

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY237
Name of Service:	Loreto Preschool
Address of Service:	Loreto Primary School, Crumlin Road, Crumlin, Dublin 12, Co. Dublin
Eircode:	D12KW66
Name of Registered Provider:	Maureen Cullen
Service type:	Sessional
Date of Inspection:	05/12/2023
No of pre-school children:	AM 16
Address of the Early Years Inspectorate:	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.
Inspection undertaken by:	Sarah Quigley
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
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Description of service

Loreto preschool is an early years service which was established in 2010 by the current registered provider. Care and education are provided to children aged 2 to 6 years on a sessional basis following a school calendar 38 weeks of the year. The service is located in Crumlin, Dublin 12, and opens from 9:00 to 12:00 each weekday. The premises consists of a segmented area within the Loreto Primary School and consists of a large care room, a lunch/sensory room, and sanitary accommodation. Three outdoor play areas are available to the service within the school grounds.

Staffing

The service currently employs 4 staff members including an adult who provides relief cover and the registered provider who works directly in the service each day. On the day of inspection 3 staff members were present, including the registered provider.

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/ information and records/health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under regulation 15.

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

(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.*

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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) Documentation was reviewed in respect of each of the 4 adults employed to work in the service. The following records were available for the 4 adults:

(a) (b)

The registered provider demonstrated that they had verified the references obtained from 2 sources for 3 of the adults.

(c) A Garda vetting disclosure from The National Vetting Bureau for the 4 adults.

(3) The assessment of Regulation 9(3) was limited to adults who had been employed in the service since the last date of inspection on the 12/05/2021. As no adult had been employed since this date, Regulation 9(3) was not assessed as part of the inspection.

(4) There was evidence that each of the adults had attained at least a major award in Early Childhood Care and Education at Level 5 on the National Framework for Qualifications.

Non-Compliance Information

(2)

(a) (b)

There were no references available for one of the adults working in the service on the day of inspection.

(d) The requirement for international police vetting could not be determined for 3 of the 4 staff members working in the service as there was no record of employment available for the 3 adults.

The corrective and preventive actions (CAPA) submitted by the registered provider did not prevent the re-occurrence of the non-compliance identified under point (2)(a)(b).

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Two references for the employee were retrieved. CV's for all staff are now on file, police vetting is not required. A digital copy of each employee's documents will be created so that they can be retrieved easily if required. The registered provider will compile a hard copy file with just regulation required documents for all current staff.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.

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)

An adequate number of adults were working directly with the pre-school children attending the service during the inspection.

(3)

The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were 16 children present in the service attending on a sessional basis being supervised by 3 adults during the inspection.

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.*

Compliance Information

(1)
A sample of 11 records of preschool children maintained in the service were reviewed by the inspector to assess compliance. The documentation reviewed evidenced that 9 of the records detailed the required information under 15(1)(h), and 11 of the records detailed the required information under 15(1)(a)(d)(e)(f)(g) and (i).

Non-Compliance Information

- (1)
- The 11 records did not detail the date on which the preschool child first attended the service as required.
 - The documentation reviewed did not contain provision to record the date on which a preschool child ceased to attend the service.
 - Of the 22 records reviewed, 2 did not detail a record of immunisations received by the child.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

All forms have been amended to detail the start dates of each child. Enrolment forms have been updated to include a space to record the date a child leaves the service. The immunisation information for the two children was obtained and the records updated accordingly.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.

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-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

The inspector observed appropriate care practices in place in the service during the inspection.

Staff demonstrated a clear awareness of each child's individual care needs and reflected this during discussions with the inspector and in one-on-one interactions with children. Kindness was observed by the inspector during all interactions between staff and the children and adults availed of opportunities to engage in personal one on one conversations with the children throughout the inspection. Comfort was provided promptly to a child if they became upset and staff remained engaged with the children throughout the inspection, sitting with them partaking in play, stories, and songs. The routine and play experiences in the service was observed to be child-led, and children were visibly content and engaged in their play-based activities throughout the session.

Mealtime was child led and children could avail of a rolling snack in the service where snacks, water, and milk were readily available to the children at any time throughout the session in the lunchroom.

Staff encouraged the children to be independent in their environment by allocating tasks including cleaning up following meals and play. Children were all provided with the opportunity to play outdoors on the day of inspection and were dressed appropriately with coats, hats, and scarves. Older children accessed the toilet independently and staff supported younger children who required assistance when toileting.

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

The inspector found by observation of practice, review of documentation, discussion with staff and inspection of the premises that the registered provider had taken the following steps to safeguard children attending:

General Safety:

The entrance door into the school building was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the service or children exiting unsupervised. The toys and play equipment observed in use by the children on the day of inspection were safe and in good working order. Cleaning products and hazardous materials were stored out of reach of children. No hazards were identified in the play environments.

Infection Control:

An infection control policy was in place to inform practice and appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service, as per the policy. The service was maintained in a clean condition. Liquid soap, warm water, and paper towels were available to facilitate hand washing. The children's hands were routinely washed at appropriate intervals. Pedal operated bins were in place throughout the service for the disposal of waste.

Administration of Medication:

There was written evidence of prior parental consent for the administration of both temperature reducing and prescribed medications, and there were procedures in place to safely administer and document such medication if required, including in the case of an emergency.

The registered provider adequately detailed the procedures for administering medication when required during discussions with the inspector and had appropriate documentation available to record such administration if required.

Fire Safety:

The designated fire escape routes were clearly indicated and free from obstruction on the day of inspection. Staff members adequately outlined the evacuation procedures in place in the event of a fire and stated that fire drills are practiced regularly on a monthly basis.

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 registered provider was trained in First Aid Responder (FAR) and was immediately available to the children at all times on the day of inspection.
- (2)
(a) The first aid box was stored in a conspicuous location within the service.
(b) A first aid box was available to the adults and children in the service at all times.

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)
- (b) There was record to show that the firefighting equipment had been serviced and that maintenance of the fire detection and alarm system had taken place as required.

Non-Compliance Information

- (1)
- (a) Although it is acknowledged that the registered provider and staff members working in the service stated fire drills are completed each month, there were no written records available detailing fire drills that had taken place.
- (4)
- The procedures to be followed during a fire drill and in the event of a fire were not displayed in the service on the day of inspection.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

An evacuation procedure is now displayed in lobby each classroom short corridor and toilet area. Checking these notices has been added to the service safety audits as 'are they displayed, appropriate, legible and visible'.

A record of fire drill template was agreed at December staff meeting. As outlined to inspector on day, the service practiced responding to whistle weekly in September, lining up in October and full fire drill with whole school in November. Going forward all practice drills will be recorded.

A fire safety folder will be compiled including templates and forms so all logs can be completed and certificates of equipment inspection etc can be easily accessed and available for inspection.

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Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector.

Summary Comment

The regulatory requirement has been met.