

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DY102		
<b>Name of Service:</b>	Kidz First		
<b>Address of Service:</b>	Kilbarrack Shopping Centre, Kilbarrack, Dublin 5		
<b>Eircode:</b>	D05 X991		
<b>Name of Registered Provider:</b>	Rachel Crilly		
<b>Service type:</b>	Full Day		
<b>Date of Inspection:</b>	01/09/2023		
<b>No of pre-school children:</b>	AM	27	PM 20
<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 & E. Griffin		
<b>Title:</b>	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.

### Description of service

Kidz First is a private operated service located in a residential area in North Dublin. The service offers part-time care to children aged 1-6years Monday – Friday. The service is comprised of an office, Kitchen, staff room and three care rooms namely the Baby room catering for children aged 1-2years, the Playschool room catering for children aged 17months-2 years 9months and the Montessori room catering to children aged 2-4 years. An enclosed outdoor area is located to the side of the service.

### Staffing

The registered provider employs 6 staff members to work directly with the children in the service. The registered provider also works in the service. On the day of inspection, the registered provider, 5 staff members and a student were present and working directly with the children.

### 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 and safety. The inspections may also focus on other areas as required.

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 registered provider, 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*

*(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) The service had a designated person in charge and a named person who could deputise in their absence. A review of the roster showed that the named person in charge or the deputy is rostered to be on the premises at all times during the opening hours of the service.

(c) A clear management structure was evident in the service and staff were aware of their roles and responsibilities.

(2) A review of the roster and conversation with management showed that there are currently seven adults employed in the service including the registered provider. A student was also present on the day of inspection. The files of all eight adults were reviewed during the inspection.

(a) (b) The required number of written and validated references were available in relation to eight adults.

(c) Garda vetting disclosures were available for eight adults.

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

### Non-Compliance Information

(4) Evidence was not available to show that one adult held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework. It is acknowledged that a letter from the person's college was available confirming that they had completed an appropriate course and were awaiting certification.

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

#### Corrective and Preventive Action

(4) A letter from the college was available on the day of inspection confirming that the member of staff in question had completed a Level 6 in early childhood care and education and was awaiting certification. Contacted the college who advised there had been a delay in issuing certificates. The certificate is now on file. Date of completion of certificate was 14<sup>th</sup> August 2023.

#### Supporting documentation submitted

A copy of the qualification has been reviewed.

### Summary Comment

The registered provider has addressed the non-compliance under Regulation 9.

### 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) The registered provider ensured an adequate number of adults were working directly with the children on the day of inspection.

#### Non-Compliance Information

(2) Ratios were not maintained in all care rooms throughout the day for example one staff member was caring for 6 children; three of whom were aged between 1-2 years and three who were aged between 2-3 years between 10am-11am. An additional adult was required to maintain the ratio.

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

##### Corrective and Preventive Action

(2) Ratio was not maintained on the day due to 2 staff members been absent on the day of inspection, one with extended sick leave, and the other for the week of the inspection. There was a major shortage of staff therefore, to ensure ratio is maintained in the future, I will ask parents to keep children at home until I can maintain child to staff ratio.

##### Supporting documentation submitted

No documentation was submitted.

#### Summary Comment

The registered provider has addressed the non-compliance under Regulation 11.

### 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.

#### Compliance Information

- (1)
- (a) The name position and qualification of each staff member was displayed outside the care room in which the staff member was based.
  - (b)(c)(d)(e)(f) The information required was observed to be present in the services statement of purpose and function document.
  - (g) The service had all of the policies, procedures and statements required under Regulation 10.
  - (h) The service maintained daily attendance records for the children in all care rooms.
  - (i) A staff roster which detailed the staff present in the service on the day was available for review.
  - (j) A sample of 17 medication administration forms were reviewed and were observed to be completed in full including the signature of each child’s Parent/ Guardian acknowledging they had been informed of the medication administered.

(k) A sample of 12 accident and incident records were reviewed and were observed to be completed in full including the signature of each child's Parent/ Guardian acknowledging they had been informed of the accident.

### 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 main entrance to the service was secured on arrival. Staff were observed to attend the door to allow access to the service. This prevented unauthorised persons accessing the service.
- Internal doors were adequately secured to prevent the children leaving the care rooms unsupervised.
- Blind cords were observed to be short and were out of reach of the children.
- Toys and equipment used by the children was observed to be well maintained and free of hazards.
- Cleaning products were stored out of reach of the children.
- Highchairs were fitted with appropriate harnesses which were in good working order and well maintained.
- Perishable items contained in lunches which were brought from home by children in the Montessori were observed to be appropriately refrigerated on arrival to the service to prevent spoiling.

