

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS065		
<b>Name of Service:</b>	Oakview Village Tallaght		
<b>Address of Service:</b>	South Dublin County Council, County Hall, Tallaght, Dublin 24, Co. Dublin		
<b>Eircode:</b>	D24A3EX		
<b>Name of Registered Provider:</b>	Timothy Crean		
<b>Service type:</b>	Full Day		
<b>Date(s) of Inspection:</b>	16/04/2024		
<b>No of pre-school children:</b>	AM	48	PM 40
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, 7 <sup>th</sup> Floor, Brunel Building, Heuston South Quarter, Dublin 8.		
<b>Inspection undertaken by:</b>	E. Mulhern		
<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

Oakview Village Tallaght is one of eight full-day-care services operated by the registered provider. It is open Monday to Friday from 8am to 6pm and accommodates children aged from 6 months to 6 years. The service operates from a purpose-built ground floor premises within South Dublin County Council Civic Offices. Children are allocated to one of four pre-school rooms according to their age and have access to an outdoor play area. The service participates in the Early Childhood Care and Education (ECCE) scheme from 9am to 12pm.

### Staffing

There are 12 staff members employed to work in the service, including the person in charge and a person to prepare food. Seven staff members, the Person in charge and two agency staff members worked directly with the children on the day of inspection. The Operations Manager and Quality Manager were present for the feedback meeting.

### 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 areas of governance and health, welfare and development of child. The inspection may also focus on other areas as required.

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 management team, 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.

(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) The service had a person in charge and a named person to deputise as required.
  - (b) The person in charge was on the premises throughout the inspection.
- (2) The inspection focused on the recruitment records for all 16 adults working in the service including service staff, company managers, and agency workers.
- (a) & (b) It was evident that appropriate consideration had been given to the references of 15 adults.
  - (c) Garda vetting disclosures were available for all adults and were dated within the last three years.
  - (d) International police vetting was available for two adults whom this was required.
- (4) All adults working directly with children held 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.

### Non-Compliance Information

- (2)
- (b) A reference from a reputable source was not sought for one adult who had only provided one past employer reference.
  - (d) International police vetting had not been sought for one staff member and one agency worker whom it was required. One adult had lived in one other state for more than six consecutive months. The second adult had lived in two other states for more than six consecutive months.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

(2)(b) A reference has been sourced and checked by the manager. The manager will ensure a reference is sourced in future where required. This will be completed before the staff member begins with the company. Audits will be carried out on all staff files by the manager and compliance manager every quarter. This will be monitored by head office to ensure effectiveness in sustaining compliance.

(2)(d) The outstanding police vetting has been obtained and is on file for the service staff member. One of the police vetting documents was sourced for the agency staff worker. The second police vetting document remains outstanding. The agency staff worker will not be returning to the company until this is obtained and reviewed.

Training has been reviewed and provided to the manager on the importance of sourcing international police vetting. A new system was implemented, and periodic reviews have been scheduled to assess its effectiveness for any adjustments necessary. Management will ensure that international police vetting is discussed during the interview process and the curriculum vitae is meticulously reviewed to ensure police vetting is obtained if required. Files sent from the agency for emergency cover will be reviewed by the manager prior to the adult commencing with the company.

### Supporting documentation submitted

(2)(b) & (d) Supporting documents were submitted in keeping with the actions stated.

## Summary Comment

The actions submitted have been deemed to address the non-compliance.

### 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 with the children in the Baby, Toddler and Pre-school 1 rooms. There were two adults working with 8 children in the Baby room; two adults working with 11 children in the Toddler room and two adults working with 15 children in Pre-school room 1.

(2) The minimum ratio of adults to children was always maintained.

#### Non-Compliance Information

(1) An adequate number of adults were not available to the children in the Preschool 2 room. The service employed a third staff member to work in this room under the Access and Inclusion (AIM) programme. This was to ensure that four children with additional needs could participate meaningfully in the ECCE programme. The third staff member was not available to the children on the day of inspection. Staff told the inspector they were required to work in another room due to staffing issues.

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

##### Corrective and Preventive Action

The agency did not have another staff member available to provide cover for staff out on sick leave on the day of inspection. A contingency plan for addressing staff shortage is being implemented to prevent inadequate staffing situations in future. The plan is to create a panel of staff members for cover. A full-time staff member is due to start week beginning 6 May 2024. The manager will conduct regular reviews of staffing levels and adjust staffing schedules where possible to prevent shortages.

## Supporting documentation submitted

No supporting documents submitted.

## Summary Comment

The actions submitted have been deemed to appropriately address the non-compliance.

## 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

A sample of 10 records for children were reviewed. The information required was documented as outlined below:

- (a) The name and date of birth of each child.
- (b) The date when each child first attended the service.

- (c) A section was available for recording the date when the child ceases attending.
- (d) The name, address and telephone number of parents and information where parents can be contacted.
- (e) Names and contact details of other adults authorised to collect the child.
- (f) Medical information, allergies, dietary preferences, additional needs, and other information specific to the child.
- (g) The name and telephone number of the child's medical practitioner.
- (h) Immunisation details.
- (i) Signed parental consent for medical treatment in the event of an emergency.

### 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

Children moved freely throughout the inspection, exploring the environment within their rooms, and engaging in activities. The children spent time in the outdoor area and were dressed in coats and hats appropriate to the weather. Snacks, meals, and drinks were offered at regular intervals throughout the day. Drinking water was always available within the rooms, visible and accessible to the children.

Staff supported the children to manage their personal care. Bibs were provided to protect the younger children's clothes from becoming soiled or wet when eating. Staff supported the children to wash their hands and clean their faces and noses when needed. Children's nappies were changed at scheduled times and in between when required. Staff used these opportunities for warm one-to-one interactions. Children who used the toilet were supported towards independence.

Children in the Baby and Toddler room were provided with an opportunity to sleep after dinner. Staff told the inspector that they provide for the children to sleep outside of these times if they show signs of tiredness. The children were made comfortable for sleep with staff removing their outer clothing and providing soothers to those who used them. The rooms were calm and conducive to sleep at these times. An area was provided with matting, sofas and cushions within the rooms where the children could rest or take a break from activities.

Staff demonstrated warmth and affection in their interactions with the children through use of soft and gentle tones. The staff communicated with parents in real time through an app which included information regarding diet, personal care, sleep, and activities.