

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS031
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Name of Service:	Oakview Village Clondalkin
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Address of Service:	Clondalkin Civic Centre, South Dublin Co. Council, Clondalkin, Dublin 22, Co. Dublin
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Eircode:	D22 E9X5
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Name of Registered Provider:	Timothy Crean
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Service type:	Full Day
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Date of Inspection:	23/01/2024
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No of pre-school children:	AM	36	PM	33
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Address of the Early Years Inspectorate:	The Brunel Building, Heuston South Quarter, St. John's Road West, Dublin 8
Inspection undertaken by:	R. Brien & F. 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
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Description of service

	<p>Child Care Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016</p> <p>QMS Ref: EYI-RRT12.1 V2.0 03/03/2023 Service ID: TU2015DS031</p>	1 of 12
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Oakview Village Clondalkin is one of seven services operated by the registered provider. Oakview Village Clondalkin provides full day care and sessional care and caters for children from 0 to 6 years. The service is registered to operate from 07:30 to 18:30, Monday to Friday.

The service operates from a purposely adapted ground floor facility within South Dublin County Council Civic Offices in Clondalkin village, south Dublin. There are four care rooms in the service. The Wobbler room caters for children aged 1 year. The Toddler room caters for children aged 2 years and the Preschool and Sensory Preschool rooms cater for children aged 3 to 4 years. There are two dedicated sleep rooms. There is a fully enclosed outdoor play area to the side and rear of the premises.

Staffing

The service currently employs 9 staff including a manager. There were 7 staff working directly with the children on the day of inspection. The service also employs a cook.

The Operations manager and Quality and Compliance manager arrived during the morning of the inspection and supported staff in the care rooms. The registered provider does not work directly in the service and was not present on the day of inspection.

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 announced 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.

The inspection focused on an examination of compliance under the following regulations:

- 9 (1)(a)(b),(2),(3),(4) Management and Recruitment,
- 11(1),(2),(8)(a) Staffing Levels,
- 15(1) Record of a Pre-school child
- 16 (h),(i),(j),(k) Record in relation to pre-school service,
- 19(1)(a)(b) Health, Welfare and Development of Child,
- 23 Safeguarding, Health, Safety and Welfare of Child,

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under the following regulations:

- 16(h)(j)(k) Record in relation to pre-school service,
- 19(1)(a)(b) Health, Welfare and Development of Child,
- 23 Safeguarding, Health, Safety and Welfare of Child.

As a result, the scope of the inspection included the Wobbler and Toddler rooms.

A sampling process was used to assess compliance under the regulation 15(1) – Record of a Pre-school child,

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 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

(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*

(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

- (1)
- (a)(b) The service had a designated person in charge and a named person to deputise as required who were both on the premises throughout the inspection.
- (2) The files of nine adults were reviewed as part of the inspection. This included four staff members who had commenced working in the service since the last inspection on 05 April 2022. Documentation was reviewed in respect of these adults and met regulatory requirements as follows:
- (a)(b) Of the eighteen references that were required, fourteen were available from a past employer and four were available from a reputable source.
- (c) Garda vetting disclosures from the National Vetting Bureau of An Garda Síochána were available for the nine staff members.
- (d) Police vetting was required and was available for one staff member who had lived outside the State for a period exceeding six months as an adult.
- (4) Records were available evidencing that eight staff members who were employed to work directly with the children held the required qualification or equivalent.

Non-Compliance Information

- (3) The registered provider did not take appropriate measures to ensure that all adults were suitable to work in an early years service prior to their commencement as outlined below:
- The registered provider did not ensure that a Garda vetting disclosure was obtained for one adult prior to them commencing work in the service. The staff member commenced working in the service on 02 October 2023 and Garda vetting was obtained on 06 October 2023.
 - There was no evidence available to demonstrate that five references in respect of four adults had been validated by the registered provider before staff commenced working in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (3)
- Going forward as advised no staff member will undertake training prior to Garda Vetting coming through. All new starters will carry out training with manager via zoom prior to actual start date when Garda vetting is received.
 - All files and references will be completed and dated before staff members start with Oakview and this will also be reviewed by Deputy Manager to ensure no sections are missed.

Supporting documentation submitted

Written evidence was presented to demonstrate the corrective and preventive actions submitted by the registered provider.

Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address these non-compliances. These actions will be assessed on the next inspection.

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 full day care services was adhered to at all times during the inspection. There were thirty-six children attending the service being supervised by seven adults on the day of inspection.
- (8)(a) There were at least two adults on the premises at all times.

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 ten records were reviewed which demonstrated that a record was available in writing which contained the information required in (a) to (i) above.

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 Wobbler and Toddler rooms were recorded at the time of entering and leaving the service.

(i) The staff roster was available on the day of inspection and accurately reflected the adults working in the service.

Non-Compliance Information

(j) A sample of sixteen medication administration records were reviewed. Some of these records were incomplete contrary to the service’s administration of medication policy as follows;

- Fourteen of these records were not signed by parents.
- Six records had no staff signature.
- Nine records had no second staff signature.
- Nine records did not detail the name of the medication given.
- Five records did not detail the time the medication was given.

