

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS118			
Name of Service:	Little Harvard Creche & Montessori			
Address of Service:	24 Barton Drive, Grange Road, Rathfarnham, Dublin 14, Co. Dublin			
Eircode:	D14 HP57			
Name of Registered Provider:	James Hargrave			
Service type:	Full Day, Part Time, Sessional			
Date of Inspection:	03/07/2023			
No of pre-school children:	AM	23	PM	25
Address of the Early Years Inspectorate:	Early Years Inspectorate Tusla Child and Family Agency Floor 2 Brunel building Heuston South Quarter Dublin 8			
Inspection undertaken by:	A. Bradshaw and T. Nelson			
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.

Description of service

Little Harvard Creche and Montessori is one of fifteen of pre-school and school age care services operated by the registered provider. Little Harvard Creche and Montessori provides full time, part time and sessional care and education to children from 2 to 6 years of age. The service participates in the Early Childhood Care and Education scheme (ECCE). The hours of operation are from 7.30am to 6.30pm Monday to Friday. A registered school age care service is operated during term time from 7.00am to 9.00am and from 1.30pm to 6.30pm and from 7.00am to 6.30pm in the holidays.

The service operates two care rooms for the pre-school children, Pod 4 is on the ground floor and Pod 3 on the first floor. Each room has a sanitary area adjacent to it. In addition, there is an office, kitchen, and outdoor area on the premises.

On the day of the inspection, the service was operating school age care in two additional rooms which were not included in this inspection.

Staffing

The registered provider does not work in the service. On the day of inspection there was a designated person in charge, four childcare staff who work with the early year's children, a chef and an administration staff member. The company general manager arrived to the service at 1.25pm and stayed until the end of the 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, safety, premises and facilities. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under Regulation 9: Management and Recruitment, Regulation 11: Staffing Levels, Regulation 16: Record in Relation to a Pre-school service, Regulation 23: Safeguarding Health Safety and Welfare of Child, Regulation 25: First Aid, Regulation 21: Equipment and Materials and Regulation: 29 Premises. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 9(1)(2)(3)(4), regulation 11(1)(2), regulation 16(1) (a-k), regulation 23, regulation 25(1)(2), regulation 29(a-e). The scope of the inspection included the two pre-school rooms and did not include the school age rooms.

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 area manager, 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.

(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

(1)

- (a) There was a designated person in charge and a named person to deputise when required.
- (b) The designated person in charge was on the premises when the inspectors arrived unannounced and was present for the duration of the inspection.
- (c) Discussion with staff and management showed a clear management structure and their roles and responsibilities within the service. A photograph and the name of the person in charge was displayed in the entrance hall.

(2)

From a review of the staff roster and discussion with the person in charge, it was confirmed fifteen adults are employed in the service. The files of the person in charge, the administration staff member, the chef and the seven adults working with the pre-school children were reviewed including two staff on annual leave.

- (a) Fifteen written and validated references were available from a past employer.
- (b) Five written and validated references were available from a reputable source other than an employer
- (c) Completed Garda vetting disclosure documentation was on file for the ten adults.
- (d) Records on file indicated that eight records of Police vetting from other jurisdictions was required, these were available on the day of inspection.

(4) Eight staff members working directly with the children had documentation available to demonstrate that they held 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

(3) There was evidence to show that Garda Vetting procedures had not been completed for one staff member before they commenced their employment in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Management stated that garda vetting in respect of all staff is in place. Management will ensure that no staff will commence work prior to their Garda vetting being in place. Senior Management stated that in conjunction with HR, they will monitor the Garda vetting more closely. Going forward no staff will commence work until Garda and Police vetting is in place. Local and senior management will regularly inspect staff files to ensure compliance with regulation 9 going forward.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The registered provider has addressed the non-compliance under 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)(2) The adult to child ratios were maintained when the inspection team arrived at 10am, the following adult to child ratios were observed:

ROOM	AGE RANGE	NO. OF CHILDREN	NO. OF ADULTS	ADULTS REQUIRED
Pod 4	3 – 4 years	9	2	2
Pod 3	3 – 4 years	14	2	2

In addition to the numbers of adults caring for the children directly, the person in charge and one auxiliary staff member were available to offer support if required. At 1.25pm the general manager of the company arrived to the service and was in the office and was available to the inspector if required.

