

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015FL066
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Name of Service:	Chrysalis St Brigid's Montessori & Afterschool
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Address of Service:	St Brigid's Community Centre, Beechpark Lawn, Dublin 15, Co. Dublin
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Eircode:	D15 P820
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Name of Registered Provider:	Teresa Horan
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Service type:	Part Time, Sessional
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Date of Inspection:	19/11/2024
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No of pre-school children:	AM	28	PM	12
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Child and Family Agency, Unit 4&5 Nexus Building Block 6A, Blanchardstown Corporate Park, Dublin 15
Inspection undertaken by:	Á Dunne
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

Chrysalis St. Brigid's Montessori & Afterschool is a private service located in a community centre in Dublin 15. It provides a part time and sessional service to children aged from 2.6 to 6 years and operates three sessions; 8:40am-1:25pm, 8.40am to 12.30pm and 9:15am-12:30pm Monday to Friday. The service also offers a school age service. The service has two classrooms which facilitate three rooms namely; Room 1, Room 2 and Room 3. An outdoor play area is available to the service to the side of the premises.

Staffing

The registered provider employs seven staff within the service to include the person in charge, the deputy person in charge, three childcare staff, one parttime staff employed under the Access and inclusion Model and a cleaner. On the day of the inspection, registered provider and the area manager arrived at 10.35am to facilitate the inspection. The registered provider, the area manager and the finance and administration officer attended the feedback meeting at the end of the 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 inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations:

Regulation 9 Management and recruitment (2)(a)(b)(c)(d), (4)

Regulation 11 Staffing Levels (1)(2)

Regulation 16 (1) (j) and (k)

Regulation 19 Health Welfare and Development of Child (1)(a)

Regulation 23 Safeguarding Health, Safety and Welfare of child

Regulation 25 First Aid (1), (2)

Regulation 26 Fire Safety (1)(a)(b) (4)

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under Regulation 16 -Record in relation to Preschool Services and Regulation 23 Safeguarding Health, Safety and Welfare of child.

As a result, the scope of the inspection included the care rooms known as Room 2 and Room 3 and did not include the care room known as Room 1.

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, area manager, administration officer, 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

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

(a) consideration of references from the person’s past employers, if any, and in particular the most recent employer, if any,

(b) consideration of references from reputable sources in the case of a person who has no past employers,

(c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and

(d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

(2) The files of 10 adults were reviewed to include the registered provider, area manager, person in charge, deputy person in charge, 4 childcare staff, and one staff employed under the Access and inclusion Model and a cleaner were reviewed as part of the inspection.

(a) The registered provider had two written references from a past employer and ensured that one written and validated references were available in relation to five adults from a past employer and

(b) One written and validated references were available in relation to five adults and two written and validated references were available in relation to four adults from a reputable source.

(c) Garda vetting disclosures were available for ten adults. The service also demonstrated compliance, with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was available for eight adults who had lived outside of the State for a period of more than 6 months.

(4) Documentation was available to show that the nine adults who worked directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications or a qualification deemed eligible by the Department of Children and Youth Affairs

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, from 8.40am to 12.30pm, six adults worked with 28 children aged between 2 years 8 months and 5 years and from 12.30pm to 1.25pm three adults worked with 12 children aged between 2 years 8 months and 5 years.

(2) The correct adult/child ratio was maintained in the service throughout the inspection at all times, as follows:

Room	No. of Children aged 2years 8 months to 5 years Morning Session	No of Adults present	No. of Children aged 2years 8 months to 5 years 12.30pm to 1.25pm (Part time hour)	No of Adults present
Room 1	12	2	6	2
Room 2	8	2	Closed	
Room 3	8	2	6	1
Total	28	6	12	3

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

- (h) Details of attendance by each pre-school child on a daily basis was completed on an electronic application and in an attendance record book.
- (i) Staff roster was available demonstrating hours each staff worked.
- (j) On review of two medicine administration records, each record was completed in full demonstrating the medicine administered to a preschool child attending the service with signed parental consent.

Non-Compliance Information

- (k) On review of eight accident and incident forms information was missing as follows:
 - Date of birth of the child was missing on four forms.
 - The date of the parent’s signature was missing from three forms.
 - The signature and date of signature of manager was missing on five forms.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (k) **Corrective Action:**
Immediately after the Inspection;
 - The Service purchased new Accident & Incident Books. Their aim is to have a book in each class for ready access. However, the layout of the forms in new Acciden & Incident Books is slightly different to the old Accident and Incident forms and therefore it was decided to hold off on putting new books into the classes until training took place (Status: completed 21 November 2024).

- Between the time that the Tusla Inspection took place and the receipt of the Tusla Inspection report on 13/12/24, the service placed particular emphasis and attention on the management of our Accident and Incident system and initiated daily manager checks of the Accident & Incident Book from 25 November 2024 for the weeks commencing 25 November, 2 December, 9 December and 16 December 2024. This also allowed us to identify particular areas of weakness.
- From week commencing 16 December 2024, a new Accident & Incident Book was placed in each class, to allow for ready access by staff when needed (Status: completed 16 December 2024).
- A sample Accident & Incident form was completed, with notes highlighting where particular care was needed when filling in the form. This sample form was used for training on 19 December 2024 and was stapled into the front of the Accident & Incident Book for continuous ease of reference by staff. (Status: completed 19 December 2024).
- Signage was placed in each class to act as a reminder/prompt to staff about ensuring all required data filled in. (Status: Completed 19 December 2024).
- Staff in-house training took place on 19 December 2024 where each staff member was shown how to fill in the form, the importance of each field of information, the need to ensure that date of birth is filled in for the child as the form is being filled out and that all relevant parties sign off and date the form on the day of the accident/incident. Staff signed and dated the Sign off sheet confirming they had received this training. (Status: Completed 19 December 2024).

