

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DR173
--------------------------	-------------

<b>Name of Service:</b>	Manorbrook Montessori & After School Club
-------------------------	---

<b>Address of Service:</b>	Monkstown Park Junior School, Upper Mounttown Road, Monkstown, Co. Dublin
----------------------------	---

<b>Eircode:</b>	A96 X096
-----------------	----------

<b>Name of Registered Provider:</b>	Lisa Kenna
-------------------------------------	------------

<b>Service type:</b>	Part Time
----------------------	-----------

<b>Date(s) of Inspection:</b>	09/10/2023
-------------------------------	------------

<b>No of pre-school children:</b>	AM	18	PM	18
-----------------------------------	----	----	----	----

<b>Address of the Early Years Inspectorate:</b>	Tusla, Child and Family Agency, Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, County Dublin.
---	---

<b>Inspection undertaken by:</b>	Olivia Quill
----------------------------------	--------------

<b>Title:</b>	Early Years Inspector
---------------	-----------------------

### 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).

<b>Conditions if applicable</b>	Not applicable
---------------------------------	----------------

### Description of service

Manorbrook Montessori and After school club was first established in 2013 and is privately operated. The early years service is registered to provide part-time care and includes the Early Childhood Care and Education (ECCE) Scheme for children aged from 2- 6 years. The service operates Monday to Friday from 08:30-12:30. The ECCE scheme is offered between 09:30-12:30. The early years service is located in a premises on the grounds of Monkstown Park Junior School and consists of one Montessori room. An outdoor play area is available for the children on the school grounds.

### Staffing

In total three adults are employed to work in the service. The registered provider does not work 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

The inspection was unannounced and focused on the area of governance, health, welfare and development of child and safety. The inspection may also focus on other areas as required.

Compliance was assessed under regulations.

9 – Management and Recruitment,

11 – Staffing Levels,

- 15 – Record of pre-school child,
- 16 – Record in relation to Pre-school service,
- 23 – Safeguarding Health, Safety and Welfare of child,
- 25 – First Aid and
- 26 – Fire Safety.

A sampling process was used to assess Regulation 15 Record of pre-school child and Regulation 16 – Record in relation to Pre-school service. These findings are outlined within the relevant regulations within this report.

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 inspection focused on the recruitment records for the four staff employed in the service.

(a) Two validated references from a past employer were available for all staff employed in the service.

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

(d) Police vetting was available for one staff member who had lived outside the state as an adult for a period of longer than six consecutive months.

(4) A record was available evidencing that all staff members who were employed to work directly with the children held the required qualification.

## 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 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. Eighteen children attending the service were being supervised by three adults.

### 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 random sample of records were reviewed for children who were attending the service. The records reviewed contained the following particulars as required:

- (a) The name and date of birth of each child.
- (b) The date on which each child first attended the service.
- (c) There was an area on the registration form where the date when a child would cease to attend the service will be recorded.
- (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 were also available.
- (e) Names and contact details of other adults who were authorised to collect children were available.
- (f) The documentation available supported the recording of specific illnesses, allergies, disabilities and dietary preferences for children.
- (g) The name, address and telephone number of each child’s general practitioner (GP) was recorded.

(h) Parents had indicated which immunisations their children had received. There was documentation available to record reasons why children may not have received immunisations.

(i) There was written parental consent for medical treatment of children in the event of an emergency. A sample of child registration forms were reviewed.

### 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) Details of the attendance of each child in the service were recorded at time of entering and leaving the service.

(i) A staff roster was available.

(j) To date no medication has been administered. Documentation was available to demonstrate that signed parental consent was required prior to administering medication to a pre-school child.

(k) Details of any accident or incident were recorded as required in the accident and incident book. All forms were signed by parents and staff.

## 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)

Each child's learning, development and well-being was facilitated within the daily life of the service. Children were actively engaged in a variety of activity during the inspection including tabletop activities and free play. Warm interactions were observed between children and staff throughout the inspection. Parents provided healthy lunches, children and staff sat together and ate their food in a relaxed environment. Drinking water was freely available. Children were encouraged to be independent appropriate to their age and stage of development, for example, by using the toilet, tidying up and putting on their own coats.

The lay out of the Montessori room was open plan and it was divided into areas of interest enabling children the freedom to play and explore. Examples included a home corner, arts and crafts, tabletop activities a library area and rest area. All of these interest areas provided a range of developmentally appropriate and valuable play experiences for the children attending the service. The materials and equipment were presented effectively and easily accessible from the low-level shelving provided. All children spent time in the outdoor area and were observed to enjoy playing a variety of games with staff.

## 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 main door to the service was safely secured preventing unauthorised access and children leaving unsupervised.
- Cleaning products were stored safely out of reach of children.
- All toys and play equipment were in good condition and safe for the age group using them.

##### Infection Control:

- The environment was clean and the service maintained a cleaning schedule.
- Staff were observed to clean the tables prior to lunch being served.
- In the sanitary areas wash hand basins were equipped with warm water, liquid soap and paper towel. Children's hands were washed at required times including before eating and after using the toilet.
- Suitable pedal operated bins were provided in the care room and sanitary area.

##### Administration of Medication:

- Temperature reducing medication was safely stored out of reach of children. Staff were familiar with the Medication policy and a suitable medication record form was available to record any medication given.

## 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) A person trained in first aid for children was available for the children at all times.

(2)(a) A suitably equipped first aid box was safely stored in a conspicuous position in the pre-school room.

(b) The first aid box was available to the children attending the pre-school at all times.

## 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 fire drill was available and recorded as being completed on the 6 September 2023.
  - (b) The number, type and maintenance record of firefighting equipment and smoke alarms on the premises was available. The maintenance records for the fire equipment were dated 17 November 2022 and 20 September 2023 for the smoke alarms.
  - (4) A notice of the procedures to be followed in the event of fire was displayed in a conspicuous position on the premises.