

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015FL050
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<b>Name of Service:</b>	ButterFlies Creche & Montessori
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<b>Address of Service:</b>	Lusk House, Station Road, Lusk, Co. Dublin
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<b>Eircode:</b>	K45 N529
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<b>Name of Registered Provider:</b>	Cathy Crinigan
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	09/10/2023
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<b>No of pre-school children:</b>	AM	39	PM	22
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<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 & S Taaffe
<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).

<b>Conditions if applicable</b>	Not Applicable
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### Description of service

Butterflies Creche & Montessori was established by the registered provider in 2010. The service provides full time, part time and sessional pre-school care and education to children from 6 months until they commence attendance at primary school. The service participates in the Early Childhood Care and Education scheme (ECCE) and currently operates from 07:30am - 6pm Monday to Friday (including a sessional service for 3 hours daily). The service also provides care to school aged children.

The service is located in the grounds of the registered provider's family home on the outskirts of Lusk village in north Co Dublin. Four care rooms are situated in a converted coach house with the Busy Bees full day care room and the Busy Bees Playschool room located on the ground floor on the ground floor and Montessori room 1 and Montessori room 2 located on the first floor. The Wobbler room and Toddler room are situated in an adjoining interconnecting prefabricated building which leads onto the Pre-Montessori room which is in an additional prefabricated unit. Two enclosed outdoor play areas are available in the service, one to the rear of the service which is used by the children in the Wobbler room and the Toddler room and an enclosed area to the front of the service which the children from the remaining care rooms use.

### Staffing

The registered provider employs 15 staff members to include an operations manager and a creche manager in addition to 12 further staff members. One staff member is employed to work with school aged children only and 1 staff member prepares and cooks the meals on a daily basis. The registered provider does not work directly with the children attending the service. The operations manager is not allocated to a care room but provides support across all care rooms as required.

### 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.

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 operations manager, creche manager, 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 and there was a named person available to deputise as required.

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

A total of 16 staff files were reviewed including the file for the registered provider.

(2)(a)(b) Two written, validated references were available for the 16 staff members whose files were reviewed.

(c) Garda vetting disclosures were available for the 16 staff members who were or may be present during the service's operational hours.

(d) International police vetting was available for 3 staff members who had resided outside of the Irish jurisdiction for more than 6 consecutive months as an adult.

(4) Documentary evidence was available to confirm that 12 staff members whose files were reviewed and who work directly with 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

(4) Documentary evidence was not available to confirm that 2 staff members whose files were reviewed and who work directly with 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. One of the two staff members is employed to specifically care for school aged children but provides support and relief across the early years' rooms in the service.

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

#### Corrective Action

(4) Staff Member 1: We are pleased to confirm that Staff Member 1 is already qualified at Level 8, and their graduation is scheduled for early November. The staff member's qualification has been received and is now on their file).

Staff Member 2: Staff Member 2 is actively working towards obtaining a QQI Level 6 qualification in early childhood care and education. Until the Level 6 certification is officially granted, manager has taken proactive measures to align with the compliance standards. During this period, Staff Member 2 will exclusively work with school-aged children, ensuring that all requirements are met in a timely manner.

#### Preventive Action

(4) Registered provider is committed to maintaining and enhancing the qualifications of service's staff to ensure the highest quality of care and education for the children in our service. Manager will promptly update the respective staff files with the necessary documentation as outlined above to address the compliance issues effectively.

Registered provider is ready to provide any additional information or if there are further steps needed to ensure full compliance.

### Supporting documentation submitted

Copy of staff members qualification.

### 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.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

### Compliance Information

(1) On the day of inspection there was an adequate number of staff members working directly with the children attending the service.

(2) The adult to child ratios were correct in the service when the inspectors arrived unannounced at 09:10am the service and remained so throughout the inspection.

The following adult to child ratios were observed during the inspection:

- In the Wobbler room there were 6 children aged 11 months to 1 year 3 months being cared for by 2 staff members.
- In the Toddler room there were 2 children aged 1 year 3 months to 1 year 5 months being cared for by 1 staff member.
- In the Pre-Montessori room, there were 14 children aged 2 years 8 months to 3 years 8 months being cared for by 3 staff members.

