

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS088
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<b>Name of Service:</b>	Kidorama Ltd
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<b>Address of Service:</b>	20 Slade Castle Wood, Saggart, Dublin 24, Co. Dublin
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<b>Eircode:</b>	D24 Y704
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<b>Name of Registered Provider:</b>	Andrena MacHale
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date(s) of Inspection:</b>	24/03/2025
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<b>No of pre-school children:</b>	AM	86	PM	21
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace Road, Naas, Co. Kildare, W91 X38W
<b>Inspection undertaken by:</b>	E. Mulhern and R. Phillips
<b>Title:</b>	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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Kidorama Ltd is a privately operated early years service, located in a residential area of Saggart, Dublin 24. The service currently offers full-day, part-time and sessional education and care to children eligible for the Early Childhood Care and Education (ECCE) scheme. The service opens from 07:30 to 18:30 Monday to Friday. The service is provided from a purpose built, one-story facility. An outdoor play area is located to the rear and side of the building. The children were accommodated across four rooms on the day of inspection.

### Staffing

There are 18 staff employed to work in the service including the service manager, cook, and staff who work with school aged children. Fourteen staff are employed to work directly with the pre-school children. Eleven staff and a student were working directly with the pre-school children on the day of the inspection with the manager available to assist as required.

### 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, health, welfare and development of child and safety. 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 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
- (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.

(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.

(b) The person in charge was always on the premises during the inspection. The staff roster provided for the person in charge or a person who could deputise to be present at all times of opening.

(c) The service had a clear, documented management structure with staff roles outlined. Staff members demonstrated an awareness of their roles and responsibilities and the lines of authority within the service.

- (2)
- (a) & (b) Appropriate consideration had been given to references for all adults. References had been sourced from their past employers or from another source where they had only one or no previous employers. The references had a record of verification checks carried out.
- (c) Garda vetting disclosures were available for all staff members. Garda vetting disclosures had been renewed in accordance with the Early Years Inspectorate Regulatory Notice, which requires services to renew Garda vetting every three years.
- (d) International police vetting had been sourced for seven staff members who had lived in another state for more than six months as an adult.
- (4) Thirteen staff members employed to work directly with pre-school children held at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications or a qualification deemed equivalent by the Minister.

### Non-Compliance Information

- (2)(d) International police vetting had not been sourced for one staff member who had lived in another state for more than six months as an adult.
- (4) One adult employed to work directly with the pre-school children did not hold at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications or a qualification deemed equivalent by the Minister.

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

#### Corrective and Preventive Action

- (2)(d) The staff member attended an appointment at the relevant embassy and was informed the police vetting will be ready for collection on 1 May 2025. The service will forward the document to the Inspectorate once obtained. The service manager will ensure that all staff documents are in place prior to the staff member commencing the position in future as per the service induction checklist.

(4) The staff member is enrolled in their third year of a Bachelor of Arts (Hons) in Early Childhood Education. Attempts are being made to have their qualification recognised with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). The staff member will only work in the service until the end of term on 27 June 2025. The staff member will not be included in the child to adult ratios but will only provide assistance and work with school-aged children. The service manager will ensure that all new staff members have the required qualification or a letter of recognition from the DCEDIY in future as per the induction checklist.

### **Supporting documentation submitted**

Copy of appointment with relevant embassy.

Staff file checklist to include international police vetting and qualification.

### **Summary Comment**

9(2)(d) & (4) The actions have been deemed appropriate in addressing the non-compliance. Compliance with the regulatory requirements will be reviewed on the next inspection.

## Part III – Management and Staff

### **Regulation 10 - Policies, procedures etc. of pre-school service**

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

### **Compliance Information**

The inspection focused on two policies specified in Schedule 5 – accidents and incidents and risk management. Both policies included information as outlined below.

### **Accidents and Incidents**

- Measures to be taken in the service to prevent accidents and incidents.
- Procedures to be followed when an accident or incident involving a pre-school child occurs while a child is attending the service.
- The steps that are to be taken to contact the parent or guardian of the child or the emergency services if necessary.
- How information is recorded and stored regarding accidents and incidents.

- The risk assessment procedures to be taken following an incident/accident occurring in the service.

### Risk Management

- The procedures to assess any potential risks to the safety of the children attending the service and measures to either eliminate or mitigate the risks.
- How risk assessments completed by the service are conducted and documented.
- The length of time risk management records will be kept.

