

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS041		
<b>Name of Service:</b>	Kilnamanagh Kids		
<b>Address of Service:</b>	36 Tamarisk Lawns, Kilnamanagh, Kilnamanagh, Dublin 24, Co. Dublin		
<b>Eircode:</b>	D24 RY24		
<b>Name of Registered Provider:</b>	Deirdre Lawlor		
<b>Service type:</b>	Full Day, Part Time, Sessional		
<b>Date of Inspection:</b>	03/07/2023		
<b>No of pre-school children:</b>	AM	21	PM 21
<b>Address of the Early Years Inspectorate:</b>	The Brunel Building, Heuston South Quarter, St. John's Road West, Dublin 8		
<b>Inspection undertaken by:</b>	R. Brien & E. Mulhern		
<b>Title:</b>	Early Years Inspectors		
<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

Kilnamanagh Kids is a privately operated early years service. The service is registered to provide full day-care, part-time care and sessional care for children from 1 to 6 years of age and is registered to operate from 08:00 to 18:00, Monday to Friday.

The service is located in an adapted domestic dwelling in Kilnamanagh, Dublin 24. There are 5 care rooms in the service, on the day of inspection four of these rooms were open. The Marvellous Monkeys room caters for children from 1-2 years. The Outdoor room, which operates outdoors in the back garden of the service, caters for children from 2-5 years. Room 2 caters for children aged 2-3 years and Room 3 caters for children aged 4-5 years. Both these rooms are located on the first floor of the premises. There is also a dedicated cot room with three cots on the ground floor. There is an additional outdoor space split into two areas at the front of the property.

### Staffing

The service currently employs 19 staff. There were 9 staff working directly with the children on the day of inspection including the manager. The service also employs three part time cooks and a cleaner. 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 unannounced and focused on the area of governance/ health, welfare and development of child and safety. The inspections 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),(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,  
26(1) – Fire safety measures

A sampling process was used to assess compliance under regulations:

9 (2),(4)- Management and Recruitment,  
15(1) – Record of a Pre-school child,  
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 Marvellous Monkeys and Room 3 care rooms.

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.

(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)(b) Following a discussion with the person in charge it was confirmed that one new member of staff commenced working in the service since the last inspection on 14 September 2022. Two validated, written references were available from a reputable source for this staff member.

- (c) Garda vetting disclosures from the National Vetting Bureau of An Garda Síochána were reviewed and were available for all nineteen staff employed by the service.
- (4) A record was available evidencing that the staff member who was employed to work directly with the children since the last inspection on 14 September 2022 held the required qualification.

### Non-Compliance Information

- (2)(a) Through review of documentation and discussion with the person in charge it was evident that the registered provider had not sourced a past employer reference for the new staff member from their most recent employer.
- (d) There was no police vetting available for this staff member who had lived outside the State for a period exceeding six months as an adult.

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

#### Corrective and Preventive Action

(2)(a)

A policy has been written regarding references for new employees starting employment at Kilnamanagh Kids. The policy will be followed when completing the induction form.

(d)

A policy has been written regarding police vetting for staff that had lived outside of Ireland for a period of 6 months or longer. The policy will be followed when completing the induction form

#### 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.

## 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 twenty-one children attending the service being supervised by nine 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 Marvellous Monkeys and Room 3 care rooms were recorded at the time of entering and leaving the service.

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

(j) A sample of ten medicine administration records were reviewed. These records were signed by staff and parents and were completed appropriately.

(k) A sample of ten accident and incidents records were reviewed. These records were signed by staff and parents and were completed appropriately.

### 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 meals are provided by the service. Children are offered breakfast on arrival and a snack is provided during the morning. Dinner was served at 11:30. Drinking water was accessible to children throughout the day and all children were given water with their meal. Younger children were provided with bibs for dinnertime and all children were encouraged to feed themselves. Staff were observed sitting with children and engaging in conversation during dinner and assisting those who needed support. Extra dinner and vegetables were offered to children who had finished their meals.

Children's care needs were observed to be met promptly. Staff were observed cleaning children's noses as required and cleaning children's faces after dinner. In Room 3, children's wet clothes were changed promptly following a water play activity. Children were encouraged and supported to be independent including using the toilet independently and cleaning up after their play. Children's nappies were changed regularly, and staff were observed engaging warmly with children when providing this care. There was a designated nap time in the Marvellous Monkeys room and for younger children in Room 3 who required a nap.