Failure to record medication administration correctly, to have medication administration witnessed or to ensure that parents have been informed may pose a risk to the continuity of care of the child.

(k) A sample of seventeen accident and incident records were reviewed. Some of these records were incomplete as follows;

- Eleven of these records were not signed by parents.
- Four records had no staff signature.
- One record had no second staff signature.

Failure to record accident and incidents correctly and to ensure that parents have been informed of an injury to their child may pose a risk to the continuity of care of the child.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(j) The medication forms that were incomplete were due to when we first transitioned over from paper over to our app, these have since been completed by all parties involved, at the time when first using the new software system, we had some issues which have since been corrected on saving signatures once input.

Manager carries out a weekly review of all audits, medication forms and documentation at the end of each week, all medication forms are signed off on the day by all staff members and parents when medication is given, staff have received further training and review of the medication policy since the Tusla inspection to prevent any further errors.

(k) The accident report forms that were incomplete were due to when we first transitioned over from paper over to our app, these have since been completed by all parties involved, at the time when first using the new software system, we had some issues which have since been corrected on saving the signatures once input.

Manager carries out a weekly review of all audits, accident forms and documentation at the end of each week, all accident forms are signed off on the day by all staff members and parents when an accident has occurred, staff have received further training and review of the accident policy since the Tusla inspection to prevent any further errors.

We have also been in touch with our software team and we now have a new feature that a Manager will get a notification on the system to be able to check and sign off on Accident reports.

Supporting documentation submitted

Written evidence was presented to demonstrate the corrective and preventive actions submitted by the registered provider.

Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address these non-compliances. These actions will be assessed on the next inspection.

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

(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

(1)(a)(b)

Staff reported that all meals are provided by the service for children in the Wobbler and Toddler rooms. All children are offered breakfast on arrival and a fruit snack is provided during the morning. Dinner took place at 12:00. Drinking water was available and accessible to children throughout the day and children were offered a choice of water or milk with their dinner. Younger children were provided with bibs for dinnertime. Children were encouraged to feed themselves and staff supported younger children who needed assistance with their dinner. Additional servings of dinner were available in the care rooms and children were observed asking for and receiving additional portions of dinner. Staff were observed eating with the children at mealtimes and engaging in conversation with children promoting a relaxed and sociable atmosphere.

Children's care needs were observed to be met promptly. Staff were observed cleaning children's faces after dinner and cleaning children's noses as required. In the Wobbler room, children's wet clothes were changed following a sand and water activity. Children's nappies were changed regularly, and staff were observed engaging warmly with children when providing this care. There was a designated sleep time in the Wobbler and Toddler rooms.

Children were given responsibility appropriate to their age and were encouraged and supported to be independent. Children were observed handing out drinks, placemats, spoons and bowls for dinner and in the Toddler room, children were supported by staff to take their own serving of dinner from a large bowl. Staff provided an appropriate level of supervision whilst supporting the children's independence during play and mealtimes.

Staff demonstrated a good awareness of the needs of each child in their care and responded to children's cues promptly. Staff displayed warmth and sensitivity during all interactions with the children and were observed

supporting children in their play. Staff were observed to use distraction, gentle tones and praise when promoting positive behaviour in line with the service's behaviour policy. Staff were observed acknowledging children's achievements and efforts positively.

Staff described how they communicate with parents regarding their child's day using an online application detailing information on food, sleep, nappy changes and activities. Staff also communicate with parents at arrival and collection times.

Care rooms were bright and were arranged into defined areas of interest providing children with the freedom to play and explore. Designated areas of interest included construction areas, small world toys, home corners and imaginary play areas, sensory play and rest areas with books. Care rooms provided a range of developmentally appropriate play experiences for the children and were adequately resourced with a variety of materials. Family photos and children's artwork were displayed in the care rooms. Photos from the local community were displayed in the care rooms.

The environment was laid out to support the children's independence. Low level hooks were provided for coats and bags. Play materials were observed to be accessible to the children on low level shelving. Low level tables and chairs were available in the care rooms.

A fully enclosed outdoor play area was available to the side and rear of the premises with artificial grass surfacing and bark surfacing. The outdoor area was well resourced with a range of developmentally appropriate play equipment.

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 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.
- Medicines, hand sanitisers and cleaning agents were stored safely out of reach of children.
- All storage facilities were inaccessible to children.
- The toys and play equipment observed in use by the children on the day of inspection appeared in good working order.
- All blind cords were secured.

Infection Control:

- Liquid soap, warm water and paper towels were available to facilitate hand washing. Staff were observed to carry out hand washing as appropriate. The children were supported to wash their hands at regular intervals including after nappy changing and before meals.
- Children's nappies were changed in line with the service's nappy changing policy to reduce the risk of the spread of infection.
- A system was in place for effective sterilisation of soothers.
- Waste was managed appropriately with the use of pedal bins.
- Individual bed linen was provided for children. Staff stated that bed linen is laundered weekly or as required.

Safe Sleep:

- Children were physically monitored while sleeping and sleep checks were documented every ten minutes. Discussion with staff demonstrated that staff were familiar with safe sleep guidelines.