## 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 with the children. There were 11 staff members and a student working directly with 86 children. The service manager was available to assist as needed.

(2) The minimum adult to child ratio requirement for the age of children and type of service provided was always maintained.

(8)(a) There were at least two staff members on the premises throughout the inspection. The staff roster provided for a minimum of two staff to be on the premises at all times of opening.

## 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:*

*(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)(j) The inspection focused on a sample of ten records of medicine administered to children while attending the service. The required information was documented including the signatures of the staff members who administered the medicine and the staff members who witnessed the administration. All records were accompanied with signed parent/guardian consent.

(1)(k) The inspection focused on a sample of ten records of accidents or incidents involving children while attending the service. The required information was documented including the signature of the staff member who witnessed the accident/incident and actions taken following the accident/incident.

## 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

(1)(b) Appropriate and suitable care practices were in place within the service. A key person approach was used to support children in forming secure attachments. The adults demonstrated affection in their interactions with the children, listening to them, speaking kindly to them and responding to their requests and cues. They identified when a child was showing signs of being unwell and took appropriate actions including contacting the child's parents who came and collected the child. The staff assisted the children to manage minor conflicts in a calm manner using age-appropriate techniques.

Snacks and meals were offered to the children at regular intervals throughout the day. The children brought a lunch from home and the service provided breakfast, snacks and a hot meal for children who were attending for full-day care. The children sat in small groups with adults when eating. The adults engaged the children in conversation and promoted social skills. Drinks were always available within the rooms and were offered with meals and snacks.

Staff supported the children to manage their personal care. The children dressed independently in coats and hats before going outdoors appropriate to the weather. The adults prompted the children to wash their hands at appropriate times and to clean their noses and faces as needed. The children used the toilet independently with the staff available to assist if needed. Transitions between activities and care routines were well managed with staff communicating to the children what was going to happen next.

Areas were provided with matting and soft seating where the children could rest or take a break from activities. Children attending for full day care were provided with an opportunity to sleep in the afternoon. The children slept on sleep mats appropriate to their age and stage of development and were provided with blankets. Staff remained in the room with the sleeping children and checked on them at ten-minute intervals.

An app was used for two-way communication with parents/guardians to support the continuation of children's care. This allowed adults to share information in real time about the child's day including sleep and meals. Staff also discussed the children's care with parents/guardians at collection times.

### 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:

Measures had been taken to safeguard the children. The entrances and exits were secured to prevent unauthorised access or children leaving unsupervised. Cleaning products and cables were kept out of children's reach. Heavy furniture was secured to prevent tipping. Emergency exits were kept clear to allow for timely evacuation in the event of a fire and staff members demonstrated an awareness of fire evacuation procedures.

##### Infection Control:

Measures were implemented to minimise the risk of infection spreading. Sanitary facilities were equipped to support handwashing. Staff actively guided children to wash their hands after toileting, after outdoor play and before meals. Tables were cleaned before eating to maintain hygiene. Daily cleaning schedules were available and completed. The premises appeared clean and well-maintained. Waste was properly managed using pedal-operated bins, ensuring hands-free disposal. Bed linen was stored separately and staff reported this is taken home by parents/guardians weekly for laundering or more frequently if needed.

##### Administration of Medication:

The person in charge reported that none of the pre-school children currently registered to attend required routine medications. Staff demonstrated a clear understanding of the procedures to administer medication safely if needed. This included obtaining parental or guardian consent and maintaining detailed records.

## Safe Sleep:

All children attending the service were aged over three years on the day of inspection. Children who were tired slept on sleep mats in the afternoon. An adult remained in the room at all times when children were sleeping and undertook physical checks of the children at 10-minute intervals.

## 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 person with a recognised certificate in first aid training was available to the children throughout the inspection. The staff roster provided for a person with recognised training to be available to the children at all times.

(2)

(a) The service had suitably equipped first aid boxes which were stored in conspicuous positions throughout the premises.

(b) The first aid boxes were always available for use by staff.

### 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 monthly fire drills that had been carried out in the service. The most recent fire drill record was dated 17 February 2025.
- (b) Records were available detailing the firefighting equipment and fire detection system in the service. The most recent dates of maintenance recorded were 30 January 2025 and 16 July 2024 consecutively.
- (4) The procedures to be followed in the event of a fire were displayed in conspicuous locations throughout the service.

### Part VI - Safety

#### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

The children were always appropriately supervised by the adults. This included when they were in the care rooms, using the sanitary facilities, in the outdoor area and when sleeping.