

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS117
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Name of Service:	Little Harvard Child Care Ltd
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Address of Service:	Taylor's Hill, College Road, Rathfarnham, Dublin 14, Co. Dublin
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Eircode:	D16 P599
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Name of Registered Provider:	James Hargrave
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	14/10/2024
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No of pre-school children:	AM	31	PM	27
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Address of the Early Years Inspectorate:	The Early Years Inspectorate -Tusla Child and Family Loughlinstown Health Centre Loughlinstown drive County Dublin.
Inspection undertaken by:	Olivia Quill and Rosemary Brien
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
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Description of service

Little Harvard Childcare Ltd is one of a multiple of privately owned services which is registered to provide full day care to preschool children aged 2 to 6 years. The service also offers sessional care and operates an Early Childhood Care and Education Scheme. Little Harvard is registered to operate from 7am to 6.30pm each weekday and is located in a residential, urban area of Rathfarnham, Dublin 14. The service operates from a purpose built, single storey premises. Three care rooms are provided within the service. Two care rooms named the Toddler and Montessori rooms were in operation on the day of inspection. A fully enclosed outdoor play area is located to the front of the premises. A purpose-built log cabin is situated adjacent to the outdoor play area which is used to provide school aged care.

Staffing

Six staff including the designated person in charge are employed in the service. On the day of inspection six staff members were present and during the inspection an additional staff member from another service arrived to provide additional support.

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

The inspection was unannounced and focused on the areas of governance, records and safety.

This inspection focused on an examination of compliance under the following regulations:

9 (1)(a)(b), (c) (2)(a) -(d), (3), (4) and (7)(a) Management and Recruitment

10 Policies, procedures of pre-school

11(1), (2), (8)(a) Staffing Levels

16 (1)(h), (i) and (k) Record in relation to pre-school service

23 Safeguarding, Health, Safety and Welfare of Child

27 Supervision

31 (e) Notification of incidents

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.

Additional Information

This inspection was triggered following a notification of incident received by the Early Years Inspectorate from the service on the 10 October 2024.

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,
- (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.

(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) There was a designated person in charge and a named person to deputise as required.

(b) The designated person in charge was present for the inspection.

(c) There was a clear management structure in place which identified the roles and responsibilities of each employee.

The files for eight staff members who were employed by the registered provider, including files for two staff who were on relief from another service, were reviewed as part of this inspection.

(2)

(a) There were written validated references available from previous employers for eight staff employed in the service.

(c) Garda vetting disclosures from the National Vetting Bureau of the Garda Síochána dated was available for all staff employed in the service. These were dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

(d) Police vetting was available for seven staff who had resided outside the State for a period longer than six consecutive months.

(4) A record was available evidencing that seven staff who were employed to work directly with the children held the required qualification, or a qualification deemed by the Minister to be equivalent.

(7) (a) The registered provider ensured staff were provided with appropriate training in relation to the policies, procedures and statements of the service specified in Schedule 5. This was evident from written records provided and through discussions with employees and the person in charge. A written record of staff meetings was available and the designated person in charge confirmed informal meetings are also held with staff as required.

Non-Compliance Information

(3) The registered provider did not take appropriate measures as specified in paragraph (2) to ensure that all staff were suitable to work in an early years service prior to their commencement. The registered provider did not ensure that a Garda vetting disclosure was obtained for one adult prior to them commencing work in the service. The adult commenced working for the registered provider on 10 September 2024 and the Garda vetting disclosure was obtained on 12 September 2024.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Local Management will ensure that staff will not enter any of our premises prior to garda vetting being in place. Senior Management will ensure compliance with regulation 9 going forward.

Supporting documentation submitted

Written evidence.

Summary Comment

The Corrective and Preventive actions as stated by the registered provider has addressed the non-compliance. The Regulatory requirement has been met.

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 registered provider ensured written policies, procedures and statements specified in Schedule 5 were in place. This inspection focused on a review of the following policies.

- Dropping off and collection of children
- Accidents and Incidents
- Supervision of Children- indoor and outdoor
- Missing child
- Critical incident
- Staff training policy
- Supervision of staff policy

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 directly with the pre-school children attending the service during the inspection. There were thirty-one pre-school children attending the service being supervised by six adults.

(2) The minimum ratio of adults to children was adhered to at all times during the inspection.

(8)(a) The registered provider ensured at least two adults are on the premises at all times.

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;

(k) details of any accident, injury or incident involving a pre-school child attending the service.

Compliance Information

- (1)
- (h) Details of the attendance of each child in the service were recorded at the time of entering and leaving the service.
- (k) A sample of twenty-one accident and incident forms were reviewed as part of the inspection. Details of accidents and incidents were recorded.

Non-Compliance Information

- (1)
- (i) There was no staff roster available to demonstrate the adult: child ratio on a daily basis and to demonstrate there was sufficient cover for breaks, holidays and sick leave.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)(i) A staff roster was immediately completed and printed for display in the crèche, including staff holidays, sick leave and cover breaks. Local Management will ensure rosters are completed during the preceding week including all staff holidays, sick leave and break covers will be recorded.

Senior Management will closely monitor the completion of rosters in a timely fashion.

Supporting documentation submitted

Written record.

Summary Comment

Supporting evidence was submitted in keeping with the actions submitted. The Regulatory requirement has been met.

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:

There are two entrance gates to the service both were adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised. A bell system was in place on the side gate and authorised access was provided by staff. The person in charge informed inspectors, some changes to practice have been made following a recent incident in the outdoor area, including that younger children will remain in their care rooms at the end of the day until collected by their parents. There were no ponds, pits and other hazards in the outdoor area. The person in charge reported the springs on the gate leading to the road have been tightened and that they are getting extra springs on the side gate. The service is in the process of getting a new front gate for the outdoor area. New signs stating 'please keep gate shut' have been placed on two gates.

The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. All storage facilities were inaccessible to children. Cleaning agents and medications were stored out of reach of children.

Non-Compliance Information

General Safety:

1. A written risk assessment had not been completed following a recent incident in the service. This was contrary to the service's accident and incident policy. It is acknowledged the person in charge had a meeting with staff and was in the process of taking safety measures to mitigate the risk.
2. One of the accident and incident forms from a recent incident had not been signed by the child's parents a week after the incident occurred. This posed a potential safety risk and was not in line with the accident and incident policy.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The risk assessment has since been completed, filed for reference, and reviewed with the staff to ensure adherence to safety measures. Any risks identified have been addressed.

- The manager will ensure risk assessments are completed in a timely manner following any incident/accident and adhere to the guidelines. On the child's first day back, the parent signed the accident report, and it is now filed for reference. Senior Management will ensure compliance going forward.

Supporting documentation submitted

General Safety:

Copy of completed risk assessment.

Summary Comment

Supporting evidence was submitted in keeping with the actions stated. The Regulatory requirement has been met.

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

At all times during the inspection the children were supervised by staff.

Part VIII - Notifications and Complaints

Regulation 31 - Notification of incidents

A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:

(e) an incident in respect of which a pre-school child attending the service goes missing while attending the service.

Compliance Information

(e) The registered provider notified the agency in writing within three working days of an incident of a pre-school child going missing while attending the service.

Early Years Inspectorate Regulatory Report Pre School