

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DS178
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<b>Name of Service:</b>	Whitechurch Montessori
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<b>Address of Service:</b>	White Church Old School, Whitechurch Road, Dublin 16, Co. Dublin
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<b>Eircode:</b>	D16 YN27
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<b>Name of Registered Provider:</b>	Abi Acheson
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	15/05/2023
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<b>No of pre-school children:</b>	AM	13	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St. John's Road West, Kilmainham, Dublin 8
<b>Inspection undertaken by:</b>	E. Finnegan Hayes
<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

Whitechurch Montessori is a privately owned sessional service which operates the Early childhood Care and Education (ECCE) scheme from 9-12pm Monday to Friday 38 weeks of the year. The service operates from a single storey building in the grounds of Whitechurch church. An enclosed outdoor area is available to the rear of the service.

### Staffing

The registered provider employs two staff members to work in the service and also works directly with the children in the service. The registered provider was not present during 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 an examination of compliance under Regulation 9; (1)(a)(b), (2)(a)(b)(c)(d), (4), Regulation 11; (1), (3), Regulation 15; (1)(3) Regulation 16; (1), (3), Regulation 22; Regulation 25; (1), (2)(a)(b) and 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 15- Record in relation to the preschool child

Regulation 16- Record in relation to the preschool service

Regulation 22- Food and drink

Regulation 25- First aid

Regulation 26- Fire Safety

Regulation 9 - Management and Recruitment was assessed in relation to all staff in the service and Regulation 11- Staffing Levels was assessed in relation to all children in attendance. Regulation 23 was added during the inspection in relation to non-compliances observed.

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 would like 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

(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 deputy person in charge was present in the service when the inspector arrived and remained there for the duration of the inspection.

(2) Discussion with staff and a review of staff attendance records showed that a total of 3 staff are employed to work directly with the children in the service. The files of all staff were reviewed.

(a) Two written and verified references were available from a past employer in relation to 2 adults.

(b) Four written and verified references were available from a source other than a past employer in relation to 3 adults.

(c) Garda vetting disclosures were available in relation to 3 staff members.

(d) Evidence showed that none of the staff required police vetting.

(4) Evidence was available to show that three staff 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.

### 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 13 preschool children being cared for by 2 staff members on the morning of inspection.
- (3) Ratios were maintained during the inspection. Two adults were caring for 13 children aged 3-4 years. Both staff were scheduled to work for the duration of the session.

### 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;*
- (c) the date on which the child ceased to attend 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.*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*  
*(c) an authorised person.*

#### Compliance Information

(1) A sample of twelve records in relation to children currently attending the preschool service were reviewed. All records contained the information required under (a-b) and (d-i) above.

(c) not applicable as the sample only included children currently attending the service.

(3)(c) The records above were made available to the inspector for review.

### 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 and within the service policy document.
- (b)(c)(d)(e)(f) Details of the class of service, age profile of children, adult: child ratios and the type of care or programme provided in the service, facilities, opening hours and fees were detailed in the statement of purpose and function document.

- (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 promptly as children arrived in the service.
- (i) Details of staff rosters on a daily basis were detailed in the attendance book.
- (j) The service does not routinely administer medication due to the short hours of attendance.
- (k) An accident/incident record book was available in the service. A sample of two accident/ incident records were available in relation to this programme year and both were observed to be completed in full.
- (3) The records above were made available to the inspector during the inspection.

### 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

Children in the service bring a packed lunch from home which was observed to contain a variety of food including sandwiches, cheese, and fruit. Drinks were available throughout the morning accessible to the children in line with the service healthy eating policy.

#### Non-Compliance Information

1. Perishable items in the children's lunch were not refrigerated to prevent spoiling for example children were observed to remove their lunchboxes from their schoolbags at 11am. Some children's lunches consisted of perishable items such as meat, cheese and butter. The service policy does not state that perishable items will be refrigerated.

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

##### Corrective and Preventive Action

1. Parents have been requested to label the children's lunches which will be stored in the fridge in the kitchen going forward. The policy and procedure have been updated and one staff member has been assigned to ensure lunches are refrigerated.

##### Supporting documentation submitted

Documentation in relation to above has been reviewed by the Inspectorate.

#### Summary Comment

The registered provider has addressed the non-compliance under Regulation 22.

## 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.*

#### Non-Compliance Information

##### Infection Control:

1. Children's hands were not cleaned in a hygienic manner following garden time directly prior to lunchtime. On return from the garden 13 children were provided with two bowls of soapy water at the table in the care room for handwashing. This method is not adequate for infection control purposes.
2. A record of fire drills was not available for April and May 2023. Monthly fire drills are required to ensure a safe evacuation in the event of an emergency.

#### Action submitted by the Registered Provider

##### Corrective & Preventive Action

##### Infection Control:

1. Children will use warm water and hand soap to complete handwashing as needed. The correct procedure for handwashing has been demonstrated to the children and posters and songs have been used to reinforce this procedure.
2. Fire drill records have been updated and a staff member has been designated to ensure fire drill records are updated monthly.

##### Supporting documentation submitted

Documentation in relation to above has been reviewed by the Inspectorate.

#### 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

(2)(a)(b) A suitably equipped first aid box was mounted to the wall in the kitchen area; visible and easily accessible to staff at all times as needed.

#### Non-Compliance Information

(1) A staff member trained in First Aid Response (FAR) was not available to the children in the service on the day of inspection. It is acknowledged that two staff who were present held valid certification for paediatric first aid.

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

##### Corrective and Preventive Action

A staff member has now completed the FAR course. A new document which shows mandatory training and highlights the expiry date is now in use.

##### Supporting documentation submitted

Documentation in relation to above has been reviewed by the Inspectorate.

#### Summary Comment

The registered provider has addressed the non-compliance under Regulation 25.

## 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 record of monthly fire drills was available in the service. The record showed that the last fire drill took place on 20<sup>th</sup> March 2023.
- (b) Records were available 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 during 23<sup>rd</sup> January 2023.
  - The record showed that the smoke alarm was last serviced 11<sup>th</sup> April 2023.
- (4) A notice of the procedures to be followed in the event of a fire emergency was available in care room of the service.