- In the Busy Bees full day care room 1 there were 5 children aged 2 years 1 month to 2 years 6 months being cared for by 1 staff member.
- The Busy Bees Playschool room was not operational on the day of inspection.
- In the Montessori 1 room there were 5 children aged 3 years 7 months to 3 years 11 months being cared for by 2 staff members. Four of the 5 children were attending the service on a full day care basis on the day of the inspection.
- In the Montessori 2 room there were 7 children aged 3 years 10 months to 4 years 7 months being cared for by 1 staff member. Four of the 7 children were attending the service on a full day care basis on the day of the inspection.

(8)(a) The registered provider ensured that 2 adults were present on the premises at all times, verified by staff rosters and staff attendance records maintained at the service.

### 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.

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

### Compliance Information

(1)(a) A record was maintained in the service of the name, position, qualifications, and experience of the person in charge and employees in the service.

(h) Details of children's daily attendance including arrival and departure times were recorded on a digital application within each care room.

(i) An up-to-date weekly staff roster was available, and staff sign in records were maintained on a daily basis.

(k) The service had a record in writing of accidents, injuries and incidents involving pre-school children. The records sampled and found to be clear and legible, and included parental signatures to document that they had been informed and were aware of the relevant incidents on the day they occurred.

### Non-Compliance Information

(1)(j) The medication administration forms maintained in the service were not always completed accurately as evidenced in the following examples:

- Two forms did not include a second staff member's signature to show that the medication had been appropriately checked and the procedure undertaken by 2 staff members. Examples of this practice included forms maintained in relation to medication administered in the service on 18/05/2023 and the 29/09/23.
- A parent had not signed the administration of medication form on the 18/09/23 as a means of ensuring that they were aware that their child had temperature reducing medication administered while attending the service.

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

#### Corrective Action

(1)(j)

- Regarding the absence of a second staff member's signature: manager acknowledges the non-compliance issue with some medication administration forms not including a second staff member's signature. This signature is essential to ensure that medication has been appropriately checked and administered by two staff members, in line with service's safety protocols. To rectify this, staff has taken the following steps:

- Manager has conducted a review of their medication administration process to emphasize the importance of dual staff verification for all medication administered. Staff has been retrained to adhere to this protocol without exception.
- Regarding the missing parent's signature: registered provider acknowledges the issue where a parent did not sign the administration of medication form, which is crucial for ensuring their awareness of medication administered to their child. To address this, registered provider has initiated the following measures: Parents will be provided with clear and concise information about the importance of signing medication administration forms during orientation and throughout their child's enrolment. Staff will emphasize the significance of this signature as an essential safety measure. In cases where a parent fails to sign the form, service's staff will make direct contact with the parent to seek their signature or written consent. This ensures that parents are actively involved and informed about any medication administered to their child.

### **Preventive Action**

(1)(j)

- Registered provider will implement a new cross-check system, which mandates that no medication can be administered without the verification and signatures of two responsible staff members. This practice will be strictly enforced, and compliance will be closely monitored.
- In cases where a parent fails to sign the form, service's staff will make direct contact with the parent to seek their signature or written consent. This ensures that parents are actively involved and informed about any medication administered to their child.

### **Supporting documentation submitted**

Completed medication administration forms.

### **Summary Comment**

The evidence submitted by the registered provider in relation to regulation 16 – Record in relation to pre-school service has been reviewed and accepted.

### 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) The following observations are examples of how each child's learning, development and well-being was facilitated within the service:

##### Basic needs:

- All meals and snacks consumed by the children attending the service on a full day care basis were provided by the service. The children attending the service on a sessional basis bring their own morning snack with them from home. The service has a designated member of staff who prepares children's meals and snacks. Mealtimes were observed to be relaxed and sociable, the staff members sat with the children engaging them in conversation whilst encouraging them to eat and provided assistance as required. In the Wobbler room the staff members sat in front of the younger children who were fed in highchairs warmly engaging with the children at their eye level.
- In the Toddler room, Wobbler room and the Busy Bees full day care room children's bibs were placed on the children before they ate, and the children's hands and faces were cleaned after they had finished their meals.
- Children's nappies were changed at scheduled times and more frequently as the need arose. During nappy changes, staff were observed to engage children in conversation. Older children used the toilet independently with support provide when required and reminders given about handwashing.
- The children in the Wobbler room were observed to be placed to sleep when they were tired in the sleep room adjacent to the care room and if mealtimes coincided with their sleep times they were provided with their meals when they woke up. The children in the Toddler room slept in cots in the care room at their scheduled sleep time after they had their dinner. The children aged over 2 years in the service who required sleep slept on stackable beds in the Pre-Montessori room after dinner. Rest areas were provided in the care rooms should the children chose to take a break from activities during the day.
- The children attending the service enjoyed time in the outdoor play area on the day of inspection.