(k) Preventive Action:

- The manager, and in their absence the deputy manager, will carry out daily and weekly checks of the Accident and Incident Book, to make sure that the forms are being fully completed and accurately (Status: Ongoing)

- The service has raised internal awareness of our Accident and Incident Reporting and Management by making it an actionable area on our Core Funding Quality and Inclusive Practical Plan (QIPP). We submitted our QIPP on 12 December 2024 and as part of our QIPP we will:

Focus on the role of the manager in ensuring that

- ALL accident & incident forms are completed 100% correctly.
- ALL parents sign and date the accident & incident forms on day of accident/incident.
- ALL sheets are signed off by manager or in her absence deputy manager.
- Training will be initiated with staff immediately if it is found in the course of daily inspection that any of the above are not being achieved.

(Status: Ongoing)

- The Accident and Incident Policy was reviewed and redistributed to staff. The service will continue to review the policy as part of our QIPP. (Status: Ongoing but bulk of review will be carried out during January 2025).

Supporting documentation submitted

- (k) Photographic Evidence of Accident incidents books purchased and implemented, notices in place for staff reminders, evidence of training completed, managers daily/ weekly document checklist, Accident / Incident Policy and a copy of the services Quality and Inclusive Practice Plan.

Summary Comment

Under Regulation 16, the non-compliance outlined above has been addressed.

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) Basic Needs:

- Lunchtime was at 10.55am in Room 2 and at 11.03am in Room 3, with an additional snack time at 12.30pm in room 3, for those children attending the service on a part time basis. The childrens water bottles were available in each care room for the children to drink.
- Mealtimes observed were relaxed and sociable events, with children given time to sit at low tables appropriate to their ages. Children were observed to self-feed, but staff were on hand to help as required, supporting independence and wellbeing.
- Toilet visits were completed as needed to ensure each child's comfort and in accordance with the Service Policy and Procedure.
- Children engaged in singing and read stories which supported language development.
- The transitions between activities such as circle time and mealtimes were observed to be calm and relaxed with staff available to care for the individual needs of the children.

Supporting Relationships around Children:

- The staff interacted with the children in a respectful, warm and sensitive manner. The atmosphere within the service remained calm and pleasant throughout the inspection.

- Staff interacted playfully with the children, sitting at their level at the table during lunchtimes, tabletop activities of colouring and fossil patterns on playdough and chatted to the children.
- Staff engaged in conversation with children and were responsive to the children's questions and needs. For example, during circle time with the children, through the discussion of the days of the week, the weather, of the timeline of eras where dinosaurs were discussed in detail and singing songs of the sounds of letters.
- On discussion with staff, they confirmed and demonstrated to the inspector that communication with parents was through the electronic application where photos and updates of each child's day and activities were uploaded and sent regularly to parents and also verbal updates are provided at pick up times.

Physical and Material Environment

- The rooms were bright and inviting play spaces to enable children to explore their environment.
- A range of Montessori equipment and play based materials were easily accessible, organised, well-resourced and suitable to the age and stage of development of the number of children attending each room nurturing children's independence, ability to make decisions, enabling exploration and develop their play opportunities.
- The furniture provided in each care room was low level and suitable to the needs and age of the children. There were sufficient number of low tables and chairs to accommodate children whilst they played and ate in each care room.
- Cosy areas with large soft cushions for rest and relaxation were present in each care room.

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:

- On arrival to the service, access to the service via a door with a buzzer was monitored by staff to restrict unauthorised persons from gaining access to the service and preventing children from leaving the service unsupervised.
- A weekly roster reflected the staff present in the service.

- The play equipment and materials observed in use by the children on the day of inspection were safe and in good working order.
- The temperature of the Room 2 care room was recorded as 20.5°C at 11.32am and of Room 3 was recorded as 18.8°C at 11.08am, within the recommended ambient temperature of 18 - 22 °C.
- Blind cords of blinds on windows were secure.
- The kitchen was not accessible to the preschool children during the service operating hours.

Infection Control:

- The service was maintained in a clean and hygienic condition throughout, with the premises and equipment observed to be visually clean.
- Handwashing facilities for hand hygiene included thermostatically controlled water, liquid soap, and paper towels.
- Windows were open in the care rooms allowing for the circulation of air.
- Children were observed to wash their hands after toilet visits, before lunch and after activities.
- Children lunches which were brought from home were refrigerated to prevent spoiling of perishable items.
- Lidded pedal operated bins were available for disposal of contaminated items in the three care rooms and in the Sanitary facilities.

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 service provided evidence that two adults trained in First Aid Response were available to the children attending the pre-school.
- (2) (a) (b) A first aid box was stored in an easily accessible and conspicuous position in each of the three care rooms of the service and were available to the adults responsible for the 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 firefighting 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 reviewed by the inspector for fire drills completed and the last fire drill was recorded as being carried out on the 14 of November 2024.
- (b) The number type and maintenance record for the firefighting equipment and smoke alarms were available. Firefighting equipment were last serviced on 14 May 2024 and the smoke alarms were last serviced on 4 April 2024.
- (4) The fire drill procedures were displayed on the back of the door of each care room and were observed by the Inspector.