

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS113
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<b>Name of Service:</b>	StartBright St Finians
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<b>Address of Service:</b>	22 St. Finian's Green, Lucan, Co. Dublin
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<b>Eircode:</b>	K78 PF72
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<b>Name of Registered Provider:</b>	Elaine McQuillan
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<b>Service type:</b>	Part Time
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<b>Date of Inspection:</b>	24/04/2023
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<b>No of pre-school children:</b>	AM	21	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.
<b>Inspection undertaken by:</b>	Sarah Quigley
<b>Title:</b>	Early Years Inspector

### 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>	Not applicable
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### Description of service

StartBright St Finians is a not-for-profit early years service, and is one of seven StartBright services operated by the current registered provider. Part-time and sessional care are provided to preschool children aged 2 to 6 years and a facility for school aged care is also available. The programme of care is facilitated through a play-based, emergent curriculum and the service is registered to operate from 9:00 to 12:35 and from 13:30 to 17:15 each weekday.

StartBright St Finians is located in a residential, urban area of Lucan, South County Dublin. The service operates from a purpose built, single storey premises within a residential housing estate. Care and education are provided across two care rooms. Two fully enclosed outdoor play areas are located to the rear of the premises with shock absorbent surfacing.

### Staffing

The service currently employs eight staff members, not including the registered provider who does not work directly in the service. There were seven adults present on the day of inspection, five of whom worked directly with the preschool children.

### 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/information and records/ 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, 16, 19, 23, 25, 26, and 28. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 9(2)(3)(4). As a result, the scope of the inspection included a review of documentation for staff members who had been employed in the service following the last date of inspection on the 8<sup>th</sup> December 2020.

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 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) The assessment of documentation under Regulation 9 was limited to two staff members who had commenced employment in the service following the last date of inspection on the 8<sup>th</sup> December 2020. The following records were available for the adults:

(a) (b)

The registered provider demonstrated that they had verified the references obtained from two sources for four of the adults.

(c) A Garda vetting disclosure from The National Vetting Bureau for the two adults.

(4) There was evidence that one of the staff members had attained at least a major award in Early Childhood Care and Education at Level 5 on the National Framework for Qualifications, or a qualification deemed to be equivalent. The second adult did not require a qualification.

### Non-Compliance Information

(2) (d)

International police vetting was not available on inspection for one of the adults who required it.

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

- International police vetting for one of the adults had not been obtained prior to them commencing employment in the service as outlined under (2)(d).
- Two of the references available in respect of one of the adults had not been appropriately validated prior to them commencing employment in the service.

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

#### Corrective and Preventive Action

All references were verified by follow up calls with validation forms completed where written references were received. International police clearance has been obtained.

#### Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

### Summary Comment

The regulatory requirement has been met.

### 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 pre-school children attending the service during the inspection.

(2)  
The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. On the 24<sup>th</sup> April 2023 there were 21 children present being supervised by five adults.

### 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

- (k) Written records of accidents and incidents which occurred in the service were available on the day of inspection. However, a number of the records reviewed did not contain evidence that the information had been shared with parents/guardians.

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

##### **Corrective and Preventive Action**

All accidents and incidents records have been updated and information has been shared with parents and signed. All staff have read the Accident & Incident policy and have signed that they understand the policy and procedures.

##### **Supporting documentation submitted**

Supporting documentation was submitted and reviewed by the early years inspector.

#### Summary Comment

The regulatory requirement has been met.

## 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

The inspector observed appropriate care practices in place in the service on the day of inspection. The children moved freely in line with their personal choices throughout the inspection – exploring their indoor and outdoor environments, playing and engaging with each other and the staff. It was noted that all children spent time outdoors. Each care room had access to their own outdoor play area. Staff were observed to use the outdoor areas as an extension of the indoor learning environment and left the doors open throughout the inspection so children could choose where they wanted to play.

The children used the toilet independently when they needed and a child requiring nappy changing was changed promptly when necessary. A keyworker system was in operation in each of the care rooms. Staff demonstrated warmth and affection in their interactions with the children and addressed them by name, using gentle tones. Children’s lunches were taken in from home and water stations were available in each room. Staff sat with the children when eating and encouraged the children to assist in preparing for lunch time. Children were supported to wash their hands at appropriate times. Areas were available within the children’s rooms where they could rest comfortably or take a break from activities when required.

### 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 inspector found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider 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. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. 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. The children were supported to wash their hands at regular intervals including after using the toilet, after outdoor play, and before meals. Schedules were in place and maintained to ensure the service, equipment and materials are regularly cleaned. Staff were observed to carry out consistent hand washing as appropriate. Staff stated appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy.

#### Administration of Medication:

There was written evidence of prior parental consent for the administration of both temperature reducing and prescribed medications, and there were procedures in place to safely administer and document such medication if required, including in the case of an emergency. Staff adequately detailed the procedures for administering medication when required during discussions with the inspectors and had appropriate documentation available to record such administration if required.

#### 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

#### General Safety:

1. Two trailing electrical cables from an air filtration unit and a lamp were in reach of the children in the Daffodil room on the day of inspection posing a risk of injury to a child.

#### Infection Control:

2. An unlidded bin and a swing lidded bin were in use in the sanitary areas for disposal of paper towels where a pedal operated bin is required posing a risk of cross contamination.
3. Paper towels were not appropriately stored in a dispenser for use following handwashing to prevent cross contamination. The towels were stored in baskets beside the handwash sinks, children were observed handling several towels prior to taking the top one to hand dry. This posed a risk of cross contamination.
4. The nappy changing policy and associated practices observed were insufficient for the prevention of cross contamination. The policy displayed in the nappy changing room did not outline the requirement to remove soiled gloves used during a change prior to re-dressing a child. Staff members were observed to re-dress a child wearing the soiled gloves used during the nappy change.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. All electric cables have been taped safely to the wall

#### Infection Control:

2. Pedal operated bins have been installed (see photo attached)
3. Hand paper towels are now stored only in dispensers in playrooms and toilets. (See photo attached)
4. Nappy changing policy has been edited and signed by staff. Going forward the policy will be adhered to.

#### Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

### Summary Comment

The regulatory requirement has been met.

## 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 trained in First Aid Responder (FAR) was immediately available to the children at all times on the day of inspection.

(2)

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

(b) A first aid box was available to the adults and children in the service at all times.

### 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 9<sup>th</sup> March 2023.
  - (b) Records were available to show that the fire fighting equipment and the smoke alarm system had been serviced as required.
- (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 VI - Safety

#### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

#### Compliance Information

Documentation reviewed evidenced that the service was appropriately insured for the type of service provision and the number of children enrolled in the service.