

# Early Years Inspectorate Regulatory Report

## Pre School

**TUSLA Identifier:** TU2015DS048

**Name of Service:** Knocklyon Lodge Crèche & Montessori Ltd

**Address of Service:** Knocklyon Lodge, Old Knocklyon Rd, Knocklyon, Dublin 16.

**Eircode:** D16XF25

**Name of Registered Provider:** Jeanette Sheerin

**Service type:** Full Day

**Date of Inspection:** 12/06/2024

<b>No of pre-school children:</b>	AM	90	PM	63
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**Address of the Early Years Inspectorate:** Early Years Inspectorate  
2<sup>nd</sup> Floor, Unit 4/5  
The Nexus Building  
Blanchardstown Corporate Park  
Ballycoolin  
Dublin 15 | D15 CF9K

**Inspection undertaken by:** C. Harte & E. Finnegan Hayes

**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.

### Description of service

Knocklyon Lodge is a privately owned full day care service which operates between 8:00am-5:30pm. In addition to full day care the service also offer the Early Childhood Care and Education scheme (ECCE) and a registered school age service.

The premises has seven care rooms across two adjoining buildings.

Room	Age group
Rainbow	1-2 years
Sunshine	2-3 years
Starlight	2.5-3 years
Turtle	3-3.5 years
Dolphin	3-4 years
Seahorse	3-5 years
Shark	3-5 years

The Dolphin room and Shark room are used for school aged childcare in the afternoon. The premises also includes a kitchen, two designated cot rooms, sanitary facilities, office, staff room and four outdoor play spaces.

### Staffing

The service currently employs 25 staff working on the premises including the person in charge, 2 deputy managers, 18 childcare workers, a chef, and a bus driver. The service also employs an additional administration staff member who works remotely. The registered provider was 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 inspection may also focus on other areas as required.

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

- Regulation 9(1)(a)(b) (2)(a)(b)(c)(d); Management and Recruitment,
- Regulation 19(1)(b); Health, Welfare and Development of child
- Regulation 21; Equipment and Materials
- Regulation 23; Safeguarding Health, Safety and Welfare of Child.

As a result, the scope of the inspection included the Sunshine room, Starlight room, Seahorse room and Dolphin room.

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 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.*

*(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:*

- (a) the policies, procedures and statements of the service specified in Schedule 5;*

### Compliance Information

(1)(a)(b) The service had a designated person in charge and named persons to deputise as required. The deputy person in charge was in the service when the inspectors arrived and remained in the service for the duration of the inspection. A review of the roster showed that a designated person in charge is rostered to be on the premises at all times the week of the inspection.

(c) There was a clear management structure in place and staff were aware of their role and responsibilities.

(2) A review of paperwork and conversation with the person in charge showed that two staff who work directly with early years children have commenced employment since the last inspection. The files of these staff were reviewed in full along with Garda vetting declarations for all staff currently employed in the service.

(a) Two written and verified references were available from past employers.

(b) Two written and verified references were available from a source other than a past employer.

(c) Garda vetting disclosures had been obtained for twenty-five staff; however, the registered provider did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

(d) There was no evidence to suggest Police vetting was required for the two staff members whose files were reviewed.

(7)(a) Records were available to show that staff have been appropriately supervised and provided with appropriate information in relation to the policies and procedures of the service.

### Non-Compliance Information

(4) There was no evidence available to show that two adults who worked directly with preschool children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children and Youth Affairs. It is acknowledged that both staff are engaged in education to obtain a relevant qualification.

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

#### Corrective and Preventive Action

Both staff have graduated, and one staff member is awaiting their certificate.

#### Supporting documentation submitted

- Student documents
- Confirmation of full award for one staff member

### Summary Comment

The inspector has reviewed the actions taken and evidence submitted. Regulatory compliance for (9)(4) remains outstanding for one staff member as insufficient documentation was submitted. It is acknowledged that the staff member will be receiving certification shortly.

### 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) The registered provider ensured that an adequate number of adults were working directly with the children in the service.
- (2) The adult child ratios were correct when the inspectors arrived unannounced to the service and throughout the inspection. The following was observed:

Room	Age group	No. of children	Staff available	Staff required
Rainbow	1-2 years	9	3	2
Sunshine	2-3 years	9	2	2
Starlight	2.5-3 years	10	2	2
Turtle	3-3.5 years	10	2	2
Dolphin	3-4 years	19	2	2
Seahorse	3-5 years	15	3	2
Shark	3-5 years	18	2	2