### Supporting relationships around children:

- Throughout the service staff were observed to interact with children in a sensitive and warm manner. Staff demonstrated their familiarity with the children by talking with the inspectors about their observations of the children, interests, personalities and developmental stages.
- The service uses a digital software programme to communicate with parents in real time regarding the children's play activities, eating, sleeping and toileting throughout the day. Staff members were also observed updating and conversing with parents at children's drop off and collection.
- There was a consistency of staff provision in the service, staff members were very familiar with the children and were observed engaging the children in conversation regarding events at home and their families.
- 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.

### Physical and material environment:

- The play materials and resources were available on low level shelving in the care rooms allowing children unrestricted access to resources and facilitating independent choice. The children in the care rooms demonstrated familiarity with their environment to access the toys and play resources they chose to play with.
- A range of interest areas were available in the care rooms to support the children's play experiences. These included home areas with a range of supportive equipment including crockery, cutlery, saucepans, and in the Toddler room, recycled materials. Additionally, construction resources, transport toys and a selection of tabletop materials were provided. The children were observed to choose the materials and resources they wanted to play with and were well supported by the staff members.
- Montessori room 1 and Montessori room 2 consisted of two interconnecting rooms, separated by a small lobby. Due to space limitations different defined interest areas were established in these two adjoining rooms with the pre-school children moving between the two rooms during the ECCE session, to access both spaces and interest areas. For example, a well-resourced home corner was provided in Montessori room 1 and a construction area and art area were provided in Montessori room 2.

The children who attend both these rooms on a full day care or part time basis are cared for together in Montessori room 2 each afternoon from 12.00 midday when the ECCE programme ends. School aged children are accommodated in Montessori room 1 each afternoon.

- There were 2 outdoor areas in the service one located to the rear of the service which was used by the children attending the Wobbler room and the Toddler room. The area was surfaced with rubber matting, 2 slides, a playhouse, small rockers and a selection of ride on toys. A canopied area enabled the children to be outside regardless of the weather. The outdoor area to the front of the service was surfaced with a safety surface. This area facilitates the children attending the remaining room in the service to enjoy time outside; a large plastic climbing frame, 2 small slides and a dome shaped climbing frame provided the children with the opportunity for climbing. A variety of ride on and push along toys were provided for the children to play with. Two play kitchens were located beneath a wooden canopy.

### Non-Compliance Information

#### Basic needs:

1. In the Wobbler room the children's water bottles were positioned out of reach of the children on the window ledge making it difficult for the children to access a drink should they require it.

#### Supporting relationships around children:

2. There was no care plan available in the service to support staff members in their care of 2 children who required additional support.

#### Physical and material environment:

3. There was a lack of natural, sensory and open-ended materials in the Wobbler room, Toddler room and in the Busy Bees full day care room in order to facilitate sensorial play experiences or encourage the children's creativity and imagination. For example, sensory type materials such as sand, water, rice or pasta trays were not available to the children.
4. There was a very limited range of play equipment provided in the Busy Bees full day care room to support the development of the children's fine motor skills such as wooden peg jigsaws, bricks, interlocking materials, stacking toys, shape sorters or threading equipment.
5. There were no books available to the children in the Wobbler room to support their language development.

6. There was no supportive equipment available at either of the 2 play kitchens in the outdoor play area to enable the children to extend their play.

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

#### Corrective Action

##### Basic Needs:

1. Staff will immediately relocate the children's water bottles from the window ledge to a more accessible and child-friendly location within the Wobbler room. This will ensure that the children can easily access their water bottles when they require a drink.

