

# Early Years Inspectorate Regulatory Report

## Pre School

**TUSLA Identifier:** TU2015DY221

**Name of Service:** The Toddler Inn

**Address of Service:** 13 Baggot Road, Navan Road, Dublin 7, Co. Dublin

**Eircode:** D07 R858

**Name of Registered Provider:** Shane Sylvester

**Service type:** Full Day, Part Time, Sessional

**Date of Inspection:** 17/07/2023

<b>No of pre-school children:</b>	<b>AM</b>	30	<b>PM</b>	31

<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child and Family Agency, 2 <sup>nd</sup> Floor, Unit 4&5 Nexus Building Block 6A, Blanchardstown Corporate Park, Dublin 15.
<b>Inspection undertaken by:</b>	M Foley & A Dunne
<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

The service is located in a converted commercial building beside a small shopping area of a residential part of Dublin 7. There are 4 care rooms with 2 care rooms on the ground floor and 2 care rooms on the 1<sup>st</sup> floor.

The service offers full day, part-time and sessional childcare between 7.30 am and 6.30pm daily.

The service participates in the Early Childhood Care and Education (ECCE) scheme.

### Staffing

The service employs 14 staff including the registered provider and a cook. The registered provider does not work directly with the preschool children. The registered provider manages the service, provides administrative support and provides relief cover in the school aged service. Twelve childcare staff members work in the preschool service.

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

The inspection focused on an examination of compliance under regulations 9 (2) & (4), regulation 11 (1) & (2), regulation 15 (a) to (i), regulation 19 (1)(a), regulation 23, and regulation 25. These findings are outlined within the relevant regulation within this report.

A sampling process was used to assess compliance under regulation 15 (a) to (i) and regulation 19 (1)(a).

The scope of the inspection included 2 care rooms, namely the Wobbler room and the Toddler room and did not include the Pre-school room or the school aged children's care room.

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, staff and children 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 14 staff members named on the staff roster were reviewed.

(a) Eight staff members had 2 written and validated references from a past employer.

Four staff members had 1 written and validated reference from a past employer.

(b) Three staff members had 2 written and validated references from a source other than a past employer.

Two staff members had 1 written and validated reference from a source other than a past employer.

(c) The required garda vetting documents were available for inspection in each file reviewed.

(d) Five staff members who required international police vetting, had it on file and available for inspection.

(4)  
There was documentary evidence to show that 12 staff members who work directly with the pre-school children held a major award in Early Childhood Care and Education at Level 5 and above 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)  
There were an adequate number of adults working directly with the children in Toddler and the Pre-school room. All children were attending a full day service.

Room and age range	Number of children	Number of adults present
Toddler room 2 to 3 years old	8	2
Preschool room 3 to 5 years old	16	2

#### Non-Compliance Information

(2)  
Wobbler room.  
The adult child ratio was not maintained between 12 noon and 12.30 pm as there was one adult caring for 6 children aged between 1- and 2-years old attending for full day care, when two adults were required. While it is acknowledged that staff knew when they were to take their breaks this was not documented in the staff roster and what staff would cover this break if required was not documented.

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

##### Corrective Action

Draft Cover roster to ensure correct ratios are met.

##### Preventive Action

Ensure cover roster is followed.

## Supporting documentation submitted

See attached Staff break cover roster.

## Summary Comment

The corrective and preventive action taken has addressed the non-compliance outlined in regulation 11(2).

## 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.*

## Non-Compliance Information

The records of 8 pre-school children were reviewed and four records were found to be incomplete.

The following details were not completed on some of the registration forms.

- (b) The date on which the child first attended was not completed on 3 forms.
- (e) Authorisation for whom has permission to collect the child was not completed on 2 forms.
- (f) Details of any illness, disability, allergy or special need of the child, together with all information relevant to the provision of special care or attention was not completed on 2 forms.
- (g) The name and telephone number of the child’s registered medical practitioner was not completed on 3 forms.

It is acknowledged that (a), (c), (d), (h) and (i) details were completed.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective Action

All child enrolment forms in service have been reviewed and if any required information was not completed, it has been completed as necessary.

### Preventive Action

Check list of required information has been reviewed and updated. Management to ensure all information is present and signed off on enrolment forms when child starts.

### Supporting documentation submitted

A copy of the checklist was submitted.

### Summary Comment

The corrective and preventive action taken has addressed the non-compliance outlined in regulation 15 (b), (e), (f) and (g) above.

## Part V - Care of Child in Pre-school Service

### Regulation 19 - Health, welfare and development of child

*(1) A registered provider shall, in providing a pre-school service, ensure that-*

*(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and*

### Compliance Information

#### (1)(a) In the Toddler room

##### Basic needs

- Staff were aware of the children's needs, for example they rolled out the outdoor awning to reduce the direct sunlight into the care room and helping to maintain the room temperature below 22°C during activities and 20°C during sleep time. High windows were open to increase fresh air circulation and a stairgate in the doorway allowed the door to be safely open.
- The children were observed to move freely around the room and to participate in story time if they wished. When they were invited to story time, most chose to sit and listen while some played in the nearby play kitchen and with a fire truck.

- A tray with named beakers of water was easily accessible to the children throughout the day. Staff gave gentle reminders to the children to have a drink if they wished.
- In both the Toddler room and Wobbler room, childrens hands were washed with adequate supervision and support given by staff prior to snack time.