##### Infection Control:

- Thermostatically controlled warm water, dispensed soap and dispensed paper towels were available to support adequate handwashing.
- Windows were opened throughout the day to allow fresh air to circulate in the care rooms.
- Pedal operated lidded bins were used for the disposal of contaminated items such as PPE and soiled nappies.
- Children were allocated individual bedding; sheets and blankets which was stored in the child's cubby when not in use.
- Children were observed to sleep in cots which were clearly labelled with their name and positioned 50cms apart. This decreased the risk of infection spreading.

##### Administration of Medication:

- Medication was clearly labelled with the name of the child for whom the medicine was to be used and kept on a high shelf out of reach of the children.

### Safe Sleep:

- Staff were observed to conduct physical checks of children every 10 minutes as they slept, and records of these checks were maintained.

### Fire Safety:

- Staff were aware of the procedure to be followed in the event of a fire emergency.
- Emergency exit doors were observed to be unobstructed on the day of inspection.

## Non-Compliance Information

### General Safety:

- A plastic bag was observed to be hung from a hook in both the Playschool and Montessori rooms for disposal of recycling waste, a child in the Playschool room was observed to pull the bag off the hook onto the floor. A compostable bag containing a t-shirt belonging to one of the children was hung on a low hook in the playschool room within reach of the children. Plastic bags pose a risk of suffocation to children and should not be freely accessible.
- The plastic bin in the Montessori room was cracked and jagged along one side. This posed a risk of injury to the children.
- A large dolls house in the Montessori room which was approximately 4 foot high was not adequately secured and posed a risk of injury to the children should it tip over.
- A green/yellow coloured wire was pulled across a space between the wall and sink in the Montessori sanitary area at child height. This could pose a risk to the children as it was easily accessible to them.

### Infection Control:

- The flooring in the sanitary area in the Playschool room was missing in three section and lifting at the back of the toilet exposing the concrete beneath. This prevented adequate cleaning of the floor and posed an infection control risk.

### Fire Safety:

- The attendance records did not adequately reflect the attendance of children in the service at all times for example the presence of a child who was in the Playschool room between 10-11am was not recorded in the attendance record for this room.

At review of the attendance record in the Montessori room at 1:22pm showed that the departure time of 4 children who were collected between 12pm -1pm had not been recorded. Records which accurately

reflect the arrival and departure times of the children are required to ensure the safe evacuation of children in the event of a fire emergency.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### General Safety:

1. The registered provider has provided closed lid bins for disposable of recycling waste, and the small plastic bag that was hanging on the child's coat hanger, has been removed, staff have been informed to place such bags in children's school bags or their storage containers.
2. The bin in the Montessori room has been removed and replaced with a new bin.
3. The dolls house in the Montessori room has now been safely secured to the wall using brackets.
4. The green and yellow coloured wire that was found in the Montessori sanitary area has now been pinned to the wall and extra strong duct tape has been applied to cover and seal the wire.

#### Infection Control:

5. The registered provider measured the floor in the sanitary area in the playschool room and has purchased a suitable new floor to be fitted end of October 2023.

#### Fire Safety:

6. The registered provider spoke to all staff members and also wrote up and displayed a notice in all care rooms, to remind staff to ensure all children's arrival and departures times are recorded accurately to reflect the attendance of the children in the service at all times.

### Supporting documentation submitted

Photographs in relation to point 1 and 3 have been reviewed. No other documentation was submitted.

## Summary Comment

The register provider has stated that the non-compliances under points, 1-4 and 6 have been addressed. Regulatory compliance remains outstanding for point 5 until the work is completed in October.

## 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) A review of First Aid Responder (FAR) certification for two staff members and the service roster showed that the registered provider had ensured that a person trained in FAR was immediately available to the children at all times during the opening hours of the service.

(2)(a)(b) A suitably equipped first aid box was available in the Playschool room of the service, available and easily accessible to staff if required throughout the day. Additional first aid items were available in the other care room.

## 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) The registered provider maintained a record of Fire drills in the service. The record showed that fire drills are held monthly with the last one taking place on 10<sup>th</sup> August 2023.
- (b) A record of the number, type and maintenance of firefighting equipment and smoke alarms was available for review. The records showed that the firefighting equipment had been serviced on 31<sup>st</sup> August 2023 while the smoke alarms were last serviced on 16<sup>th</sup> August 2023.
- (4) Notices detailing the procedures to be followed in the event of a fire were displayed throughout the service in care rooms and communal areas.