

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015FL031
--------------------------	-------------

<b>Name of Service:</b>	Bo-Peep Crèche & Montessori
-------------------------	-----------------------------

<b>Address of Service:</b>	22 The Rise, Melrose Park, Swords, Co. Dublin
----------------------------	---

<b>Eircode:</b>	K36 RK20
-----------------	----------

<b>Name of Registered Provider:</b>	Roseanna Keegan
-------------------------------------	-----------------

<b>Service type:</b>	Full Day, Part Time, Sessional
----------------------	--------------------------------

<b>Date of Inspection:</b>	06/03/2024
----------------------------	------------

<b>No of pre-school children:</b>	AM	19	PM	9
-----------------------------------	----	----	----	---

<b>Address of the Early Years Inspectorate:</b>	180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin K67 Y5C6
<b>Inspection undertaken by:</b>	AM Coyle
<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
---------------------------------	----------------

### Description of service

Bo-peep Crèche & Montessori is one of two privately owned early years services operated by the registered provider in Swords. The two services are located within walking distance of each other. This full day care service is currently operating from 07.30am to 5.30pm, catering for a maximum of 22 pre-school children aged 2 to 6 years. Eligible children participate in the Early Childhood Care and Education (ECCE) scheme each morning from 09:15am to 12:15pm for 38 weeks each year. The service is conducted from the ground floor of a two-storey semi-detached house located in a residential setting. The Playschool room is located to the front of the building with double doors in place dividing it from the adjoining ECCE room which is located to the rear of the premises. A prefabricated cabin which is located in the service's fully enclosed outdoor play area to the rear of the dwelling is used as office space and for storage and is accessed by adults only.

### Staffing

The registered provider employs a manager who oversees the operation of the early years' service and who works directly with the children attending the service. A further five staff members are employed in this service, three of whom also work in the registered provider's other early years' service. One staff member was involved in food preparation and cooking duties. One staff member is employed in the service to reduce the adult to child ratio, and when necessary, to work with children with additional needs, in posts funded by the Minister as part of the Access and Inclusion Model scheme. A student on work experience was present in a supernumerary capacity on the day of 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/ premises and facilities. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under regulation 15 – Record of pre-school child.

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 person in charge, 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

(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 manager was the designated person in charge of the service.

(b) The service manager was present and in charge of the service when the inspector arrived unannounced on the morning of the inspection.

The files for 8 staff members including the student who was present in a supernumerary capacity on the day of inspection. Six staff members work directly with the children attending the service.

(2) (a)&(b) Two validated written references were available for 7 staff members whose files were reviewed. One validated written reference was available for the student in the service.

(c) Garda vetting disclosures were available for the 7 staff members and student who were present on inspection. The service also demonstrated compliance with the Early Years Inspectorate regulatory notice requiring services to renew Garda vetting every 3 years.

(d) International police vetting was available for 2 staff members who resided outside of the Irish jurisdiction for longer than 6 consecutive months as an adult.

(4) Documentary evidence was available to confirm that 6 staff members whose files were reviewed and who work directly with the children in the service held an appropriate childcare qualification at Level 5 or higher on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

### Non-Compliance Information

(2) (a)&(b) A second validated written reference was not available for the student who was present in the service.

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

#### Corrective Action

(2) (a) & (b) registered provider will ensure that all future students have the required two references before starting.

#### Preventive Action

(2) (a) & (b) This student was let down with reference before going out on placement & tutor was to forward it on. Registered provider will in future request such documents directly from the college.

#### Supporting documentation submitted

One validated written reference for the student in the service.

### Summary Comment

The evidence submitted by the registered provider in relation to regulation 9 – Management and recruitment has been reviewed and accepted.

## 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) On the day of inspection there were an adequate number of adults working directly with the children attending the service.

(2) The adult to child ratios were correct when the inspector arrived unannounced to the service and remained so throughout the inspection.

The following adult to child ratios were observed when the service was operating at capacity on the day of inspection:

- In the ECCE room there were 2 adults caring for 10 pre-school children aged between 3 years 3 months and 4 years 7 months, one staff member was employed in the service to reduce the adult to child ratio, and when necessary, to work with children with additional needs, in posts funded by the Minister as part of the Access and Inclusion Model scheme.
- In the Playschool room there 2 adults caring for 9 pre-school children aged between 2 years 2 months and 2 years 6 months.

(8)(a) Based upon a review of staff rosters and staff sign in records it was evident that the registered provider ensured that there were at least 2 adults on the premises at all times when the service was in operation.

### 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.
- (3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
- (c) an authorised person.

### Compliance Information

(1) A sampling process was used in relation to the children's records. Nine records were reviewed registration forms were appropriately completed with the required information as specified in sub-sections (a) to (i) in this regulation.

(3)(c) The children's records were open to inspection as requested by the inspector as an authorised person.

## 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) Each child's learning, development and well-being was facilitated in the service in relation to the following:

#### Basic needs:

- Cereal was provided for breakfast if required, for children attending the service on a part-time or full day care basis. The children brought their own snack from home for their morning snack which included sandwiches, crackers, wraps, fruit and yogurt and water to drink which was served at 11 am. The children were observed to be independent with eating and were encouraged to be independent with opening their lunch boxes and food packaging. Staff sat with the children while they ate chatting and encouraging conversation with the children. A weekly menu was available in the service which included chicken curry with rice, pasta bake with chicken and vegetables and beef casserole with mashed potatoes and vegetables for dinner, and ham and cheese wraps, bread rolls with ham and cheese, fresh fruit, buttered cream crackers and rice cakes for tea.

