

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS069
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Name of Service:	Lucan Child Nursery & Montessori
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Address of Service:	13 Westbrook Park, Lucan, Co. Dublin
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Eircode:	K78 X765
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Name of Registered Provider:	Gabrielle Prenderville
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Service type:	Full Day, Part Time, Sessional
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Date(s) of Inspection:	02/05/2023
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No of pre-school children:	AM	26	PM	13
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Address of the Early Years Inspectorate:	Floor 7, Brunel Building, Heuston South Quarter, Kilmainham, Dublin 8
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Inspection undertaken by:	Fiona Carty and Sarah Quigley
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Title:	Early Years Inspectors
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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

Lucan Child Nursery and Montessori is a childcare service which provides full day, part time and sessional care for children from 1 to 6 years. The service operates from 7.50am to 6.00pm, Monday to Friday.

The service is located in an adapted domestic dwelling in a residential area in Lucan, Co Dublin. There are three care rooms in the service. The Toddler room caters for the youngest children attending who ranged in age up to 2 years. The Playschool room caters for children aged 3 years and the Montessori room caters for children aged 4 years. The service has a designated cot room available to accommodate the sleep needs of children under two years of age. There is a fully enclosed outdoor play area to the rear of the premises.

Staffing

The service currently employs seven staff including a manager. There were six staff working directly with the children on the day of inspection. The registered provider was working directly with the children and 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 inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16, 19, 23, 25 and 26.; however, on inspection additional non-compliance which posed significant risk was identified under Regulation 30. 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.

Additional Information

An Immediate Action Notice was issued on the 3rd May 2023 relating to Regulation 25, First Aid. A response was received from the provider on the 4th May 2023.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, 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,

(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

(2) Following a discussion with the person in charge it was confirmed that two new members of staff commenced working in the service since the last inspection on 23rd May 2021. Documentation was reviewed in respect of these adults and met regulatory requirements as follows:

(a) Of the four validated, written references that were required, three were available from a past employer.

(b) One further validated, written reference was available from a source other than a past employer.

(c) Garda vetting disclosures from the National Vetting Bureau of An Garda Síochána were available for the two staff members.

(4) There was evidence that both of the staff members had attained a major award in Early Childhood Care and Education at Level 6 on the National Framework for Qualifications.

Non-Compliance Information

(2)(d) International Police vetting was not available for one adult who had lived abroad for a period exceeding 6 months as an adult.

(3) A review of documentation evidenced the registered provider had not taken the required steps to ensure that new staff members were suitable and competent before allowing them access to children as follows:

A Garda vetting disclosure for one of the adults had been obtained after they had commenced working with the children in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(d) International Police Vetting has been undertaken for the staff member.

(3) New Staff vetting policy has been drawn up for future recruits.

Supporting documentation submitted

(2)(d) International Police application status notice attached. Awaiting completion.

(3) New Staff Vetting Policy and attached to the Recruitment Policy for future reference.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 9.

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 full day care services was adhered to at all times during the inspection. There were twenty six children attending the service being supervised by five adults in the morning of the inspection and thirteen children being supervised by four adults in the afternoon.

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 7 records were reviewed by the inspectors.

The registered provider ensured that a record in writing was kept of the details relating to (a), (c), (d), (e), (f), (i), of the above Regulation for all of the records reviewed.

Non-Compliance Information

- (1)
- (b) The registered provider did not ensure that a record in writing was available showing the date the child began attending the service in two records of the documentation inspected.
- (g) There was no record of the telephone number of the child's registered medical practitioner in two of the documents the inspectors viewed.
- (h) There was no record of immunisations, if received by the children in two of the documents reviewed.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(b),(g) and (h) The manager went through all of the children's files to ensure that all information sections were completed. All information was gathered and completed within 2 days of the inspection. All new creche childrens' files will be double checked by the manager and a supervisor to ensure all boxes are filled correctly before the child commences in the service.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The corrective and preventive actions submitted by the registered provider are deemed to meet the requirements of Regulation 15.

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

- (1)
- (h) A written record was available in each of the care rooms detailing the attendance of each preschool child on the day of inspection.
 - (i) A staff roster was available in the service.
 - (j) Written records of the administration of medication were available. A sample reviewed on the day of inspection documented necessary details.

Non-Compliance Information

- (1)(k)
- A sample of records of accidents and incidents demonstrated that two records were not completed accurately, parental signatures were not present on two records sampled.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1)(k)
- All records have been amended to contain all relevant incident/accident information including signature.
- Two members of staff on site when an accident/incident happens must take responsibility for the forms to be filled out correctly. If this is forgotten, then then senior staff member ie. manager should send a text to the parent and screen shot the message and reply and attach it to the record book.

Supporting documentation submitted

Minutes of staff meeting.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 15.

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) The service had a healthy eating policy. Staff stated a hot dinner and afternoon snack is provided daily by the service. Parents provided the morning snack. Drinking water was accessible to the children at all times during the inspection.

