

Early Years Inspectorate Regulatory Report

Pre School

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| TUSLA Identifier: | TU2015DY077 |
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| Name of Service: | Tippy Toes Early Years Service, Aylward Green |
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| Address of Service: | Focus Ireland, Aylward Green, Cappagh Road, Finglas, Dublin 11, Co. Dublin |
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| Eircode: | D11 WP46 |
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| Name of Registered Provider: | Elaine Fleming |
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| Service type: | Drop-In |
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| Date of Inspection: | 05/06/2024 |
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| Date 2 of Inspection: | 07/06/2024 |
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| No of pre-school children: | AM | 1 | PM |
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| Address of the Early Years Inspectorate: | Early Years Inspectorate, Child and Family Agency, Unit 4&5 Nexus Building Block 6A, Blanchardstown Corporate Park, Dublin 15. |
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| Inspection undertaken by: | E Hosford |
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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).

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| Conditions if applicable | Not applicable. |
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Description of service

Tippy Toes Early Years Service, Aylward Green is a drop-in service for children aged from 0-6 years of age from 10am to 12pm daily, however the service is currently available every Monday, Wednesday, and Thursday. The service operates from a large care room in a multipurpose complex operated by Focus Ireland. The children attending the service also have access to an enclosed outdoor area to the rear of the service.

Staffing

The service employs five staff to include the registered provider, designated person in charge and three childcare staff who work directly with the children. On the day of inspection there were 3 staff members available in the drop-in centre.

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 announced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

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

Regulation 11 Staffing levels (1)(6)(8)(a),

Regulation 15 Record of a pre-school child (1)(a),(b),(c),(d),(e),(f),(g),(h) and (i),

Regulation 21 Equipment and Materials,

Regulation 25 First Aid and

Regulation 26 Fire Safety Measures.

A sampling process was used to assess compliance under Regulation 15 Record of a pre-school child.

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, person in charge, staff and child 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.*

(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) The files of five staff employed within the service and one intern were reviewed.

(a)(b) Two written references were available for the registered provider along with ten validated written references from recent past employers or a source other than a past employer.

(c) Garda vetting disclosures had been obtained for all six disclosures reviewed. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(4) Three staff members employed within the service to provide direct care to the children had evidence to confirm they held a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications.

Non-Compliance Information

(2)(d) Police vetting for one staff member who had resided outside of the state for six months or more as an adult was not available for inspection.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2)(d) Application for police vetting made. HR to conduct checks at onboarding stage to validate if a candidate has resided outside of Ireland for six months or more.

If applicable, HR will request Police vetting from the relevant country, this forms part of Focus Ireland's onboarding process.

Supporting documentation submitted

(2)(d) Documentary evidence of application for police vetting.

Summary Comment

Regulation (9)(2)(d) remains outstanding until the processed police vetting document has been obtained and kept in the staff member's personnel file.

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.

(6) A registered provider of a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 3 of Schedule 6 opposite a particular reference number 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.

(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) There were an adequate number of adults working directly with the child during the inspection as there were three staff working with one early year's child.

(6) It was observed that the correct adult/child ratio was maintained in the service throughout the inspection as there were three staff working with one child aged between 0-6 years.

(8)(a) The staff roster available demonstrated that two adults were on the premises during the operation of the service.

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) On review of one child's file the following particulars were recorded.
- (a) Their name and date of birth.
 - (b) The date on which the child first attended the service.
 - (c) The records had a section for documenting the date when children would cease attending the service.
 - (d) The name, address and telephone number of parents was recorded and information where parents could be contacted during the hours of operation of the service.
 - (e) Names and contact details of other adults who were authorised to collect the child.
 - (f) The documentation available supported the recording of specific illnesses, allergies, disabilities, and dietary preferences for the child.
 - (g) The name and telephone number of the child's medical practitioner.
 - (h) Parents had indicated which immunisations their child had received.
 - (i) There was written parental consent for medical treatment of the child in the event of an emergency.

Part V - Care of Child in Pre-school Service

Regulation 21 – Equipment and materials

A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.

Compliance Information

- The care room was bright and spacious and laid out in a variety of designated interest areas that were age-appropriate and easily accessible to the children. Low level tables and chairs were available throughout the session for the children to engage in tabletop activities such as drawing, puzzles and games.
- The children had the opportunity to enjoy activities such as a construction area with blocks, cubes, and shapes, a home area with equipment such as dolls, play food, utensils and pram, a rest area with a library, soft matting, and cushions. The staff reported that equipment and materials could be altered daily depending on the age profile and interests of the children attending.
- The enclosed outdoor play area to the rear of the care room was surfaced with an artificial all weather synthetic grass. On the day the child had access to a sand tray with rakes, cups and funnels, balance board, seesaw, slide and activity centre.

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) There were two staff members with First Aid Responder (FAR) certificates available for inspection with expiry dates of August and October 2025

(2) (a) and (b) There was a suitably equipped first aid box in the care room. It was stored on a high hook, and it was out of reach of the children.

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 fire drills completed in the service were available with the last drill dated 27 May 2024.
 - (b) In-date maintenance records for the firefighting equipment and smoke alarms were available for inspection. Fire equipment was serviced on the 30 January 2024 and smoke alarms on the 20 September 2023.
- (4) A notice of the procedures to be followed in the event of a fire was on display in the care room and main reception of the service.