

Early Years Inspectorate Regulatory Report

Pre School

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| TUSLA Identifier: | TU2015DY151 | | |
| Name of Service: | Naíonra Neasáin | | |
| Address of Service: | Scoil Neasaín, Bohar Mhuic Auhlari, Baile Harmain, Dublin 5, Co. Dublin | | |
| Eircode: | D05 VF95 | | |
| Name of Registered Provider: | Emma Beaddie | | |
| Service type: | Sessional | | |
| Date of Inspection: | 07/06/2023 | | |
| No of pre-school children: | AM | 17 | PM N/A |
| Address of the Early Years Inspectorate: | Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St. John's Road West, Kilmainham, Dublin 8 | | |
| Inspection undertaken by: | E. Finnegan Hayes | | |
| 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

Naíonra Neasáin is a privately operated service which operates from a room in Scoil Neasáin in Dublin 5. The service operates the Early Childhood Care and Education (ECCE) scheme during two daily sessions; 8:40-11:40am and 11:45-2:45pm 38 weeks of the year. The service comprises of one care room with sanitary facilities. An enclosed outdoor area is available within the school grounds.

Staffing

The registered provider employs two staff to work in the service and also works directly with the children. Two staff were present on the day of inspection. 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)(c), (2)(a)(b)(c)(d), (4), Regulation 11; (1), (3), Regulation 16;(1), Regulation 23, Regulation 24; (1), (3)(a)(b), Regulation 25; (1),(2)(a)(b), 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 16- Record in relation to the preschool service, Regulation 23 – Safeguarding Health, Safety and Welfare of Child,

Regulation 24- Checking in and out and record of attendance,

Regulation 25- First Aid

Regulation 26 Fire Safety.

Regulation 9 - Management and Recruitment was assessed in relation to all staff currently employed and

Regulation 11- Staffing Levels was assessed across all children attending.

Regulation 8- was added during the inspection in relation to a non-compliance.

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 person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Non-Compliance Information

(1) The registered provider did not notify the agency of a change in the operating hours of the service. Staff advised the inspector that the morning session runs from 8:30-11:30am while the afternoon session runs from 12-3pm.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) A change in circumstance (CIC) application has been submitted to Tusla. Times will be checked at the start of each school year to ensure they are correct on the register.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The registered provider has addressed the non-compliance under Regulation 8.

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)(b) There was a designated person in charge and a named person to deputise when required. The person in charge was on the premises when the inspector arrived in the service and a review of the staff attendance record showed that this person works in the service daily during both sessions.

(c) Discussion with staff and management showed a clear management structure and roles and responsibilities within the service.

(2) A review of the roster and discussion with management and staff established that there were 3 staff currently employed in the service. The files of all staff were reviewed.

(a) Four written and verified references were available from a past employer in relation to 3 staff members.

(b) Two written and verified reference were available from a source other than a past employer in relation to 2 staff members.

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

(d) Police vetting was available in relation to 1 staff member who had lived outside of Ireland for a period of more than 6 months.

(4) Evidence was available to show that 3 staff members 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) The registered provider ensured an adequate number of adults were working directly with the children at all times; on the day of inspection 17 children were being cared for by 2 adults.
- (3) Ratios were observed to be maintained throughout the session 17 children were being cared for by 2 adults in line with the requirement.

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, qualifications, and experience of the person in charge and of every other employee were available in the staff files.

(b) Details of the class of service and the age profile of children for which the service is registered to provide care as displayed in the care room.

(d) (e) The statement of purpose and function detailed the type of care provided in the service and the facilities provided.

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

(g) Seventeen procedures and statements the service is required to maintain in accordance with Regulation 10 were available for review in the service.

(h) Daily attendance books were used to record details of attendance by each pre-school child on a daily basis.

(i) Staff attendance was recorded in the daily attendance book.

(j) A medication administration record book was available in the service however as the service does not routinely administer medication there was no records to review.

(k) An accident/incident record book was available in the service however there has been no recorded accidents/incidents within this programme year.

Non-Compliance Information

(c) Details of the adult: child ratios were not available in the documentation provided during the inspection.

(g) Two policies required in accordance with regulation 10 were not available for review on the day of inspection.

- An outings policy; staff advised that the service does not engage in outings.
- Policy on the use of the internet and photographic devices in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(c) The fees and payments document has been updated to include the ratios.

(g) both policies have been developed.

Supporting documentation submitted

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

Summary Comment

The registered provider has addressed the non-compliances under Regulation 16.

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:

- Lunches were observed to be refrigerated to prevent spoiling of perishable items.
- Equipment and materials both in the care room and the outdoor area were well maintained and free from hazards.
- A coded lock on the gate to the school grounds prevented children leaving the outdoor area unsupervised during outside time.
- Blind cords were secured safely on all windows.
- Cleaning supplies were stored out of reach of the children.

Infection Control:

- A cleaning checklist was displayed in the sanitary area and completed to date.
- Warm water and dispensed hand soap and paper handtowels were available to facilitate adequate handwashing.
- Pedal operated bins were available for disposal of contaminated items.

Administration of Medication:

- A detailed care plan was available in relation to a children who required emergency medication. Staff were clear on the process for administering the medication if needed. This ensured the child can receive the required care in a timely manner in the event of an emergency.

Fire Safety:

- Emergency exits were unobstructed.

Non-Compliance Information

Infection Control:

1. The door frame of the door to the sanitary area was not painted which prevented adequate cleaning.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

1. A painter has been contracted to complete the work over the summer closure.

Supporting documentation submitted

No supporting documentation submitted.

Summary Comment

The registered provider has attempted to address the non-compliance under Regulation 23 however this non-compliance will remain outstanding until the work is complete. The registered provider has been requested to submit evidence of completion to the Inspectorate.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

Compliance Information

(1) Staff ensured that children were checked into and out of the service. Staff were observed opening the gate to allow parents/guardians attend the service door at collection time. Attendance records were observed to be kept daily, including the children's times of arrival and departure and these were observed to be completed in a timely fashion when the child arrived at the service.

Non-Compliance Information

(3)(a)(b) The inspector was able to enter the care room without having their entry approved by a staff member. A visitor record book is not in use in the service. Staff advised they did previously have one however this practice had stopped during COVID and had not been reinstated.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(3)(a)(b) A thumb turn lock has been fitted on the door to restrict entry and the visitor book has been reinstated for 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 24.

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) The registered provider ensured that a suitably equipped first aid box was stored in an easily accessible location in the care room out of reach of the children and available at all times during the session.

Non-Compliance Information

(1) The registered provider did not ensure that a staff member trained in First Aid Response (FAR) was immediately available to the children at all times. There was no evidence to show that any member of staff held up to date FAR certification. It is acknowledged that both staff present during the inspection held up to date certification in Paediatric first aid.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Two staff are currently attending FAR training.

Supporting documentation submitted

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

Summary Comment

Regulatory compliance remains outstanding as evidence has not been received to date regarding completion of the FAR course undertaken by 2 staff members.

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 was maintained in the service. The record showed that fire drills are conducted once per month for both sessional groups.
- (b) A record of the number type and maintenance of firefighting equipment and smoke alarms was available in the service. The record showed that the firefighting equipment is serviced on an annual basis; the last service took place on 10th March 2023 while the smoke alarms are serviced on a 6 monthly basis with the last service taking place on 8th March 2023.
- (4) A notice of the procedures to be followed in the event of a fire were displayed within the care room beside the emergency exit.