

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DS200
Name of Service:	Cocoon Childcare - Kimmage
Address of Service:	28a Shelton Park, Lower Kimmage Road, Kimmage, Dublin 12, Co. Dublin
Eircode:	D12 PN40
Name of Registered Provider:	Barry Cunningham
Service type:	Full Day, Part Time, Sessional
Date of Inspection:	11/04/2023
Day 2 of Inspection:	12 April 2023

No of pre-school children:	AM	65	PM	65
Day 2	AM	64	PM	64

Address of the Early Years Inspectorate:	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.
Inspection undertaken by:	Sarah Quigley & Mary Redmond
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

Cocoon Childcare Kimmage is a full day care service located in a residential, urban area of Kimmage, South County Dublin and is 1 of 14 early years services operated by the registered provider. Care and education are provided to children aged between 0 and 6 years and the operating hours are from Monday to Friday between 07:30 and 18:30. The service is a purposely built, single storey property and comprises of six care rooms. The children have access to an outdoor play area which is attached to the premises with an artificial grass surfacing.

Staffing

The service currently employs 21 staff members including the designated person in charge and two cooks. The registered provider does not work directly in the service. On the 1st day of inspection 21 adults were present including the centre manager and an adult participating in a work placement programme. One of the operations managers arrived subsequent to the inspector's arrival. Twenty adults were present on the 2nd day of 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/information and records/ health, welfare and development of child/ and safety. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16, 19, 23, and 28; These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 9(2)(3)(4). As a result, the scope of the inspection included a review of documentation for staff members who had been employed in the service following the last date of inspection on the 3rd May 2022. A sampling process was also used to assess compliance under regulation 15(1).

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, the operations manager, staff and children who were present on the day of the inspection.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(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

(2) A sample of documentation was reviewed in respect of eight adults who had commenced working in the service since Regulation 9 was last inspected. The following records were available for the eight adults:

(a) (b) The registered provider demonstrated that they had verified the references obtained from two sources for the eight adults.

(c) A Garda vetting disclosure from The National Vetting Bureau for the eight adults.

(d) International police vetting was available for seven of the adults who had lived outside the state for a period exceeding six months as an adult.

(3) A review of documentation evidenced that the procedures specified above under Regulation 9(2) had been completed prior to the eight adults commencing employment in the service.

(4) There was evidence that six of the adults had attained at least a major award in Early Childhood Care and Education at Level 5 on the National Framework for Qualifications, or a qualification deemed to be equivalent. Two of the adults did not require a qualification.

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) An adequate number of adults were working directly with the pre-school children attending the service during the inspection.

(2) The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were sixty-five children present in the service being supervised by twenty adults on the first day of the inspection, and sixty-four children being supervised by nineteen adults on the second day.

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.*

Compliance Information

(1)
A sample of 13 records of preschool children maintained in the service were reviewed by the inspectors to assess compliance. The documentation reviewed evidenced that 7 of the 13 records detailed the required information outlined under Regulation 15(1)

Non-Compliance Information

(1) Of the 13 records reviewed, 6 did not contain all of the required information as set out under regulation 15(1) as follows:

- (e) Four of the records reviewed did not detail authorisation for collection of the child.
- (f) Four of the records did not detail 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) Four of the records did not detail the name and telephone number of the child’s registered medical practitioner.
- (h) Seven of the records did not details a record of immunisations, if any, received by the child.
- (i) Three of the records did not detail written parental consent for appropriate medical treatment of the child in the event of an emergency.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Prior to the inspection, all parents were issued an updated booking form and requested to return it to the centre at their earliest convenience. A reminder email was sent on the 12th of April and all updated forms have been returned and are completed. A periodic schedule is in place for the centre management team to review children's records are completed in full and all relevant information is up to date.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.

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;*
- (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)
- (h) A written record was available in each of the care rooms detailing the attendance of each preschool child on the day of inspection.
 - (i) A staff roster was available and displayed in the service.
 - (j) Written records of the administration of medication were available. A sample reviewed on the day of inspection documented necessary details.
 - (k) Written records of accidents and incidents which occurred in the service were available on the day of inspection. A sample reviewed documented necessary details.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

The inspectors observed appropriate care practices in place in the service during the inspection.

The service provided breakfast, snacks, a hot meal, and an afternoon tea to the children. All children were supported to eat independently during meals, and staff assisted children where required. Bibs were worn in the younger care rooms to protect the children's clothes from becoming soiled or wet when eating. Drinking water was available in the care rooms at all times.

The play experiences in the service were observed to be child-led. Children were content in their environments, partaking in activities and playing alone, in groups, and with the staff as desired. The children were all provided with the opportunity to play outdoors during the inspection. Older children were observed using the toilet independently and younger children wearing nappies were changed regularly and promptly when required. Staff were observed engaging kindly with children when assisting with personal care and demonstrated kindness and affection during all interactions observed by the inspectors. Comfort was provided promptly if a child became upset. Staff stated information surrounding each child's day is shared with parents, including information on sleep, food, and activities. Staff supported the children to wash their hands and clean their faces at appropriate times throughout the inspection.

Younger children had access to a designated sleep room and babies were observed being placed to sleep in line with their individual care needs. Staff provided comfort to the children when they were settling to sleep, using soft tones and offering reassurance where required. The sleep room was relaxed and conducive to sleep. Older children were provided with an opportunity to sleep after their lunch on low level beds within their care rooms and rest areas were available for children to relax or take time away from the group if required.

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

The inspectors found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

General Safety:

The entrance door to the service was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. The registered provider had taken measures to ensure the indoor and outdoor play environments were safe and free from hazards. Cleaning products and hazardous materials were stored securely out of reach of the children.

Infection Control:

Staff stated an infection control policy was in place to inform practice. Waste was managed appropriately with the use of pedal-operated, lidded bins throughout the service. The children were supported to wash their hands at regular intervals including after using the toilet and before meals. Schedules were in place and maintained to ensure the service, equipment and materials are regularly cleaned. Staff were observed to carry out consistent hand washing as appropriate. Staff stated appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy. A system was in place for the effective sterilisation of soothers which were appropriately stored between use in individually labelled containers.

Administration of Medication:

There was written evidence of prior parental consent for the administration of both temperature reducing and prescribed medications, and there were procedures in place to safely administer and document such medication if required, including in the case of an emergency. Staff adequately detailed the procedures for administering medication when required during discussions with the inspectors. Documentation was available to record such administration if required, a sample of this documentation was reviewed by the inspectors and was appropriate.

Safe Sleep:

Staff were familiar with safe sleep guidance and placed babies on their backs to sleep. Sleep logs were maintained in the dedicated sleep room and individual children's observations recorded room temperature, breathing, colour and position every ten minutes.

Standard cots were provided for children under two years to sleep and low-level beds were provided for children over two years to rest as required. The temperature of the sleep room was maintained between 16 - 20°Celsius as required.

Fire Safety:

The designated fire escape routes were clearly indicated and free from obstruction on the day of inspection. Staff members adequately outlined the evacuation procedures in place in the event of a fire and stated that fire drills are practiced regularly on a monthly basis.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

Documentation reviewed evidenced that the service was appropriately insured for the type of service provision and the number of children enrolled in the service.