

# Early Years Inspectorate Regulatory Report

## Pre School

**TUSLA Identifier:** TU2015DY178

**Name of Service:** Sandra's Playschool

**Address of Service:** Rear of 19, Clonmel Road, Glasnevin Nth, Dublin 11, Co. Dublin

**Eircode:** D11 A8F2

**Name of Registered Provider:** Sandra Hennessy

**Service type:** Sessional

**Date(s) of Inspection:** 11/12/2024

<b>No of pre-school children:</b>	AM	10	PM	n/a
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**Address of the Early Years Inspectorate:** Early Years Inspectorate  
2<sup>nd</sup> 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

Sandra's Playschool is a 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 old, Monday to Friday during term time. The service operates two Early Childhood Care and Education (ECCE) programme sessions from 9.00am to 12.00pm and 12.30am to 3.30pm.

Sandra's Playschool operates from a purpose-built premises to the rear of a residential dwelling and has one care room. The sanitary facilities are available and a fully enclosed outdoor area is located to front of the premises.

### Staffing

There are currently three staff employed by the service including the registered provider and two childcare staff who work directly with the children. The registered provider and one staff member 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),(3) Staffing Levels
- Regulation 16(1)(a) to (k) Records in relation to the Preschool Service
- Regulation 23 Safeguarding the Health, Safety and Welfare of the Child
- Regulation 25 First Aid
- Regulation 26 Fire Safety Measures

A sampling process was used to assess compliance under the following:

- Regulation 16(1)(h)(j)(k) – Records in relation to Preschool Service.

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 this was displayed in the service.

(2) The files of the three staff were reviewed, and the registered provider had completed the following checks:

- (a) There were no references available from past employers.
- (b) Six validated written references were available from a reputable source.

(c) Garda vetting disclosures had been obtained for all staff members employed. Garda vetting disclosures had been obtained for all staff. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

(d) Documentary evidence showed that none of the adults had lived outside of the state for six months or more as adults.

4) All three staff 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.*

*(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

The registered provider ensured the following:

(1) 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 two staff available to the 10 children.

(3) The service ensured that the minimum ratio of 1 adult to 11 children was always adhered to.

### 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 record in writing was kept of the following information in relation to the service:

- (a) Details of the name, position, qualifications, and experience of the person in charge and staff 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 entrance hall of the service.
- (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.

(j) A record keeping system was available for the recording of the administration of medication, although the registered provider reported that no medication has been administered in the service.

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

### 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 registered provider ensured the following measures were in place:

- The radiators were thermostatically controlled.
- Cleaning products were observed to be up high out of reach of children.
- The outdoor area was fully enclosed and secured.
- Entry to the service was secured and was managed and monitored by staff.

##### Infection Control:

- The premises were in a clean and hygienic condition and documented up to date cleaning records were available and displayed in the premises.
- Liquid soap and thermostatically controlled warm water was available at all wash hand basins used by the children and the staff members. Children used individual hand towel for hand drying which were stored individual labelled cubbies.
- Children were supported to handwash and staff were observed to wipe down the tables before snack time.
- Children's lunches were appropriately refrigerated.
- Appropriate waste disposal units were observed in the care room and sanitary facilities.

##### Fire Safety:

- The emergency exit was unobstructed.

### Non-Compliance Information

#### General Safety:

1. Garda vetting was available for a staff member. However, this vetting disclosure was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
2. The cable from an extension lead was observed to be trailing on the floor and accessible to the children posed a trip risk to the children.

#### Fire Safety:

3. The details of the attendance of the children was not accurately recorded in the attendance book. Contemporaneous accurate attendance logs must be maintained to support the safe evacuation of children in an emergency.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

#### Corrective Action

1. The staff member has applied for renewal of Garda Vetting.
2. The lead for plug for heater has now been removed and the heater is now connected to new electrical point.

#### Preventive Action

1. The registered provider has introduced new measures to renew Garda Vetting every three years, with a notification reminder set up.
2. Cables from appliances in the room were reviewed, and there are no trailing cables.

#### Fire Safety:

#### Corrective Action

3. The service corrected this with immediate effect and a preventive action is now in place.

#### Preventive Action

3. The service deputy manager will complete the attendance book every day and the manager/owner will review the attendance sheet when all the children we are expecting are in attendance.

#### Supporting documentation submitted

#### General Safety:

1. Evidence of application for Garda Vetting.

2. Photographic evidence.

**Fire Safety:**

3. No evidence submitted.

**Summary Comment**

The inspector has reviewed the corrective and preventive actions taken and evidence submitted. The non-compliances identified under Regulation 23 have been addressed.

**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) Suitably equipped first aid boxes were available and were safely stored in an easily accessible and conspicuous position on the premises.

**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) The registered provider ensured the following records were available:

- (a) A record of fire drills; with the last drill dated as having been carried out on the 6 December 2024.
- (b) An up-to-date maintenance records was available for the Fire extinguishers and smoke alarms in the premises. Both had been checked on the 24 April 2024.

(4) A procedure to be followed in the event of a fire was on display in the care room.