The routine in the service was observed to be child-led, and children were observed to be engaged in their play. Staff interacted warmly with the children throughout the inspection and were observed supporting children in their play and extending their learning through discussion. The staff demonstrated a good awareness of the needs of each child in their care and responded to children's cues promptly. Staff were observed to use distraction gentle tones and praise when promoting positive behaviour in line with the service's behaviour management policy. The atmosphere in the service appeared calm and relaxed.

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 arranged into defined areas of interest providing children with the freedom to play and explore. Areas of interest included home corners, construction areas, art and messy play, sensory play, quiet areas with books, tabletop activities and musical instruments. The care rooms provided a range of developmentally appropriate play experiences for the children and were adequately resourced with a variety of materials. The materials were observed to be accessible to the children on low level shelving. Low level tables and chairs were available in the care rooms. Family photos and birthday wall with children's photos were displayed in the care rooms at the children's level. Children's artwork was displayed throughout the care rooms.

A fully enclosed, paved outdoor area was located at the front of the premises. This was separated into two areas, one which was designated for the younger children and a larger area for the older children attending Rooms 2 and 3. Children from Room 3 were also observed accessing the outdoor area to the rear of the premises on the day of inspection which is used by the Outdoor room. The outdoor areas were well resourced with a range of developmentally appropriate play equipment. All children accessed the outdoor areas on the day of inspection.

### 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 providers 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.
- Hand sanitisers, hazardous materials and medicines 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 were safe and 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 and children were observed to carry out hand washing as appropriate.
- A system was in place for effective sterilisation of soothers.
- Individual bed linen was provided for the children in the Marvellous Monkeys and Room 3 care rooms. Staff stated that all bed linen is laundered once per week or as required.
- Waste was managed appropriately with the use of pedal operated lidded bins.

### 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.

### Non-Compliance Information

#### Infection Control:

1. The service's nappy changing procedure was ineffective for infection control purposes. There was no requirement in the procedure to remove soiled gloves when redressing a child. Some nappy changing practices observed on the day of inspection in the service were inadequate for infection control purposes. Staff were observed redressing the children while wearing the same used gloves.

#### Administration of Medication:

2. While it is acknowledged that there was a care plan in place for a child in the Marvellous Monkeys room who required emergency medication, the procedures and practices in place for children attending the service requiring emergency medication were inadequate, posing a potential risk to the health and safety of children as follows;
  - a. The service's medication administration policy did not include the procedures to follow in relation to the storage of emergency medication.
  - b. Emergency medication for one child in the Marvellous Monkeys room was not labelled and stored in its original container.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### **Infection Control:**

1. The nappy changing policy has been completely revised. Two staff members did the Canavan and Byrne training on nappy changing and infection control. Visual aids have been added to the changing area for staff to remind themselves if needed. An apron and white roll dispenser have been added to the changing areas. Staff have been shown and read the policy updated and have signed off on it.

#### **Administration of Medication:**

2. The policy has been updated on the storage of emergency medication and it will be checked monthly and signed off. All staff have read the updated policy. Our medication policy has been updated. We have spoken to all our parents with their children on emergency medicine telling them that medication needs to be labelled with the child details, dosage and chemist name and number as other medication is. Staff have read the policy and know when taking medicine in from the parents what they need to check for and also how to store the emergency medication.

### Supporting documentation submitted

#### **Infection Control:**

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

#### **Administration of Medication:**

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 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.

#### Compliance Information

(1)(b) The number, type and maintenance record of fire fighting equipment and smoke alarms on the premises was available. The maintenance records for the fire fighting equipment were dated 01 January 2023 and 23 November 2022 for the smoke alarm system.

#### Non-Compliance Information

(1)(a) A written record was not available detailing the most recent fire drill that had taken place in the service. The last fire drill had been recorded as undertaken on 10 April 2023. The person in charge stated that fire drills are carried out monthly but had not been recorded since April.

This non-compliance was present on the last inspection on 14 September 2022. The corrective and preventive actions stated by the registered provider did not prevent recurrence of this non-compliance.

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

##### Corrective and Preventive Action

The fire drill responsibility has been passed on to a senior staff member with not as many duties. The staff member will connect their work tablet to google calendar to remind them.

##### Supporting documentation submitted

No supporting documentation submitted.

#### Summary Comment

The corrective and preventive actions as stated by the registered provider have been deemed to address this non-compliance. This action will be assessed on the next inspection.