

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015DY161
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<b>Name of Service:</b>	Ozanam House Early Learning Centre
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<b>Address of Service:</b>	53 Mountjoy Square West, Dublin 1
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<b>Eircode:</b>	D01 T6W6
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<b>Name of Registered Provider:</b>	Rose McGowan
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	01/08/2024
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<b>No of pre-school children:</b>	AM	7	PM	6
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<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
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable.
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### Description of service

Ozanam House Early Learning Centre is a non-profit service located in inner city Dublin. The service is registered to provide early childhood care and education to a maximum of 33 children aged 2-6 years. The service is open from 8.45am-5pm Monday to Friday and participates in the Early Childhood Care and Education (ECCE) scheme from 9:30am-12:30pm, 38 weeks of the year. The service operates from three rooms in a mixed-use building which provides a range of community-based services. The Meerkat room is located on the ground floor while the Koala room and the Dolphin room are located on the lower ground floor; due to lower number only the Koala room was open on the day of inspection. The children also have access to a large hall, a sensory room, a kitchen area for baking activities and a range of therapy services if needed. A school age service is also provided. An internal courtyard located at lower ground floor level provides an enclosed outdoor space.

### Staffing

The registered provider employs seven staff including the person in charge to work in the service. The service also employs a CE worker. The centre manager was present on the day of inspection and provides oversight to the childcare service. On the day of inspection six staff and a CE worker were present in the childcare service. The centre manager was available in a supernumerary capacity to support 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, safety and premises and facilities. The inspection 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 inspector wishes to acknowledge the cooperation of the centre manager, 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 a named person to deputise if required.
- (b) A review of the roster showed that a named person in charge or the deputy is rostered to be on the premises at all times during the service opening hours.
- (2) A review of the roster and discussion with the centre manager showed that seven staff and a CE worker are currently employed in the service. The files these staff were reviewed along with a Garda vetting declaration for the centre manager.
- (a) (b) Sixteen written and verified references were available in relation to eight adults.
- (c) Garda vetting disclosures had been obtained for nine adults whose files were reviewed. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (d) Police vetting was available in relation to two staff members who had lived outside of Ireland for a period of more than 6 months as an adult.
- (4) Evidence was available to show that eight adults 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, or a qualification deemed by the Minister to be equivalent.

### 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 that an adequate number of adults were working directly with the children on the day of inspection for example two adults were caring for seven children aged 3-4 years on the morning of the inspection. Additional staff were available to provide support in the care room as needed.
- (2) Ratios were maintained on the morning of inspection where two adults were caring for 7 children aged 3-4 years old.

### 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) The registered provider ensured that a written record which detailed the following information in relation to the service was available for review:
- (a) The name, position, qualifications and experience of the person in charge and of every other employee and unpaid worker was maintained in the staff files.
  - (b) (c)(d)(e)(f) The details required under (b) to (f) were available in the Parent handbook which is provided to parents when their child commences in the service.
  - (g) Twenty policies, procedures and statements which the service is required to maintain in accordance with Regulation 10 were available for review.
  - (h) Roll books were used to record the children's attendance on a daily basis. These were observed to be updated in a timely manner as children arrived and left the service.
  - (i) A staff roster was available for review.
  - (j) A sample of three medication administration records were available for review. These were observed to be completed in full.
  - (k) A sample of ten accident and incident records were reviewed and were completed in full with all necessary details.

### 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 registered provider ensured that an adequate supply of suitable materials and equipment were available to the children in the service. The following was observed;

- The furniture and equipment in the care rooms were observed to be well maintained, durable, easy to clean, and suitable for the age and stage of the children attending.

- A range of toys and equipment which supported a variety of play experiences were provided in all three rooms. Materials were grouped in clearly defined interest areas and a range of supporting equipment was provided in each area to ensure meaningful play experiences for example the kitchen areas were equipped with real food packages and chalk was provided alongside the chalk board.
- Low level shelving ensured accessibility of materials, facilitated choice, decision making and supported independent play experiences.
- The outdoor area was well equipped and provided opportunities for a range of play experiences. Large wooden structures provided opportunities for sensory play and maths activities. Two large deep concrete arches and trees shaded the garden allowing it to be used during the hottest part of the day.

### 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 service entrance was secured throughout the day. Access was controlled by the receptionist who greeted visitors to the building in the reception area which prevented unknown persons entering the premises. The door was fitted with a button release which prevented children leaving the service unsupervised.
- Flexes and a phone cord were adequately secured out of reach of the children.
- Radiator covers were adequately secured to the wall to prevent injury to the children.
- Cleaning products were stored out of reach on a high shelf in the care room.

##### Infection Control:

- Thermostatically controlled warm water, dispensed soap and paper handtowels were available to support adequate hand hygiene.
- Handwashing was completed before mealtimes in line with the service policy.
- Windows were open in the care room allowing fresh air to circulate.

### Administration of Medication:

- Healthcare plans were available in the care room for two children who required emergency medication. Their medication was available in the care room out of reach of the children and staff were aware of the procedure to be followed in the event of an emergency occurring.

### Fire Safety:

- Staff were aware of the procedure to be followed in the event of a fire emergency.
- Evidence of monthly fire drills were available for review.

## 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) Children were observed to be brought to and collected from the care room on the day of inspection. Staff greeted children and their attendance was promptly recorded in the roll book.

(3)

(a) The service entrance was adequately secured with a buzzer system. The receptionist greeted visitors to the building and contacted staff to notify them of the visitor's presence.

(b) A visitor book was available in the entrance hall and provided to the inspector to sign on arrival to the service.