##### Supporting Relationships Around Children:

2. Immediate Development of Care Plans: Manager will promptly develop care plans for the two children who require additional support. These care plans will be comprehensive and individualized to address each child's specific needs, challenges, and requirements. The care plans will include detailed information on the child's medical history, developmental milestones, and any specific care instructions or accommodations needed.
  - Staff Training: Staff members will be provided with thorough training on the contents of the care plans and how to effectively implement them. This training will focus on the best practices for providing care, support, and accommodations tailored to each child's unique needs.
  - Regular Updates: manager will establish a protocol for regularly reviewing and updating the care plans to ensure that they remain current and relevant to each child's development and needs.

##### Physical and material environment:

3. Immediate Provision of Sensory Materials: Manager will promptly acquire and provide a variety of sensory materials such as sand, water, rice, and pasta trays in the Wobbler room, Toddler room, and the Busy Bees full day care room to facilitate sensorial play experiences and encourage creativity and imagination.
4. Immediate Equipment Procurement: manager will acquire and introduce a more extensive range of play equipment in the Busy Bees full day care room to support fine motor skill development. This will include wooden peg jigsaws, bricks, interlocking materials, stacking toys, shape sorters, and threading equipment.
5. Immediate Introduction of Books: manager will promptly introduce a selection of age-appropriate books in the Wobbler room to support language development.

6. Immediate Addition of Supportive Equipment: manager will acquire and add supportive equipment to the play kitchens in the outdoor play area to extend children's play opportunities.

### **Preventive Action**

#### **Basic Needs:**

- 1 Going forward, manager will implement a regular check and adjustment schedule to ensure that water bottles remain within the children's reach at all times. Staff members will be responsible for monitoring the placement of water bottles during daily activities and playtime.

#### **Supporting Relationships Around Children:**

- 2 Standardized Care Plan Procedure: manager will institute a standardized procedure for creating care plans for children who require additional support upon their enrollment in our service. This will ensure that no child is without a care plan, and that all staff members are adequately supported in their care responsibilities.
  - Staff Training: Ongoing training sessions will be conducted for all staff members to reinforce the importance of adhering to care plans and providing specialized support to children with additional needs. This training will also serve as a platform for discussing any concerns or challenges related to the care plans.
  - Regular Staff Training: Ongoing training sessions will be conducted for all staff members to reinforce the importance of adhering to care plans and providing specialized support to children with additional needs. This training will also serve as a platform for discussing any concerns or challenges related to the care plans.

#### **Physical and material environment:**

- 3 Regular Inventory and Restocking: manager will establish a regular inventory management system to ensure that sensory materials are consistently available. Manager will restock these materials as needed and maintain a diverse and engaging selection.
- 4 Regular Equipment Assessment: manager will conduct regular assessments of play equipment to ensure its condition and relevance. Any damaged or out-of-date equipment will be replaced promptly.
- 5 Regular Review of Reading Materials: manager will establish a routine to review and update the selection of books in the Wobbler room to ensure they remain stimulating and age appropriate.

- 6 Regular Equipment Assessment: manager will implement a schedule to assess and update the equipment in play kitchens as needed to ensure a dynamic and engaging play environment.

### **Supporting documentation submitted**

Photograph of water bottles accessible to children.

Availability of sensory materials in the Wobbler room, Toddler room and Busy bee's room.

Books available to children in the Wobbler room.

Additional resources in the Busy bee's room.

Resources available for the outdoor kitchens.

### **Summary Comment**

The inspectors reviewed the corrective and preventive actions and evidence submitted by the registered provider following the inspection. The non-compliances observed under Regulation 19(1)(a) have been adequately addressed. Assurances given by the registered provider have been accepted and these will be reviewed at the next inspection of the service.

## **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 gate and the entrance doors leading into the premises were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- Cleaning agents were stored safely out of the reach of children.
- The outdoor play areas were fully enclosed and secure which reduced the risk of children exiting unsupervised and restricted unauthorised persons from gaining access to the outdoor space and premises.

#### **Infection Control:**

- The children were facilitated to wash their hands before eating, after using the toilet and after nappy changing.
- The premises, play equipment and materials were in a clean 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.

### Administration of Medication:

- Medication administration forms were available for documentation in the service should they be required.

### Safe Sleep:

- All children aged less than 2 years had access to and were observed sleeping in a standard cot provided in the sleep room adjacent to the Wobbler room or in cots that were brought into the Toddler room after lunch.

