

Early Years Inspectorate Regulatory Report

Pre School

| | |
|---|---|
| TUSLA Identifier: | TU2015DY016 |
| Name of Service: | Ballygall Community Playgroup |
| Address of Service: | Ballygall Community Centre, Drapier Road, Ballygall, Dublin 11, Co. Dublin |
| Eircode: | D11 PX81 |
| Name of Registered Provider: | Pauline Wheatly |
| Service type: | Part Time, Sessional |
| Date of Inspection: | 06/11/2023 |
| No of pre-school children: | AM 16 |
| Address of the Early Years Inspectorate: | Early Years Inspectorate 2 nd Floor, Unit 4/5 The Nexus Building Blanchardstown Corporate Park Ballycoolin Dublin 15 D15 CF9K |
| Inspection undertaken by: | T. Nelson |
| Title: | 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).

| | |
|---------------------------------|----------------|
| Conditions if applicable | Not applicable |
|---------------------------------|----------------|

Description of service

Ballygall Community Playgroup is a part-time and sessional service located in a residential area of Dublin 11 and is registered to provide early childhood care and education to a maximum of 22 children aged 2 to 6 years Monday to Friday. The service operates a part-time session from 9.00am to 2.00pm, and an Early Childhood Care and Education (ECCE) programme sessional service from 9.00am to 12.00pm.

The service is located in Ballygall Community Centre and has one care room. The service also has the use of a large hall. There are sanitary facilities available for children and staff. A fully enclosed outdoor area is located to rear of the premises.

Staffing

There are currently four staff employed by the service including the registered provider and three childcare staff who work directly with the children. All four staff were present on the day 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, welfare and development of child/ safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under:

- Regulation 9(1),(2)(a)(b)(c)(d), (4) Management and Recruitment

- Regulation 11(1),(4),(8) Staffing Levels
- Regulation 16(1) Records in relation to Children
- Regulation 19(1)(b) Health, Welfare and Development of child
- Regulation 23 Safeguarding the Health, Safety and Welfare of the Child
- Regulation 25 First Aid

A sampling process was used to assess compliance under regulation 16(1)(i)(j)(k).

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, 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) The service had a designated person in charge and named person to deputise as required.
- (b) The person in charge was present during the inspection.
- (c) There was a clear management structure in place, and staff reported being aware of this.

The files of the four staff were reviewed and the following checks had been completed:

- (2)
- (a) Five validated written references were available from recent past employers.
- (b) Three validated written references were available from a source other than a past employer.

- (c) Completed Garda vetting disclosures were available in respect of the four staff members.
- (d) A review of documentary evidence showed that no adults had lived outside of the state for six months or more.
- (4) The four staff who worked directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children, Equality, Disability, Integration and Youth Affairs

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.

(4) Subject to paragraph (5), where a registered provider contemporaneously provides-

(a) a sessional pre-school service, and

(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

Compliance Information

(1) (4) On the day of inspection there were an adequate number of adults working directly with the children attending the service to meet their basic care needs. There were four staff available to the 16 children aged between 2 years 8 months and 5 years old.

(8)(a) A review of documentation showed there was a minimum of two adults on the premises throughout the inspection and during the operational hours of the service.

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 a record in writing of the following information in relation to the service was maintained:

- (a) Details of the name, position, qualifications, and experience of the person in charge and of every other employee were maintained within the staff files.
- (b) The service Tusla certificate was displayed within the service and detailed the class of service and the age profile of children for which the service is registered to provide services.

(c) (d) (e) The statement of purpose and function outlined the adult: child ratios, the type of care or programme provided and the facilities available within the service.

(f) The opening hours and fees of the service were displayed on the noticeboard in the hallway and in the room.

(g) The registered provider maintained all of the policies required in accordance with Regulation 10.

(h) Attendance records detailing the arrival and departure of the children on a daily basis were maintained.

(i) A record was maintained of the staff roster which was reflective of the staff present on the day.

(k) Following a review of a sample of ten records, the registered provider ensured a full record in writing was maintained for accident and incidents.

(3) The records referred to in 16(1) were available to review on the day of the inspection.