- The ready-made dinners which are served daily in the service were purchased in a local supermarket on a weekly basis and refrigerated in the service until required. Macaroni and cheese was served for dinner at 1pm during the inspection.
- The children who were toilet trained were encouraged to be independent in using the bathroom and were gently reminded to wash their hands afterwards.
- The staff members were observed supporting the children's choice when they chose to change or opt out of activities. For example, 4 children chose not to go to the outdoor play area before snack time and were facilitated in play-based activities in the care room.
- The staff members in both the Playschool room and the ECCE room were sensitive and responsive in promoting positive behaviours. When minor disputes arose in both rooms the staff members supported the children to find positive solutions.

### Supporting relationships around children:

- The staff members in both care rooms were observed to interact with children in a sensitive and warm manner. Staff demonstrated their familiarity with the children by talking with the inspector about their observations of the children, interests, personalities and developmental stages.
- Staff members were observed to support each other in the care of the children and regularly updated each other in relation to the care of the children particularly around staff break times. This practice ensures a smooth transition of care for the children.
- The children were supported to engage positively with each other and were encouraged to take turns, share resources and work together when participating in activities, the children were afforded regular praise for their participation in activities and on completion of tasks.
- The staff members were observed taking the opportunities to interact with parents at drop off and collection time and update them on their children's day in the service.

### Physical and material environment:

- The double doors between the ECCE room and the Playschool room remained open throughout the inspection providing the children with the opportunity to move between both learning environments. The children in the care rooms demonstrated familiarity with their environment to access the toys and play resources they chose to play with.

- Interest areas were available between the 2 care rooms to support the children’s play experiences. These included home areas with a broad range of supportive equipment including crockery, cutlery and saucepans, which supported the children’s imaginary and interactive play. Additionally, construction play resources, transport toys, a selection of tabletop materials and arts and crafts supplies were provided. A large tray with coloured rice provided the children with the opportunity to enjoy sensory play experiences. The children were observed to choose the materials and resources they wanted to play with and were well supported by the staff members.
- An outdoor area was located to the rear of the service which the children were facilitated to spend time in on the day of inspection. The area was surfaced with artificial grass, a mud kitchen was available in addition to a water wall, 3 rocking toys and hula hoops were provided for the children to play with.

### Non-Compliance Information

#### Basic needs:

The children’s water bottles were not freely available to them to take a drink as they choose. The water bottles were stored in the children’s individual bags and were available to them at mealtimes only.

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

#### Basic needs:

#### Corrective Action

A table has now been set up where the water bottles are placed each morning for the children to access when wanted.

#### Preventive Action

The water bottles have always been historically stored in children’s bags that are always accessible to the children throughout the day. Now the bottles will be displayed for the children to see.

### Summary Comment

The evidence submitted by the registered provider in relation to regulation 19 - Health, welfare and development of child has been reviewed and accepted.

### 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 external doors were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the service.
- Cleaning agents were stored safely out of reach of children.
- The kitchen was inaccessible to the children during inspection.

##### Infection Control:

- The premises, play equipment and materials were in a clean and hygienic condition.
- The children's packed lunches, supplied from home, were refrigerated on arrival to the service which reduced the risk of bacteria growth in perishable food items.
- The children were facilitated to wash their hands after they used the toilet, following nappy changing and before they ate.

##### Administration of Medication:

- Medications were stored out of the reach of children. No children were observed having medication administered on the day of inspection.

##### Safe Sleep:

- No children present in the service on the day of inspection required to sleep. Sleep mats are available in the service should a child require a sleep.

#### Non-Compliance Information

##### Infection Control:

1. The water in the sanitary facilities in the service was cold to touch, cold water does not achieve effective hand hygiene or encourage children to wash their hands.
2. The paper hand towels used by the children in the service were not always hygienically dispensed as loose paper towels were provided in both sanitary facilities on the ground floor of the service which were subjected to repeated handling. This posed a risk of cross-contamination and was inadequate for infection control purposes.

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

#### Corrective Action

##### Infection Control:

1. The boiler was replaced.
2. Staff couldn't place the key to refill paper towels. They have received a copy of key now.

#### Preventive Action

1. The boiler had just died the day before typically but has since been replaced.
2. The key to refill paper towel also now attached to the box to ensure its not misplaced again.

#### Supporting documentation submitted

Documentation received from plumber confirming installation of gas boiler.

#### Summary Comment

The evidence submitted by the registered provider in relation to regulation 23 - Safeguarding health, safety and welfare of child has been reviewed and accepted.

### 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) A person trained in first aid including first aid responder (FAR) training was immediately available to the children attending the pre-school service as evidenced in the staff roster and the in-date FAR certification provided for inspection.

(2)(a) and (b) The first aid boxes were suitably equipped and safely stored in readily accessible positions on the premises, out of the reach of children.

### 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 record was maintained of fire drills which had been completed in the service. Fire drills were conducted on a monthly basis in the service.
- (b) A record was kept of the number, type and maintenance of the smoke alarms in the premises. The smoke alarms were certified as having been serviced in February 2024.
- (4) Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the premises.

#### Non-Compliance Information

- (b) A record was not kept of the number, type, and maintenance of the firefighting equipment in the premises.

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

##### Corrective and Preventive Action

- (b) Registered provider has the book handy and available. the book is signed off quarterly by the fire maintenance company and is kept on the premises.

##### Preventive Action

- (b) The book couldn't be placed on the day of inspection but has now been allocated a specific spot to be kept in at all times.

##### Supporting documentation submitted

Photograph of fire maintenance book confirming fire extinguishers have been maintained.

#### Summary Comment

The evidence submitted by the registered provider in relation to regulation 26 - Fire safety measures has been reviewed and accepted.