### Non-Compliance Information

#### Infection Control:

1. The toilet rolls and paper hand towels used by the staff and children in the service were not always hygienically dispensed as loose rolls of toilet paper and paper towels were provided in the sanitary facilities between Montessori room 1 and Montessori room 2 which were subjected to repeated handling. This posed a risk of cross-contamination and was inadequate for infection control purposes.

#### Safe Sleep:

2. From 12.12 to 12.28pm staff member in the Wobbler room was observed checking the children who were sleeping in the sleep room adjacent to the Wobbler room by observing them through the glass door panel. All sleeping children must be physically checked every 10 minutes observing their colour, breathing pattern and position.

#### Fire Safety:

3. In the Wobbler room the fire extinguishers which were stored on a stand on the floor were blocked by a large floor abacus making them inaccessible in the event that they would be required.
4. The fire door leading into the corridor adjacent to the Pre-Montessori room was unable to be opened fully as it was obstructed by a large rubber floor mat. This could potentially impede access in the event of an emergency.
5. The records reviewed on inspection confirmed that fire drills are not conducted on a monthly basis in the service in order to familiarise staff and children with the procedures for safe evacuation in the event of a

fire occurring. The records indicated that fire drills were conducted on the 13/10/22, 10/03/23, 13/04/23, 14/06/23 and the 08/09/23.

### Action submitted by the Registered Provider

#### Corrective Action

##### General Safety:

- Registered provider acknowledges the concern regarding the hygienic dispensing of toilet rolls and paper hand towels in the sanitary facilities between Montessori room 1 and Montessori room 2. To rectify this issue, she would like to emphasize that there are already dispensers available in this bathroom. Their immediate corrective action will involve the following:
  - Ensure Dispenser Filling: staff will ensure that these dispensers are consistently filled with toilet paper and paper hand towels at all times. This will help prevent the use of loose rolls, which were subjected to repeated handling and posed a risk of cross-contamination.

##### Safe sleep:

- Immediate Adherence to Physical Checks: staff will ensure that all sleeping children are physically checked every 10 minutes, as required for their safety. Staff members in the Wobbler room will strictly follow this protocol.

##### Fire Safety:

- Immediate Unblocking of Fire Extinguishers: manager will promptly unblock the fire extinguishers in the Wobbler room by relocating the large floor abacus to a more appropriate location, ensuring that the fire extinguishers are easily accessible in case of an emergency.
- Immediate Removal of Obstruction: staff will promptly remove the large rubber floor mat that is obstructing the fire door to ensure that the door can be fully opened without hindrance's.
- Immediate Monthly Fire Drill Implementation: registered provider will immediately implement a policy requiring monthly fire drills to familiarize staff and children with safe evacuation procedures in the event of a fire. The first of these monthly drills will be scheduled within the next 30 days from the date of this inspection report.

Record Keeping and Documentation: manager will establish a clear and organized system for recording and documenting the monthly fire drills. This will include the date, time, duration, and any observations or areas of improvement noted during the drill.

#### Preventive Action

##### General Safety:

1. Regular Monitoring: staff will establish a routine for the regular monitoring and replenishing of these dispensers to maintain a hygienic and convenient supply of toilet paper and paper hand towels.

**Safe sleep:**

2. Standardized Sleep Monitoring Procedure: manager will create a standardized sleep monitoring procedure (included) that includes clear instructions for conducting physical checks. This procedure will be part of the staff training and orientation process.

**Fire Safety:**

3. Reorganization of Room Layout: manager will review and reorganize the room layout to prevent any future obstructions to fire safety equipment, ensuring that fire extinguishers remain unobstructed.
4. Re-evaluation of Floor Mat Placement: manager will conduct a thorough assessment of the placement of floor mats in the facility to prevent any future obstructions to fire doors. The re-evaluation will consider the best location for floor mats that doesn't interfere with emergency access.
5. Ongoing Monthly Fire Drills: manager will continue to conduct monthly fire drills as per the established schedule. These drills will include variations to simulate different emergency scenarios, ensuring that staff and children are well-prepared for various situations.

**Supporting documentation submitted**

Photograph of toilet rolls in dispenser.

Photograph of hand towels in dispenser.

Photograph of repositioned fire extinguishers.

Photograph showing removal of mat and door opened fully without obstruction.

Evidence of fire drills completed since inspection.

**Summary Comment**

The evidence submitted has been reviewed and accepted. The non-compliances observed under Regulation 23 have been adequately 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) One person trained in first aid including first aid responder (FAR) training was immediately available to the children attending the pre-school service.