## 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-

(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

- A calm atmosphere was observed throughout the day with smooth and well-planned transitions.
- Mealtimes were a relaxed and social experience for the children. Staff responded quickly and without fuss to prepare a lunch for a child who had forgotten theirs on the day. Staff spoke to the child at their level and inquired what they would like to eat and listed a selection of different options.
- When one child remained at a table after their peers had finished eating and went to do an activity a staff member joined the child sitting at the table until they were finished allowing sufficient time for the child to eat while keeping them company.
- Nappy changing practices were carried out twice daily and as needed in a timely manner. Children were supervised during toileting and supported as needed.
- Staff were responsive to children's needs and interacted in calm and supportive demeanor for example when a child hurt their hand in the garden a staff member gave comfort and reassurance following the incident. The staff member did not rush the interaction with the child and allowed them time to settle before returning to play.
- Children were encouraged in selfcare skills such hygiene practices as staff demonstrated how to "catch their cough" and putting on their own coats on preparation for the garden.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

- Furniture and equipment were observed to be well maintained durable and easy to clean.
- Childrens independence and choice was facilitated with the use of accessible low-level shelving, tables and chairs.
- The room layouts provided ample room for movement and play and included rest space for children if they choose to take break from activities.
- Displays within the care rooms using photographs promoted a sense of belonging for the children such as family wall, who is here today, and their belongings stored in areas labelled with photos. In the Dolphin room children had a book containing photos and stories of when their class teddy Ms. Proud visited at home with them.
- The children had access to a variety of materials suitable to their age and stage of development. Resources were grouped together in defined areas. For example, sensory trays and toys and imaginative spaces with dolls, cash registers kitchen units and tool stations.
- There are four garden areas providing space and opportunity for children to play outside with an assortment of toys. The gardens included a selection of ride on toys, playhouses, sand pits and seesaws. They also included places for children to rest while playing outdoors.

### 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 external doors were secured which prevented children leaving the service unsupervised and prevented unauthorised persons accessing the service.
- Cleaning products were stored out of reach of children.
- Radiator covers were observed in use.

- Blind cords were observed out of reach and secured.
- The television was securely mounted to the wall in the Dolphin room.

### Infection Control:

- Children were assisted to wash their hands before mealtimes and after play in the outdoor area.
- Lunches from home with perishable items were stored in the refrigerator in the Dolphin room.
- Care rooms were bright and airy with adequate ventilation.
- Cleaning rotas for care rooms and sanitary areas were displayed and completed up to date.
- Children had individual bed linen which was clearly labelled.
- Nappy changing practice was observed to be in line with best practice guidelines and service policy.

### Safe Sleep:

- Children were observed to be monitored while sleeping at intervals of 10 minutes or less and staff recorded the breathing, position, and colour of each child at each check.
- Cots and mattresses were observed to be clean and in good condition.
- Beds in the sunshine and starlight room were observed to be 50 cm apart allowing for staff to check sleeping children move easily around the room.

### Fire Safety:

- Staff in the starlight room were aware of the fire evacuation procedure from both the care room and garden area.
- Fire evacuation procedures were observed on display in the service.
- Attendance records were completed and maintained up to date ensuring correct information was available for the fire services in the event of an emergency.

### Non-Compliance Information

#### General Safety:

1. Garda vetting was available for two staff members. However, these vetting disclosures were not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting.

#### Infection Control:

2. The vent on an appliance the Seahorse room was covered with a heavy layer of dust posing an infection control risk.
3. The pedal bin in the Dolphin sanitary area was damaged and not working effectively. This posed an infection control risk.

#### Administration of Medication:

4. Expired emergency medication was stored in the same bag as in date medication. This posed a risk of expired medication being administered in the event of an emergency.
5. Antifebrile medication was stored in a fridge without the use of a safety lock in the Seahorse room and was accessible to children. This is not line with service policy that advises medication will be stored out of reach of children.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. **Corrective action:** Garda vetting obtained for both staff members.  
**Preventive action:** Reminders are now in place for all vetting dates for staff and help for them to complete it.

**Infection Control:**

2. **Corrective action:** The vent on the Hepa filter in the Seahorse room has been cleaned.  
**Preventive action:** Cleaning of Hepa filters incorporated in the daily/weekly cleaning routine.
3. **Corrective action:** a new pedal bin is in the Dolphin room bathroom.  
**Preventive action:** Check all bins to make sure they work properly on a regular basis.

**Administration of Medication:**

4. **Corrective action:** The emergency medication has been replaced with in date medication.  
**Preventive action:** Check all medications for expiry dates.
5. **Corrective action:** We have put a lock on the fridge in the seahorse room.  
**Preventive action:** We will ensure to have locks on the fridges in the pre-school rooms.

**Supporting documentation submitted**

**General Safety:**

- Document.

**Infection Control:**

- Photographic evidence

**Administration of Medication:**

- Photographic evidence

**Summary Comment**

The inspector has reviewed the actions taken and evidence submitted. The non-compliances identified under Regulation 23 have been addressed.

## 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 review of the roster, available documents and conversation with management showed that a staff member trained in First Aid Response (FAR) was rostered to be on the premises and available to the children at all times during the opening hours of the service the week of the inspection.

(2)(a)(b) Suitably equipped first aid boxes were stored safely out of reach of children, readily available and easily accessible if required at any time.