

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS151
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Name of Service:	Young Days Pre School & Montessori
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Address of Service:	85 Templeroan Avenue, Knocklyon, Dublin 16, Co. Dublin
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Eircode:	D16 A4E7
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Name of Registered Provider:	Suzanne Young
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Service type:	Sessional
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Date(s) of Inspection:	09/05/2023
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No of pre-school children:	AM	11
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Address of the Early Years Inspectorate:	Early Years Inspectorate Brunel Building Heuston South Quarter Dublin 8
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Inspection undertaken by:	A. Bradshaw
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Title:	Early Years Inspector
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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

Young Days Preschool and Montessori is a privately run service operating Monday to Friday, thirty-eight weeks of the year. It is open from 9:30am to 12:30pm and cares for children from 2 - 6 years old. The service is based in a purpose-built room in a residential home in a South Co. Dublin suburb. The children in the service have access to an enclosed outdoor play area to the rear of the premises.

Staffing

The registered provider employs one member of staff, and both work directly with the children. Both staff hold a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications.

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 an examination of compliance under Regulation 9;(1)(a)(b), (2)(a)(c)(d), (4), Regulation 11; (1), (3), Regulation 15(1), Regulation 16, Regulation 24; (1), (3)(a)(b), Regulation 25; (1), (2)(a)(b), Regulation 26; (1)(a)(b), (4), Regulation 27, Regulation 28. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under:

Regulation 15- records of a preschool child

Regulation 16 – Details of any accident, injury or incident involving a preschool child attending the service,

Regulation 24- Checking in and out and record of attendance,

Regulation 25- First aid,

Regulation 26 Fire Safety.

Regulation 9 - Management and Recruitment was assessed in relation to all adults in the service and Regulation

11- Staffing Levels was assessed in relation to all children in attendance.

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 registered provider, 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

(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.

(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)(b) There was a designated person in charge and a named person to deputise in the service. The designated person in charge was present in the service when the inspector arrived and remained there for the duration of the inspection.

(2) The files of both adults employed by the service were reviewed.

(a) Two written references were available from a past employer in relation to one adult.

(c) Garda vetting disclosures were available in relation to both adults.

(d) Evidence showed that one adult did not require police vetting.

(4) Evidence was available to show that the two adults who worked directly with the children held at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework.

Non-Compliance Information

(2)(a) While it is acknowledged that one adult had two written references from a previous employer, these references were not verified.

(d) Police vetting was not available for one adult who had resided outside the jurisdiction for more than 6 months

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(a) The Registered provider has verified two references and will ensure all references of new staff will be verified and recorded as such.

(d) The process for police vetting has commenced and going forward all police vetting will be completed where required.

Supporting documentation submitted

A copy of the verified references was submitted.

A copy of the updated policy was submitted.

Summary Comment

The corrective action taken has addressed the non-compliance identified under (9)(2)(a).

The regulatory requirement for (9)(2)(d) remains outstanding for 1 staff member.

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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.

Compliance Information

(1) There were 9 preschool children being cared for by 2 adults on the morning of inspection.

(3) Ratios were maintained during the inspection. Two adults were caring for 9 children aged 3 to 5 years

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;*
- (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

- (1) Eleven child records forms were sampled and included the following:
- (a) the name and date of birth of the child;
 - (b) the date on which the child first attended 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.

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;*
- (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 policy folder included detailed information which included the class of service, the age profile of children for which the service is registered to provide care, 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 which was present in the policy folder and also displayed in the room detailed 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 inspector in the morning.
- (i) A staff roster was available to the inspector.
- (k) A sample of 6 accident and incident records were reviewed. These were observed to have all the necessary information and completed with parental signatures.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(b) a daily record in writing is kept of the entry on the premises of any such person.

Non-Compliance Information

(1) The registered provider did not ensure that the children were checked into and out of the service on a daily basis. When reviewing the attendance book at 10.45am there were only five children signed in with nine children in attendance.

(3)(b) The inspector was not required to sign in on arrival. The registered provider had a visitors sign in sheet which they explained had never been used and did not include all the required information such as contact number, reason for entry and the name of the person who approved access.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) The registered provider will ensure all children are signed in on arrival.

(3) (b) A visitors book has been put in place and going forward all visitors will be required to complete the required information.

Supporting documentation submitted

Photographic evidence was submitted

Summary Comment

The registered provider has addressed the non-compliance under Regulation 24.

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) Evidence was available to show that both adults who work directly with the children holds a valid First Aid Responder (FAR) certificate.

(2)(a)(b) A suitably equipped first aid box was stored safely on a high shelf in the care room; visible and easily accessible to staff at all times as needed.

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 firefighting 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 record of monthly fire drills was available in the service. The record showed that the last fire drill took place on 25th April 2023.

(b) A record detailing the number, type and maintenance record of firefighting equipment and smoke alarms in the premises was available on the premises. The record showed that the firefighting equipment was last serviced on the 22nd of March 2023 and smoke alarm were last serviced on the 24th of March 2023.

(4) A notice of the procedures to be followed in the event of a fire emergency was available in the care room of 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 registered provider ensured the children were supervised at all times, the layout of the room allowed the adults to visually see the children as they worked independently in groups or alone.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

An insurance certificate dated 28/03/2023 to 27/03/2024 was available on the day of inspection.