the children at all times on the day of inspection.</p> <p>(2) (a) A first aid box was safely stored in an easily accessible and conspicuous location within the service. (b) A first aid box was available to the adults and children in the service at all times.</p>

## Part VI - Safety

### Regulation 26 - Fire Safety Measures

<p>(1) A registered provider shall ensure that a record in writing is kept of—</p> <p>(a) any fire drill that takes place in the premises, and</p> <p>(b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises</p> <p>(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises</p>	
Compliance Information:	<p>(1) (a) A written record was available detailing fire drills that had taken place in the service. The record showed that the last fire drill had taken place on the 31<sup>st</sup> January 2022. (b) There was record to show that the firefighting equipment had been serviced on the 10th November 2021 and that maintenance of the fire detection and alarm system had taken place on the 14<sup>th</sup> October 2021.</p> <p>(4) The procedures to be followed during a fire drill and in the event of a fire were displayed in a conspicuous location within the service.</p>