

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DR029		
Name of Service:	Narnia Nursery School Ltd		
Address of Service:	Hazelwood Lodge, Upper Kilmacud Road, Kilmacud, Dublin 14, Co. Dublin		
Eircode:	D14 KX09		
Name of Registered Provider:	Niamh Leeney		
Service type:	Full Day, Part Time		
Date of Inspection:	01/02/2024		
No of pre-school children:	AM	45	PM 44
Address of the Early Years Inspectorate:	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow		
Inspection undertaken by:	Sarah Quigley & Fiona Carty		
Title:	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).			
Conditions if applicable	Not applicable		

Description of service

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 operates from a purposely adapted, two storey residential 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.

Staffing

The service currently employs 18 staff members including a cook, the centre manager, and a general manager who works between the two services operated by the registered provider. 16 adults were present on the day of inspection including the general manager and the person in charge, the registered provider does not work directly in the service.

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/ information and records/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

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 general manager, 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

(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

(2) Documentation was reviewed in respect of all 18 adults working in the service. The following records were available for the 18 adults:

(a) (b)

The registered provider demonstrated that they had verified the references obtained from two sources for 17 of the adults, and from one source for one of the adults.

(c) Garda vetting disclosures from The National Vetting Bureau for the 18 adults.

(d) International police vetting for 12 of the 14 adults who required it.

(4) There was evidence that each of the 18 adults had attained at least a major award in Early Childhood Care and Education at Level 5 on the National Framework for Qualifications, or a qualification deemed to be equivalent.

Non-Compliance Information

(2) (a)(b) There was no second reference available for one of the adults.

(d) Full international police vetting was not available for 2 of the adults working in the service who required it.

(3) A review of documentation evidenced that the procedures specified above under Regulation 9(2) had not been completed prior to some adults commencing employment in the service as follows:

- References obtained for 4 of the adults had not been validated prior to them commencing employment in the service.
- A second validated reference had not been obtained for one adult.
- The International police vetting available for one adult had not been obtained prior to them commencing employment. Full international police vetting was not available for 2 other adults who required it.

Corrective & Preventive Action submitted by the Registered Provider

The service provided the following response:

Corrective and Preventive Action

- (2)
- (a) (b)
- This reference was located on the staff members online file and is now on the staff inspection file. Updated Staff 'on-boarding' doc in place to ensure specifically that all references have been received.
- (d) One International Police vetting was located on the staff members online file and is now on the staff inspection file. The service was unable to locate second International Police Vetting so the staff member was asked to forward updated police vetting to be filed online and is now in inspection file. Updated Staff 'on-boarding' doc in place to ensure that all police vetting's have been received and are saved to both the inspection file and the supplementary file.
- (3) All references were validated as soon as possible post-employment start date - See Corrective / Preventative Actions above in Reg 9 (2) (a) (b). The police check from 2016 (prior to commencement of employment) was located on the staff file and has now been added to the inspection file – this had been replaced in the inspection file by an updated police vetting (post-employment start date) following the previous inspection. The service created a document for completion prior to commencement of employment by any new team member to ensure all documents are available in the inspection file.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.

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.

Compliance Information

- (1) An adequate number of adults were working directly with the pre-school children attending the service during the inspection.
- (2) The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were 45 children present in the service being supervised by 14 adults during the inspection.

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 sample of 16 records of preschool children maintained in the service were reviewed by the inspectors to assess compliance. The documentation reviewed evidenced that each of the records detailed all of the required information outlined under Regulation 15(1) (a) to (i).

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;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

- (1)
- (h) A record was available in each care room detailing the attendance of each preschool child on the day of inspection.
 - (i) An accurate staffing roster was available in the service detailing hours of work for each staff member on the day of inspection.
 - (j) Written records of medication which was administered in the service were available on the day of inspection. A sample reviewed on the day of inspection documented necessary details, including parental signatures.
 - (k) Written records of accidents and incidents which occurred in the service were available on the day of inspection. A sample reviewed on the day of inspection documented necessary details.

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-

(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

The inspectors observed appropriate care practices in place during the inspection. The children moved freely – exploring their environments, playing and engaging with staff and each other. The children were provided with the opportunity to play outside and were appropriately dressed to the weather in coats and hats. Older children used the toilet independently with assistance provided from staff where needed, and children wearing nappies were changed regularly and when required. Staff used opportunities when assisting with personal care for warm individual engagement with the children.

Regular meals and snacks were provided to the children throughout the inspection, including a hot lunch. Staff and children sat together during mealtimes and staff assisted children with feeding where needed. Bibs were worn during meals to protect the children's clothes from becoming soiled or wet. Staff were observed promptly changing children who became wet after outdoor play. Drinks of water were always available within the care rooms and were offered to the children regularly and with meals. Infants brought bottles of milk from home and were given these according to their individual routines. Children were assisted to clean their faces and hands at appropriate times.

Children in the Baby room were placed to sleep according to their individual routines and when they showed signs of tiredness, and toddlers attending the Kits room were afforded an opportunity to sleep after lunch. The sleep room was calm and conducive to sleep. Soothers were offered to children who used them when they were being placed to sleep. Staff provided the children with reassurance and comfort where required when they were settling them to sleep, speaking gently to them. Areas were provided within the care rooms where children could rest or take a break from activities as desired.