Non-Compliance Information

(1)(j) The registered provider did not ensure a full record in writing was maintained for the administration of medication. For example:

- The record keeping system available for prescribed medication did not allow for the signature of the parent acknowledging the child had received the medication.
- Of two records available, the following was not recorded appropriately: the date, clear details of the medication, details of staff witnessing the administration of the medication, details of parents acknowledging the administration of the medication.

A full record of the administration of medication must be appropriately maintained in order to accurately record any medication that has been administered to a child in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

A medication administration book was purchased, and the existing records were updated in this report book with the appropriate date, clear details of the medication, details of staff witnessing the administration of the medication, along with details of parents acknowledging the administration of the medication.

Preventive action

The administration of medication book will be used, which records prescribed medication allowing the parents sign to acknowledge the child has received the medication.

Supporting documentation submitted

Evidence of new record book purchased.

Evidence of existing records logged in new book with full details recorded.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The non-compliance identified under Regulation 16(1)(j) has been adequately addressed.

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

(1)(b) Appropriate and suitable care practices were observed, as evidenced by the following:

- Care practices such as toileting were observed to be led by the needs of the children. Staff reported that children who were training to use the toilet were supported by being brought to the toilet on a regular basis and the toilet training experience was organised and planned to be a pleasant and respectful experience for the children.
- There were care plans available for those who required them, detailing the children's interests, challenges, goals and the supports required to achieve these goals. Written care plans can highlight progress and assist in identifying any gaps that can support children's participation in the daily life of the service.
- The staff interacted with the children in a respectful, warm and sensitive manner and children were responded to immediately when they required attention. Appropriate verbal and nonverbal communication such as low tones, song, eye level contact, touch, sign language and other strategies were observed. These strategies can facilitate inclusion, a positive sense of identity and promote comfort in communicating.

- The experiences and activities provided to the children in the rooms were suitable to the age and stage of development of the children. The children had the freedom to move around the room and choose their activity. Children were observed to lead in activities such as the transition from play to mealtime by ringing the bell for tidy up time and completing tasks such as giving out the lunch boxes, placemats and drinks. This can promote independent decision making and foster more meaningful experiences.
- The daily routine was displayed at a low-level within easy reach of the children using text and imagery, and the routine was reflected in practice. Routine provides for predictability and comfort for young children.
- Transitions were observed to be timely experiences which were signalled verbally and non-verbally through songs, timers and clear description of what was going to happen next. Clearly signalled, smooth transitions from one experience to another can support children to successfully regulate their emotions and behaviours during these transitions.
- Engagement with families and parents was facilitated through the sharing of information via an online messaging application, or conversation at drop off and collection. Information such as learning activities were displayed on notice boards in the hallway and in the care room, and there was also a suggestion box available for parents to give feedback.

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 following measures were observed to be in place to safeguard the child's health, safety and welfare:

General Safety:

- The door to the care room was locked when the inspector arrived unannounced to the service. The lock was up high out of reach from the children. This restricted unauthorised persons from gaining access to the premise and prevented children from exiting the service unsupervised.
- All cleaning agents and sharp equipment were stored out of reach of the children in locked presses or on high shelves.
- Radiators were appropriately covered.
- A record was maintained of accidents and incidents that occur in the setting.
- Available toys, furniture and equipment were in a good state of repair.
- The floor was immediately cleaned following water play and play dough activities to reduce the risk of slipping.

Infection Control:

- The premises were in a clean and hygienic condition and documented up to date cleaning records were available.
- Thermostatically controlled warm water, liquid soap and single use hand towels were available at all wash hand basins used by the children and the staff members.
- Staff were observed supporting children to hand wash before and after mealtime.
- Lidded, pedal operated bins were in use throughout the service.
- Childrens lunches were stored in the service fridge.

Fire Safety:

- The fire exit was unobstructed.
- The whistle and keys required for the fire escape were clearly displayed by the fire escape route.

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 service provided evidence that a person trained in First Aid Responder training was available at all times to the children attending the pre-school.

(2)(a) and (b) A Suitably equipped first aid box was available and was safely stored in an easily accessible and conspicuous position on the premises.