

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR133			
<b>Name of Service:</b>	Barnardos Tivoli Child & Family Centre			
<b>Address of Service:</b>	14 Tivoli Terrace South, Dun Laoghaire, Co. Dublin			
<b>Eircode:</b>	A96 Y008			
<b>Name of Registered Provider:</b>	Kevin Gregory			
<b>Service type:</b>	Part Time			
<b>Date(s) of Inspection:</b>	04/12/2023			
<b>No of pre-school children:</b>	AM	13	PM	13
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, Loughlinstown Health Centre, Loughlinstown.			
<b>Inspection undertaken by:</b>	Olivia Quill			
<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

Barnardos Tivoli Child & Family Centre is a registered charity and offers family support to families who receive their services. The early years service is registered to provide part- time day care for children aged from 2-6 years and operates from Monday to Friday 09:00-14:00.

The early years service is based in a detached Georgian three storey terraced house in Dun Laoghaire County Dublin. Three care rooms are provided. Younger children are cared for on the ground floor in the early years room. Older children are cared for in the two Preschool rooms in the basement named the Busy bees and the Butterfly room. An outdoor play area is available to the rear of the premises.

### Staffing

In total eleven staff are employed including a cook and domestic worker. On inspection eight staff were present this included the designated person in charge, cook and six staff who worked directly with the children.

### 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. The inspection may also focus on other areas as required.

This inspection focused on an examination of compliance under regulations:

Regulation 9 Management and Recruitment

Regulation 11 Staffing levels

Regulation 16(h),(i),(j) and (k) Record in relation to pre-school service

Regulation 19 Health welfare and development of child

Regulation 23 Safeguarding health, safety and welfare of child

Regulation 25 First Aid

Regulation 26 Fire safety measures.

Regulation 28 Insurance

These findings are outlined within the relevant regulations within this report. A sampling process was used to assess compliance under regulation 19 and regulation 16 (j) and (k).

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 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,*

*(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

(2) The files for eleven staff employed in the service were reviewed as part of the inspection and met regulatory requirements as follows:

(a) Twenty- two validated, written references were available from a past employer.

(c) Garda vetting disclosures from the National Vetting Bureau of An Garda Síochána were available for staff employed to work in the service

(4) Records were available evidencing that all staff members who were employed to work directly with the children held the required qualification or equivalent.

### 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 children at all times during the inspection.
- (2) The minimum ratio of adults to children for part time day care services was adhered to at all times during the inspection. There were thirteen children attending the service being supervised by six adults on the day of inspection.
- (8)(a) There were at least two adults on the premises at all times during the hours of operation.

## 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) A daily record of each child's arrival and departure was recorded.
- (j) A record was available to demonstrate that signed parental consent was obtained to administer medication if required. To date no medication has been given to any of the children attending the service.
- (k) A sample of ten accident and incident forms were reviewed. The forms were completed correctly and signed by staff and parents.

#### Non-Compliance Information

(i) The staff roster available was not up to date and staff who were rostered off were recorded as working on the roster.

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

##### Corrective and Preventive Action

(i) A sign in and out board is at the front door to indicate who is in and out on that day. A diary is also kept in the office with any absences. An up-to-date rota will be kept in office. The manager will do regular checks to ensure this system is getting used correctly.

##### Supporting documentation submitted

Written record.

### Summary Comment

The corrective and preventive actions stated by the registered provider have addressed the non-compliance. The Regulatory requirement has been met.

### 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*

#### Compliance Information

(1)(a)

Staff reported that all meals are provided by the service. The service had a healthy eating policy in place and meals were provided at regular intervals. On arrival children are offered breakfast which included a choice of cereals and toast. At lunchtime children were served a hot meal of spaghetti bolognese which was prepared by the cook and afterwards a selection of fresh fruit was offered. Individual picture place mats were provided, and suitable plates and cutlery was available. Mealtime was relaxed and sociable staff and children sat together and ate their meal. Children were offered milk or water with their main meal. Drinking water was freely available in all care room throughout the day.

Children's care needs were met promptly. Younger children's nappies were changed as required. During this time staff were observed to engage children in conversations. Older children were encouraged and observed to use the toilet independently.

Staff interacted warmly with the children in their care throughout the inspection and they demonstrated a good awareness of the needs of each child in their care. In the Early Years room, a new child who was settling and another child who returned from being off were observed to be upset and staff responded promptly with hugs and words of reassurance. During the inspection children were observed immersed in their play and they had the freedom to choose their own activity and staff supported them. In all care rooms the play materials were easily accessible from the low-level shelving provided.