Staff demonstrated warmth and affection in their interactions with the children. They addressed children by name and interacted with them in a positive manner using gentle tones and positive language. The staff comforted children promptly if they became upset, offering reassurance and cuddles. Staff used an app to communicate with parents/guardians providing individual reports on children's day on food, sleep, and activities.

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

The 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 toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. Cleaning products and hazardous materials were stored securely out of reach of the children.

Infection Control:

An infection control policy was in place to inform practice. Staff stated appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy.

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 in place to safely administer and document such medication if required, including in the case of an emergency. Staff adequately detailed the procedures for administering medication when required during discussions with the inspectors and had appropriate documentation available to record such administration if required.

Safe Sleep:

Staff were familiar with safe sleep guidance and placed babies on their backs to sleep. Sleep logs were maintained in the dedicated sleep room and the younger care rooms, and individual children's observations recorded room temperature, breathing, colour, and position every ten minutes. Standard cots and low-level beds were available for sleep and were used in accordance with children's ages and developmental needs. The temperature of the rooms where children slept were maintained at the required temperature ranges.

Fire Safety:

The designated fire escape routes were clearly indicated and free from obstruction on the day of inspection. Staff members adequately outlined the evacuation procedures in place in the event of a fire and stated that fire drills are practiced regularly on a monthly basis.

Non-Compliance Information

General Safety:

1. The side entrance to the service was unlocked and accessible on the day of the inspection from the road outside posing a risk of unauthorised access. The side entrance led directly into one of the outdoor play areas where a door into the downstairs hallway of the service at the Baby room and the designated sleep room was unlocked.
2. A trailing cord from an air filtration unit was in reach of the children on the floor of the Kits room on the day of inspection.

Infection Control:

3. Some of the nappy changing practices observed were at variance with the associated policy in place and posed a risk of cross contamination and gastrointestinal illness as follows:
 - Some staff members did not wash their hands following nappy changing and changed multiple children with no handwashing in between.
 - Some children's hands were not washed following nappy changing.
4. Children's hands were not washed prior to meals and snacks in the Baby room and the Kits room on the day of inspection.
5. An unlined bin was in use in the Kits outdoor play area for disposal of nasal tissues posing a risk of cross contamination.
6. The vinyl covering on two padded cushions in Kits and on a padded chair in Tigers rest areas were heavily torn with internal foam exposed in parts meaning they could not be effectively cleaned.
7. The radiator in the Lions room underneath the children's hand dryer was heavily soiled and discoloured with accumulations of dirt and required a deep clean.
8. The fabric on a cushioned step in the changing area of the Kits room was heavily stained and soiled and required a deep clean.
9. Paper towels were not readily available and accessible to the children in the Lions and the Tigers rooms for hand drying. Children who did not like using the electrical hand dryer were observed using facial tissues to dry their hands during the inspection. The tissues were sticking to their hands and were ineffective for hand drying and infection control purposes.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. Staff were reminded to ensure the gate latch is secured at all times. Latch secured to inside of sleep room door where children are sleeping unattended and which opens to the garden. Options and quotes for suitable changes to gate area are being sourced, once agreed on suitable option work to be scheduled for completion during a service closure.
2. Equipment removed from room. Staff reminded to ensure all necessary cables in rooms are to be secured at all times or removed. Updated the 'Daily Risk Assessments' to include securing any necessary cables in room.

Infection Control:

3. All staff were sternly reminded of importance of this procedure. Two staff (one from Babies/Pups) completed online nappy changing procedure training and were instructed to share this knowledge with their team. Nappy changing signs including hand washing steps were ordered and posted in each changing area. Staff were reminded of importance of handwashing and to ensure correct nappy changing procedure is adhered to at all times.
4. All staff were sternly reminded of importance of this procedure. Child and staff hand washing posters were ordered and were posted in each care room. Staff were reminded of importance of handwashing at meal times and to ensure correct procedure is adhered to at all times.
5. Bin was removed and replaced with foot operated lidded bin. Outdoor area 'Daily Risk Assessment' updated to include check of bins. Staff were reminded of ensuring bin in garden is in good working order while outside.
6. Items were removed from rooms New soft furnishings ordered to replace removed items, currently awaiting delivery. Updated the rooms 'Weekly Cleaning' sheets to include ensuring soft furnishings are in good order. Staff reminded to ensure all soft furnishings in room are in good order or to remove and bring to managers attention.
7. Radiator scrubbed clean. Radiator re-sprayed. Radiator check added to the monthly 'Walk Around the Centre' document.
8. Item removed and replaced with easily cleaned alternative step. Staff reminded to be aware of their surroundings and if something needs replacing / deep cleaning etc. to bring it managers attention. Step check in Sanitary areas added to the monthly 'Walk Around the Centre' document.

9. All staff reminded which tissues are to be available to the children for hand drying. Hand drying tissue box fitted in the toilet area in the Lions Room. Hand drying tissue box re-situated directly beside the toilet door in the Tigers Room. Sign put up in Tigers class toilet area to remind them of the alternative hand drying method and to guide them to the appropriate tissue box.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

Documentation reviewed evidenced that the service was adequately insured for the type of service provided and the number of children in attendance.