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:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult: child ratios in the service;*
- (d) the type of care or programme provided in the service;*

- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (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) The registered provider ensured that records in relation to the following were maintained as required.

- (a) The name, position, qualifications and experience of the person in charge and of every other employee was maintained in the staff files of the service.
- (b)(c)(d)(e) The following information was included in the parent handbook available in the hallway: the type of service, the age profile of children for which the service is registered to provide services, details of the adult: child ratios in the service, the type of care or programme provided in the service and the facilities available.
- (f) The service fee policy was displayed in the entrance hall including the opening hours and fees charged by the service.
- (g) The service maintained the policies, procedures and statements required in accordance with Regulation 10.
- (h) A copy of the attendance records was available for the inspectors.
- (i) A staff roster was available to the inspectors.
- (j) A sample of thirteen medication records were reviewed. These were observed to have all the necessary information and completed with parental and staff signatures.
- (k) A sample of eight accident and incident records were reviewed. These were observed to have all the necessary information, completed with parental and staff signatures.

Part V - Care of Child in Pre-school Service

Regulation 21 – Equipment and materials

A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.

Compliance Information

- There was a variety of materials and equipment, in both care room, accessible by the children appropriate to their age and stage of development.

For example: arts and crafts materials, home areas with associated props; range of jigsaws; range of construction toys; variety of book; sorting and stacking toys; range of toys for transporting such as cars and trains with tracks, small world play toys.

- The toys and equipment were laid out on low level shelving and were labelled with photographs as a guide for the children.
- Furniture and equipment were observed to be well maintained, durable and easy to clean and were the appropriate for size of the children using it.
- In both care rooms, there were comfortable child size couches for children to sit on.

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 service entrance was securely locked when the inspectors arrived at the service and remained secure throughout the day. This prevented children leaving the service unaccompanied.
- Cleaning products were stored on a high shelf and out of reach from the children in the rooms.
- A low rail was available on the stairs and used by the children in the service.
- Open windows had restrictors fitted.
- Daily risk assessments for the two care rooms were completed and available on the day of inspection.
- Electrical flexes were clipped to the wall and secured away from children.
- In Pod 3 towels were placed on the floor top prevent slippages during water play.
- Blind cords were secured to the wall.

Infection Control:

- Warm water, dispensed hand soap and warm air hand dryers were available to facilitate adequate handwashing.
- Cleaning records were available in the service and completed to date.
- The waste bins were pedal operated.
- Tables were cleaned with antibacterial spray after work time and before and after lunchtime.

Administration of Medication:

- Staff described how detailed health care plans were maintained and they described on-going training and communication with parents regarding individual care plans.

Fire Safety:

- Fire exits were unobstructed during the inspection.
- Staff were knowledgeable on the evacuation procedure in the event of an emergency.
- Staff and children were signed in and out of the service contemporaneously. As a result, there was an accurate account of people in the building. Staff explained the record book is used for the attendance check during an evacuation procedure.

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) The registered provider ensured that staff trained as First Aid Responders (FAR) were available to children at all times. There were three staff trained to the FAR standard on the premises during the course of the inspection.

(2)(a)(b) Suitably equipped first aid boxes were stored safely on a high shelf in each care room with an additional one available in the office if required.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

(c) kept adequately lit, heated and ventilated

(e) equipped with adequate and suitable sanitary facilities.

Compliance Information

(c) Windows were opened in the care rooms throughout the day to allow fresh air to circulate. There was an air conditioning unit in Pod 4 to keep the room at the required ambient temperature.

(e) An adequate number of toilets and wash hand basin were available for use by adults and children. The following was observed;

- In Pod 3 there were two toilets and two wash hand basins available. In Pod 4 upstairs there was two toilets and two wash hand basins for fourteen children.
- The water temperature was recorded at 38.7°C and suitable for handwashing