

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS158		
Name of Service:	Cool Kidz Creche		
Address of Service:	51 Coolamber Park, Knocklyon Road, Templeogue, Dublin 16, Co. Dublin		
Eircode:	D16 YV20		
Name of Registered Provider:	Patricia Goodwin		
Service type:	Sessional		
Date of Inspection:	17/05/2023		
No of pre-school children:	AM	11	PM N/A
Address of the Early Years Inspectorate:	Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St. John's Road West, Kilmainham, Dublin 8		
Inspection undertaken by:	E. Finnegan Hayes & C. Whelan		
Title:	Early Years Inspector & Inspection and Registration Manager		

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

Cool Kidz Creche is a privately operated sessional service which operates from a purpose-built room adjacent to the home of the registered provider in a residential area in South Dublin. The service operates two sessions of the Early Childhood Care and Education (ECCE) scheme from 8:45-11:45am and 12-3pm Monday to Friday 38 weeks of the year. The service comprises of a care room with kitchenette, a storeroom, sanitary facilities and a secure outdoor area to the rear and side of the premises.

Staffing

The registered provider employs two staff to work in the service. Additional relief staff are available to cover when required. The registered provider does not work in the service.

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)(b)(c)(d), (4), Regulation 11; (1), (3), Regulation 16(1),(3), Regulation 22, Regulation 23, Regulation 25; (1), (2)(a)(b), Regulation 26; (1)(a)(b), (4). These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under Regulation 16- Records in relation to the preschool service,

Regulation 22- Food and Drink,
Regulation 23 – Safeguarding Health, Safety and Welfare of Child,
Regulation 25- First aid,
Regulation 26 Fire Safety.

Regulation 9 - Management and Recruitment was assessed in relation to all staff working 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 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)(b) There was a designated person in charge and a named person to assist when required. The designated person in charge was present in the service when the inspector arrived and remained there for the duration of the inspection.

(2) Discussion with the registered provider and a review of the staff attendance record showed that there are two staff employed to work in the service. The files of both adults were reviewed.

(a) One written and verified references were available from a past employer in relation to 1 staff member.

(b) Three written and verified references were available from a source other than a past employer in relation to 2 staff members.

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

(d) Evidence showed that neither adult required police vetting.

(4) Evidence was available to show that both staff members held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework.

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 11 preschool children being cared for by 2 staff members on the morning of inspection.

(3) Ratios were maintained during the inspection. Two staff were caring for 11 children aged 3 to 5 years where only one staff member was 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.*

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

Compliance Information

(1) The registered provider ensured that the following records in writing were kept in relation to the service:

- (a) The name, position, qualifications, and experience of the person in charge and of every other employee was maintained within the staff files.
- (b)(c)(d)(e) Details of the class of service, age profile of children, adult: child ratios, type of care or programme provided in the service and facilities were available in the statement of purpose and function.
- (f) Details of the opening hours and fees were displayed on the noticeboard in the care room.
- (g) The policy and procedure document contained all of 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 was maintained in a daily roll book which was completed in a timely manner including times of arrival and departure.
- (i) Details of staff rosters on a daily basis were completed in the daily roll book.
- (k) An accident/incident record book was available for review. The record of one accident which occurred during this programme year was reviewed and observed to be completed in full.

(3) The records above were made available to the inspector during the inspection.

Non-Compliance Information

(j) A sample of three medication administration records dated within recent months were reviewed. Two were observed not to be completed in full for example two records did not contain the date of birth of the child, the signature of the person who witnessed the administration of the medication or the initials of the parent/guardian acknowledging they were told about the administration. This is contrary to the service policy which states that staff must ensure the person witnessing the administration signs the form.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(j) Staff will ensure to fill out all areas of medication administration forms including date of birth, signature of witness or initial of parents. Staff have retrained in filling out the medication administration forms.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The registered provider has addressed the non-compliance under Regulation 16.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious, and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

The service implements a healthy eating policy which is communication to parents in the parent handbook. Children bring lunches daily which were observed to be stored in the fridge which prevented spoiling of perishable items. Lunches were observed to be in line with the service healthy eating policy and contained items such as sandwiches, fruit, and yoghurts. Children were observed to drink from individual beakers during the session. Conversation with staff showed they were aware of the importance of a healthy diet for the children and that they continually encourage parents to engage with their policy.

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 gate to the service was secured on arrival staff attended the gate to allow access which prevented unauthorised persons accessing the area without staff knowledge.
- The service door was secured with a chain lock throughout the morning which prevented unauthorised persons gaining access while also preventing children leaving the service unsupervised.
- The outdoor area was secured with high fencing and a locked gate.
- Furniture toys and equipment were maintained in good condition free from hazards.
- Lunches which contained perishable items were stored in the fridge to prevent spoiling.
- A storage shed in the outdoor area was adequately secured with a lock to prevent access by the children.

Infection Control:

- Windows in the care room and sanitary areas were open to allow fresh air to circulate.
- Thermostatically controlled warm water and dispensed soap and handtowels were available to support hand hygiene.
- Handwashing was completed following outdoor play before lunchtime.

Fire Safety:

- Fire exits were unobstructed.
- Emergency lighting was present and in working order during the inspection.

Non-Compliance Information

General Safety:

1. A storage unit in the sanitary area was observed to contain a number of items which were accessible to the children in the service for example a number of bottles of cleaning solution and medication were at a low level.
2. Items which did not belong in the sanitary area were observed to be stored in the area such as a basketball hoop, a water toy, and a Christmas decoration. This posed a risk of cross infection. This was noted as a non-compliance on the last inspection.

Infection Control:

- The bin in the care room was not pedal operated which posed a risk of cross infection. Children were observed to use this bin for disposal of handtowels following handwashing. Pedal operated bins should be used for hygienic disposal of contaminated items such as tissues.

Administration of Medication:

- Two bottle of temperature reducing medication which have been used by the service in recent months were observed to have expired in 2022; one bottle expired in August and the other bottle expired in October. This practice is not in line with the service policy which states staff will check the expiry date of medication before administering it to a child.

Fire Safety:

- There was no record of fire drills taking place during March or April 2023. Monthly fire drills are necessary to ensure staff and children are familiar with the evacuation process ensuring a safe evacuation in the event of a fire emergency.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

- Staff will ensure the unit is locked at all times.
- The water toys and Christmas Garden decoration have been removed from the sanitary area. The sanitary area will not be used to store equipment.

Infection Control:

- The bin for the children's hand towels will be replaced with a foot-controlled pedal bin.

Administration of Medication:

- The medication has been replaced and a large label indicating the expiry date has been applied to the new bottle.

Fire Safety:

- Fire drills for March and April were not carried out. This is usually a monthly routine. The service will revert to monthly drills. Staff will ensure fire drills are carried out each calendar month for safety purposes.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The registered provider has addressed the non-compliance under Regulation 23.

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 a staff member who works directly with the children holds a valid First Aid Responder (FAR) certificate.

(2)(a)(b) A suitably equipped first aid box was stored safely in the sanitary area with a further large first aid box in the storeroom. Both were readily available and easily accessed if required.

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 10th February 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 expiry date of the maintenance certificate was 9th November 2023.
- (4) A notice of the procedures to be followed in the event of a fire emergency was displayed in the kitchenette area of the care room.