

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR034				
<b>Name of Service:</b>	Glenalbyn Montessori				
<b>Address of Service:</b>	Glenalbyn House, Stillorgan, Co. Dublin				
<b>Eircode:</b>	A94 E7K8				
<b>Name of Registered Provider:</b>	Patricia Pleass				
<b>Service type:</b>	Part Time, Sessional				
<b>Date of Inspection:</b>	17/05/2023				
<b>No of pre-school children:</b>	<table border="1"> <tr> <td>AM</td> <td>22</td> <td>PM</td> <td>22</td> </tr> </table>	AM	22	PM	22
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, 2 <sup>nd</sup> Floor, Brunel Building, Heuston South Quarter, Dublin 8.				
<b>Inspection undertaken by:</b>	E. Mulhern				
<b>Title:</b>	Early Years Inspector				
<b>Authority to Inspect</b>					
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				

### Description of service

Glenalbyn Montessori operates a part-time early years service from two rooms on the first floor of Glenalbyn House sports club and conference centre. The service participates in the Early Childhood Care and Education (ECCE) scheme, accommodating children aged 2 years and 8 months to 5 years of age, Monday to Friday from 8:30am to 1pm.

### Staffing

There are six staff members employed to work in the service including the registered provider.

### 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 and safety. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under the following regulations. These findings are outlined within the relevant regulations within this report.

Regulation 9 Management and Recruitment

Regulation 11 Staffing levels

Regulation 15 Record of a pre-school child

Regulation 16 Record in relation to a pre-school service

Regulation 23 Safeguarding Health, Safety and Welfare of child

Regulation 25 First Aid

Regulation 26 Fire Safety Measures

A sampling process was used to assess compliance under regulation 9, 15 and 16.

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 inspector wishes to acknowledge the cooperation of the registered provider, 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.

(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) The service had a named person in charge and a person who could deputise in their absence.
  - (b) The person in charge was present when the inspector arrived and remained on the premises throughout the inspection. The staff roster provided for the person in charge or deputy to be present at all times of opening.
- (2) The inspection focused on the recruitment records of adults who had commenced working in the service since the previous inspection dated 30 April 2021. The registered provider reported that two staff had commenced working in the service since then.

- (a) Two past employer references with a record of verification were available for each adult.
  - (b) Not applicable as both staff members had previous employers.
  - (c) Garda vetting disclosures were available for both adults.
  - (d) International police vetting was available for both adults as they had lived in another state for more than six months as an adult. It was evidenced that reasonable measures had been taken to obtain police vetting from a second state that one of the adults had lived in as an adult. Records were available of all attempts made and communications with the relevant authorities.
- (4) Both adults held an award deemed by the minister to be equivalent to at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications.

### 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) There was an adequate number of adults available to the children.
- (2) The minimum ratio of adults to children was always maintained. Five adults worked directly with 22 children. The staff roster provided for five adults to be available to the children daily.

### 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

A sample of eight records for children were reviewed. The following particulars were recorded:

- (a) The name and date of birth of each child.
- (b) The date on which each child first attended the service.
- (c) The records had a section for documenting the date when children ceased attending the service. The registered provider reported that this is always documented when the child leaves the service.
- (d) The names, addresses and telephone number of parents were recorded and information where parents can be contacted during the hours of operation of the service.
- (e) Names and contact details of other adults who were authorised to collect children.
- (f) The documentation available supported the recording of specific illnesses, allergies, disabilities and dietary preferences for children.
- (g) The name and telephone number of the child's medical practitioner.
- (h) Parents had indicated which immunisations their children had received.
- (i) There was written parental consent for medical treatment of children in the event of an emergency.

## 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

(h) Records were available outlining the time each child arrived at and left the service daily.

(i) A daily staff roster was available.

(j) The registered provider reported that no child attending the service had received medication. The service's medication policy outlined the details that must be recorded if medication is given. A medication administration template was available for recording if required. Staff demonstrated an awareness of obtaining signed parental consent prior to giving medicine to a child and the requirement to maintain a record.

(k) Records were available detailing accidents, injuries and incidents that had occurred within the service involving children.

## 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 inspector observed that reasonable measures had been taken to safeguard the health, safety and welfare of the children as outlined in the examples below.

#### General Safety:

- External entrances and exits were secured to prevent unauthorised access or a child leaving the service unsupervised.
- Emergency doors were kept clear to allow for timely evacuation in the event of an emergency.
- Cleaning products were stored safely out of reach of children.
- Heavy furniture was secured to prevent tipping.
- Records showed that fire-drills are undertaken monthly.

#### Infection Control:

- The premises and equipment were observed to be well maintained and in a clean condition.
- Sanitary facilities were equipped with warm water, liquid soap and paper towels for handwashing.
- Children's hands were washed at required times including before eating and after using the toilet.
- Waste was managed appropriately with the use of pedal operated, lidded bins.

#### Administration of Medication:

- The person in charge reported that none of the children had received medication while attending the service. Staff demonstrated an awareness of how to give medication safely if required including obtaining written parent/guardian consent and undertaking training if necessary.

#### Outing:

- The registered provider reported that the service visits a local farm annually. A detailed policy was in place to guide safe practice before and during outings. Staff demonstrated an awareness of measures to take to safeguard the children including obtaining parental consent, carrying out a risk assessment and ensuring a person trained in first aid is always available.

## 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.*

### Compliance Information

(1) There was always a person with a recognised first aid certificate available to the children. The staff roster provided for a person trained in first aid to be available at all hours of opening.

(2)

(a) A suitably equipped first aid box was stored in a conspicuous position within reach of adults.

(b) The first aid box was always available for use.

## 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.

### Compliance Information

- (1)
- (a) Records were available of fire-drills carried out in the service. The last fire drill recorded was dated 25 April 2023.
  - (b) The service had a record outlining the firefighting equipment and smoke alarms in the service. The last recorded dates of maintenance were 14 April and 15 May 2023 consecutively.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position.