### Supporting relationships

#### In Toddler room.

- In preparation for dinnertime, staff were observed to gently call each child by their name and to give them their beaker and a clean bib to use for their meal. Conversations about the food and where they would like to sit were heard.
- Artwork, such as blue painted plates and sea animals were hanging to dry, these had been completed by the children and was in keeping with the theme of the week "Under the sea".

#### In Wobbler room

- Staff prepared the children for sleep time which was smoothly managed, the atmosphere was relaxed.

### Non-Compliance Information

#### Basic needs

Toddler room and in Wobbler room.

1. Plates were not provided when dinner of spaghetti with a cream cracker placed on top was served together in a bowl. The children removed the cracker soaked with spaghetti sauce from the bowl and placed it directly onto the table.
2. Staff were observed to not ask children if they wanted a second helping of food in the Wobbler room. At dinnertime, children were eating their food when two children were given a second serving without being asked. It is acknowledged that the staff member stated one child loved this dinner but was not heard to request any further food. No other children were given or asked if they required additional food.

#### Physical and material environment.

Wobbler room

3. Some battery-operated toys such as a shape sorter, hammering toys and a tool box were not working. The children's interactions with these items could be limited and their play experience reduced.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

#### Corrective Action

1. All staff advised to use plate or side plate as necessary when serving mixed foods i.e sauce based and cracker type foods etc. Also, no food served without a plate.
2. All staff advised to ask all children if they wanted second helping.
3. All battery-operated toys have been removed from the service and replaced with similar toys without batteries.

#### Preventive Action

- 1 and 2. Management will supervise and carry out regular checks.
3. No battery-operated toys are allowed in the service.

### Supporting documentation submitted

Points 1 and 2. Staff meeting notes submitted.

## Summary Comment

The corrective and preventive action taken have addressed the non-compliance outlined in regulation 19 (1) (a) above.

### 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 care rooms, child size tables and chairs, furniture, toys and equipment were in good repair.
- The outdoor area was maintained and had toys and equipment appropriate to the age and stage of development of the children attending.

##### Infection Control:

- Individual named soother containers were in use after they have been sterilized in the steriliser provided

##### Safe Sleep:

- In the Wobbler room, staff were observed carrying out and recording 10-minute sleep checks to ensure children were monitored safely while sleeping.

#### Non-Compliance Information

##### General Safety:

The risk of an injury to a child was increased due to the following.

1. Unsupervised entry to the service and unsupervised exit from the service was possible and posed a risk to the safety of the children attending the service. The keypad lock at the garden entrance gate was not working on the day. The sliding bolts on the inside of the gate were not engaged and the main entrance gate was unlocked.
2. A part of a hose stored up on the shed roof was hanging loose and within reach of the children. This posed a risk injury to the children.
3. The individual draw string bags used to store each child's linen were stored in an open container beside a cot. The strings were within easy reach of a child from the cot which posed a risk of an injury to a child.

##### Infection Control:

The possible risk of the spread of infection was increase due to the following.

Cot room 1.

4. The cot room was used to store 2 mops and mop buckets ready for use and they were placed beside clean linen.
5. Some sleep mats stored in the cot room were stained and did not have wipe clean surfaces.

6. In the wobbler room, at dinnertime, staff put the clean bowls into the sink to serve out the dinner. Cloths used for face cleaning, dishcloths and cleaning agents were located beside the dinner.
7. One child was observed playing with the toilet bowl in the nappy changing area while they waited to get their nappy changed. The staff member was preparing the area in order to change the nappy.
8. In the Toddler room nappy changing area there were no hand drying facilities available.

### Action submitted by the Registered Provider

#### Corrective Action

##### **General Safety:**

1. Lock replaced with keypad that is suitable for exterior use.
2. Hose has been removed.
3. Draw strings have been cut and removed from bags.

##### **Infection Control:**

4. Mop buckets stored in cupboard.
5. Mattresses replaced. See attached photo.
6. Sink cover plates purchased. See attached photo.
7. Wobbler staff advised immediately of issue.
8. Toddler staff advised immediately.

##### **Preventive Action**

##### **General Safety:**

1. Management building risk assessment checklist updated to include gate keypad operation daily. See attached photo and updated checklist.
2. Hose removed from garden.
3. Draw strings bags are stored in cupboard in room. See attached photo and staff meeting notes.

##### **Infection Control:**

4. Mop buckets only stored in cupboard. Staff advised, see attached staff meeting notes.
5. Only mattresses that have wipe clean surfaces allowed in service.
6. Staff advised of use of sink covers when serving food. See attached staff meeting notes.
7. All staff reminded about infection control. See attached staff meeting notes.
8. All Staff reminded to keep handtowels available for use at all times. See attached staff meeting notes.

## Supporting documentation submitted

### General Safety:

The required supporting documents including a copy of new lock for the garden gate were submitted.

### Infection Control:

Photographs of the cleared cot room, new mattress covers, sink covers and of the cupboard for the mop buckets were submitted.

### Summary Comment

The corrective and preventive actions taken have addressed the non-compliances outlined in regulation 23 above.

## 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.*

### Compliance Information

- (1) There was 2 First Aid Responder (FAR) certificates available for 2 staff members who work at the service and are available to the children. The expiry date on both certificates was 1/2/2025.