

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DY262
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Name of Service:	Forget-me-not Montessori School
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Address of Service:	St. John Bosco Centre, Davitt Road, Drimnagh, Dublin 12, Co. Dublin
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Eircode:	D12 EDN2
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Name of Registered Provider:	Maria Pettersson
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Service type:	Sessional
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Date of Inspection:	25/09/2023
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No of pre-school children:	AM	3
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Address of the Early Years Inspectorate:	1st floor Trinity Building, IDA Business Park, Southern Cross Road, Bray, Co. Wicklow.
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Inspection undertaken by:	Sarah Quigley
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Title:	Early Years Inspector
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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

Forget Me Not Montessori is a privately owned early years service which is located in a urban, residential area in Drimnagh, Dublin 12. Care and education is provided on a sessional basis to children aged between 2 and 6 years from Monday to Friday and the service operates an early childhood care and education scheme. The service operates from a secured, partitioned area of a large room within the St John Bosco Community Centre. When the early years service is not in operation in the afternoons the room functions as a youth café for the local community. The children have access to a large indoor hall for gross motor play.

Staffing

The registered provider operates the service single-handedly. A second adult was available to assist the registered provider in the event of an emergency.

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.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16, 23, 25, and 26. These findings are outlined within the relevant regulations within this report.

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 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

Documentation was reviewed for the registered provider and the adult available to assist in the event of an emergency. The following documents were available;

(2)

(a) (b)

References were available from two sources for each of the two adults.

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

(d) International police vetting was required for one of the adults who required it.

(4) There was evidence that one adult had attained at least a major award in Early Childhood Care and Education at Level 5 on the National Framework for Qualifications. The second adult did not require a qualification.

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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.*

Compliance Information

- (1)
An adequate number of adults were working directly with the pre-school children attending the service during the inspection.
- (3)
The minimum ratio of adults to children was adhered to at all times during the inspection. There were three pre-school children attending the service being supervised by one adult during the inspection.
- (8)
(c) The registered provider operates the service single-handedly and has a named second person who is familiar with the operation of the service available in the event of an emergency.

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) Records were reviewed for all five children currently enrolled to attend the service by the inspector. The registered provider ensured that a record in writing was kept of the details relating to (a)(b) and (c) of the above Regulation for all of the records reviewed.

Non-Compliance Information

(1) The five records reviewed did not contain all of the required information as set out under regulation 15(1) as follows:

- (d) The name and address of a parent or guardian of the child and a contact number were not available on one record.
- (e) Details of persons authorised to collect the child were not available on one record.
- (f) There were no details of any illness, disability, allergy or special need detailed for one of the records.
- (g) There were no details of the child's medical practitioner recorded for one of the records.
- (h) There was no record of immunisations available for three of the children's records reviewed.
- (i) There was no record of consent for appropriate medical treatment of the child in the event of an emergency for one record.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

All records of pre-school children have been updated. The registered provider will ensure that all records of pre-school children are completed before attending the service. The register provider will ensure all that all existing records of pre-school children are updated yearly in September.

Supporting documentation submitted

Supporting documentation was submitted and reviewed by the early years inspector and deemed to meet the regulatory requirement.

Summary Comment

The regulatory requirement has been met.

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:

- (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)
- (h) A written record was available in the care room detailing the attendance of each preschool child on the day of inspection.
 - (i) Not applicable, the registered provider operates the service for the entirety of the session single-handedly.
 - (j) There were no written records of the administration of medication available in the service as no medication had been administered to a child by the registered provider. Documentation was available to record the administration of medications and an associated policy was available in the service detailing the procedures in place should it be required.
 - (k) Written records of accidents and incidents which occurred in the service were available on the day of inspection. A sample reviewed documented necessary details.

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 the registered provider, and inspection of the premises that the following steps to safeguard children attending:

General Safety:

The entrance door into community centre and the designated care room was adequately secured to ensure the safety of the children within and to avoid unauthorised persons accessing the centre 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. The registered provider had taken measures to ensure the indoor play environment was safe and free from hazards. Cleaning products and hazardous materials were stored securely out of reach of the children.

Infection Control:

An infection control policy was in place to inform practice. Waste was managed appropriately with the use of pedal-operated, lidded bins throughout the service. The children were supported to wash their hands at regular intervals including after using the toilet, after play in the indoor hall, and before snack. Schedules were in place and maintained to ensure the service, equipment and materials are regularly cleaned. Perishable items contained in children's lunch boxes were refrigerated. The registered provider outlined appropriate exclusion periods for adults and children with infectious illnesses were implemented in the service as per the policy.

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 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. The registered provider 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 registered provider 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)
- (a) A written record was available detailing fire drills that had taken place in the service.
 - (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.
- (4)
- The procedures to be followed during a fire drill and in the event of a fire were displayed in conspicuous locations within the service.