(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.

### Non-Compliance Information

(1) One staff member only was trained in FAR training. From a review of the staff roster this staff member is not available in the service at all times during the operational hours of the service. For example, from 07:30am to 08:15am on 09/10/2023, and on 10/10/2023 from 16:45pm to 18:00pm none of the rostered staff members held in-date FAR training. It is acknowledged that staff members have recently undertaken paediatric first aid training.

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

#### Corrective Action

(1) Registered provider acknowledges the non-compliance related to the availability of a staff member with FAR (First Aid Response) training during all operational hours of the service. To rectify this, she has taken immediate steps to ensure that another team member will receive FAR training.

#### Preventive Action

(1) Once this training is completed, registered provider will have a FAR-qualified person onsite at all times. This measure will help ensure that the service is consistently staffed with personnel trained in FAR going forward, enhancing the safety and well-being of all individuals in service's care.

#### Supporting documentation submitted

None

### Summary Comment

The registered provider has enrolled an additional staff member in a FAR training course, however as this course has not yet been completed the regulatory requirement for regulation 25 - First aid remains outstanding.

### 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 all fire drills which had been completed in the service. The records indicated that the most recent fire drill was conducted on 10/09/2023.
- (b) A record was kept of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. The fire extinguishers were certified as having been serviced in 06/04/23 and smoke alarms were serviced in September 2023.
- (4) Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the premises.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (a) of sound and stable structure,
- (b) safe and secure,
- (c) kept adequately lit, heated and ventilated
- (d) cleaned, maintained and repaired, as required, and
- (e) equipped with adequate and suitable sanitary facilities.

### Compliance Information

(b) The service was safe and secure, the gate and the entrance doors leading into the premises were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.

### Non-Compliance Information

1. There was a build-up of dust and residue in the crevices of the nappy changing table and the underneath the nappy changing mat in the sanitary area used by the children attending the Pre-Montessori room. This poses a risk of cross-contamination.

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

#### Corrective Action

1. Immediate Sanitization and Deep Cleaning: staff has promptly cleaned and sanitized the nappy changing table, including its crevices, and the area under the nappy changing mat to remove all dust and residue. This has been carried out using appropriate cleaning materials and methods.  
Quality Control: manager will introduce quality control measures, including regular checks and inspections, to verify that nappy changing areas remain clean and free from dust and residue.

#### Preventive Action

1. Revised Cleaning Protocol: manager will review and revise their cleaning protocol for nappy changing areas to ensure that they are thoroughly cleaned on a regular basis.

### Summary Comment

The evidence submitted has been reviewed and accepted. The non-compliances observed under Regulation 29 - Premises have been adequately addressed.

### Part VII - Premises and Space Requirements

#### Regulation 30 - Minimum space requirements

*(2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

#### Non-Compliance Information

(2) The Montessori room 2 was observed to be overcrowded on the afternoon of inspection. The available floor space in Montessori room 2 is 15.3 square metres which allowed for 8 children availing of the ECCE scheme attending on a sessional basis, or 6 pre-school children aged 2-3 years and 3-6 years attending on a part-time or full day care basis.

However, on the day of inspection there were 8 children aged 3 years 7 months to 4 years 6 months who were attending the service on a full day care or part-time basis being cared for in this care room, outside of the ECCE programme which ran from 9.00am to 12.00midday.

This non-compliance was identified at the last inspection of the service on the 10/10/2022. The registered provider gave written assurances in the corrective and preventative actions that procedures had been put in place to prevent a recurrence of the non-compliance, however these were insufficient to ensure that the non-compliance did not re-occur.

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

##### Corrective Action

(2) Compliance with Capacity: Going forward registered provider will ensure that the number of children in Montessori room 2 aligns with the available floor space and age-appropriate capacity limits, as outlined in the regulations.

##### Preventive Action

(2) Annual Review of Capacity: To prevent a recurrence of this non-compliance, registered provider will conduct an annual review of their room plans and capacity limits. This review will be carried out well in advance of the academic year to ensure that we they are fully compliant with regulations.

### Summary Comment

The inspectors reviewed the corrective and preventive actions and evidence submitted by the registered provider following the inspection. Assurances given by the registered provider have been accepted and these will be reviewed at the next inspection.