Designated areas of interest included home corners, messy play areas with art materials, sand and water, musical instruments, small world toys, dress up areas, construction toys and rest areas with books. These areas of interest provided children with the freedom to play and explore.

Staff explained they communicate daily with parents as they bring and collect their children from the service. Additional information including photographs are shared with parents using a phone app.

Outdoor play is incorporated into the daily timetable. All children spent time in the outdoor area and were suitably dressed for the weather. Children had space to run and access to a variety of play equipment including ride on bikes, balls, a slide and a tree house.

## 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 entrance to the service was safely secured to prevent unauthorised access and to prevent children leaving unsupervised.
- All toys and play equipment was safe for the age group using them and in good condition.
- The kitchen was not accessible and cleaning agents were stored safely out of reach of children.
- fire exits were unobstructed.

##### Infection Control:

- The environment was clean and cleaning schedules were maintained.
- Liquid soap, warm water and paper towels were available to facilitate hand washing. Staff were observed to carry out hand washing as appropriate. Children were supported to wash their hands at regular intervals including following outdoor play and using the toilet and before meals.
- Children were prompted to clean their nose and wash hands after by staff.

### Non-Compliance Information

#### General Safety:

1. In the outdoor play area the rubber tile surface was uneven and sunken in parts, some tiles were observed to be lifting posing a potential trip hazard.

#### Infection Control:

2. The nappy changing policy was inadequate because it did not include all required steps for infection control purposes. For example, it did not include that used gloves should be removed after nappy changing. Nappy changing practice observed was inconsistency and posed an infection control risk as staff did not remove used gloves after a child's nappy was changed and these gloves were then used to clean the changing mat.
3. In the Early years room the waste bin provided was unsuitable as it was not pedal operated.

#### Administration of Medication:

4. There was no temperature reducing medication available if required as per the medication policy.

#### Fire Safety:

5. Monthly fire drill was not completed the last recorded fire drill was on the 25 October 2023 posing a potential safety risk in the event of a fire.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. Building and garden is getting renovated this year and planning permission has been sought. The Manager has confirmed the garden will be prioritised. Staff continue to supervise children at play times.

#### Infection Control:

2. New nappy changing policy put up on the wall in nappy changing area. Staff informed about the policy and are implementing it. Added to agenda for the Team meeting in January. Manager to oversee it continues to be used correctly.
3. A pedal bin was purchased for the early years room. Manager to ensure all bins continue to be compliant.

#### Administration of Medication:

4. Temperature reducing medication was purchased. Staff member designated to purchase when it is needed.

**Fire Safety:**

- Fire safety checks will be completed & recorded monthly. A staff member designated to ensure this is not missed and manager to supervise this.

**Supporting documentation submitted**

**General Safety:**

Email evidence.

**Infection Control:**

Written and photographic evidence.

**Administration of Medication:**

Written evidence.

**Summary Comment**

The corrective and preventive actions stated by the registered provider have addressed the non-compliance numbered 2-5. The corrective and preventative action for point 1 in relation the garden remains outstanding. Once the actions as stated by the registered provider are implemented it will address the non-compliance. This will be reviewed on next inspection.

**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**

- A person trained in first aid for children was at all times, immediately available to the children attending the pre-school service.
- (a), (b) The first aid box was suitably equipped, available and in an easily accessible position on the premises.

### 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) A written record of the last fire drill was recorded as being undertaken on the 25 October 2023.
  - (b) The number, type and maintenance record of firefighting equipment on the premises was available and the maintenance record was dated the 21 November 2023.
- (4) The notice of the procedures to be followed in the event of a fire were clearly displayed in the premises.

#### Non-Compliance Information

- (1)
- (b) The maintenance record provided for the smoke alarms demonstrated the smoke alarm was last serviced on the 16 August 2022 posing a potential safety risk that smoke might not be detected in the event of a fire on the premises.

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

##### Corrective and Preventive Action

(1)(b) The Manager has purchased a new fire and general register book and will keep all records updated in this. The Manager has requested a date for smoke alarms to be serviced and will continue to do this as per regulations.

##### Supporting documentation submitted

Email evidence of date planned for service of smoke alarms for the 9 January 2024.

#### Summary Comment

The corrective and preventive actions stated by the registered provider have addressed the non-compliance. 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

Evidence of current insurance for the pre-school was available and expires on 31 March 2024.