The inspectors observed appropriate care practices in place in the service during the inspection.

All children were supported to eat independently during meals, and staff provided assistance to children where required. Regular nappy changing took place throughout the day and staff were observed to engage attentively with children during the procedure. Children were observed using the toilet independently and assistance was offered by staff when required.

The rooms had defined interest areas such as home corner, art area and book corner, with sofas and cushions. The service also had materials from the Montessori method of education available for use. The care rooms were both well-resourced with a variety of equipment and play materials which were accessible to the children at all times on low level shelving units. Children's artwork was displayed on the walls together with family photos and educational posters. Interactions observed throughout the inspection between staff and children were warm with staff observed supporting children in their play. The play experiences in the service were observed to be child-led. Children were observed exploring their environment, engaged in activities and playing with each other and the staff.

The children had access to an outdoor play area to the rear of the service. The area was well resourced with a wide variety of equipment and materials which enabled various forms of play.

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 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. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. The registered provider had taken measures to ensure the indoor play environments were safe and free from hazards. Cleaning products and hazardous materials were stored securely out of reach of the children.

Infection Control:

An infection control policy was in place to inform practice. Waste was managed appropriately with the use of pedal-operated, lidded bins throughout the service. The children were supported to wash their hands at regular intervals including after using the toilet and before meals. Staff were observed to carry out consistent hand washing as appropriate.

Safe Sleep:

Staff were familiar with safe sleep guidance and adequately outlined safe sleep procedures in place in the service during discussions with the inspector. Sleep logs were maintained in the room where children slept, cots were provided for all children under the age of 2 years to sleep in.

Fire Safety:

The designated fire escape routes were clearly indicated and free from obstruction on the day of inspection. Staff members adequately outlined the evacuation procedures in place in the event of a fire and stated that fire drills are practiced regularly on a monthly basis.

Non-Compliance Information

Administration of Medication:

1. There were 3 children who may require emergency medication to be administered. There were no care plans available or documented evidence of administration of medication. Staff stated they administered the medication when they deemed it necessary. Failure to document this can affect the continuity of care of the children.
2. An accident and incident report documenting a head injury to a child was not signed by the parent or guardian which can affect the continuity of care provided to the child after they left the service.

Action submitted by the Registered Provider

Corrective & Preventive Action

Administration of Medication:

1. Emergency Medication care plans and consent forms were drawn up.

Before each child starts in the service if they need emergency medication these forms will be filled in by the parent and held on file.

2. Two members of staff on site when an accident/incident happens have to take responsibility for the forms to be filled out correctly. If this is forgotten, then then senior staff member ie. manager should send a text to the parent and screen shot the message and reply and attach it to the record book.

Supporting documentation submitted

Administration of Medication:

Emergency Care Plan & Consent form template.

Staff meeting agenda.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 23.

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

(2) The first aid box was stored in a conspicuous location within the service.

(b) A first aid box was always available to the adults and children in the service

Non-Compliance Information

(1) There was no person trained in first aid available to the children attending the service.

An Immediate Action Notice was issued to the registered provider on the 3rd May 2023.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) Service Manager completed her 3 day first aid course on Monday 22nd May.

Another supervisor has booked into do her course over 3 days (13th, 20th and 27th June).

The training company have retained the service's information and will contact in a timely manner before our certificate run out.

Supporting documentation submitted

Awaiting Certification for one staff member. Submitted invoice for course.

Confirmation of booking of training for one staff member submitted.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 25.

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 was available detailing fire drills that had taken place in the service. The record showed that the last fire drill had taken place on the 21st April 2023.
 - (b) There was record to show that the firefighting equipment had been serviced in 20th October 2022 and that maintenance of the fire detection and alarm system had taken place in 3rd March 2023.
- (4) The procedures to be followed during a fire drill and in the event of a fire were displayed in conspicuous locations within the service.

Part VII - Premises and Space Requirements

Regulation 30 - Minimum space requirements

(1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.

(2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.

Non-Compliance Information

Adequate and clear floor space was not available to the children attending the Toddler room as follows:

- Between 10am and 11.15am. There were 6 children present requiring clear floor space of 14.5sqm based on their age and relevant space requirements, there was only 12.6sqm available to the children attending.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Service manager has assessed the new intake of children due to attend the Toddler room in the coming months.

One of the children due to commence has been cancelled.

The manager has reduced the ratio to reflect the space and will have either 3 x 1 year olds and 2 x 2 year olds or 4 x 1 year olds on any given day.

Room Measurements along with space/child/Adult ratios will be placed in each care room to highlight the number permitted at any given time.

Supporting documentation submitted

Copy of sign to be put on each care room entrance.

Summary Comment

The corrective and preventive actions together with the supporting documents were reviewed by the inspector and are deemed to meet the requirements of Regulation 30.