

# Early Years Inspectorate Regulatory Report

## Pre School

|   |   |    |   |    |   |
|---|---|----|---|----|---|
| <b>TUSLA Identifier:</b>                        | TU2015FL087   |    |   |    |   |
| <b>Name of Service:</b>                         | E.I.S.S (Early Intervention Support Services)   |    |   |    |   |
| <b>Address of Service:</b>                      | Stapolin Educate Together, Myrtle Road, The Coast, Dublin 13  |    |   |    |   |
| <b>Eircode:</b>                                 | D13 PP2W  |    |   |    |   |
| <b>Name of Registered Provider:</b>             | Alison Collins  |    |   |    |   |
| <b>Service type:</b>                            | Sessional   |    |   |    |   |
| <b>Date of Inspection:</b>                      | 03/10/2024  |    |   |    |   |
| <b>No of pre-school children:</b>               | <table border="1"> <tr> <td>AM</td> <td>5</td> <td>PM</td> <td>5</td> </tr> </table>  | AM | 5 | PM | 5 |
| AM  | 5   | PM | 5 |    |   |
| <b>Address of the Early Years Inspectorate:</b> | Early Years Inspectorate,<br>Floor 7 Brunel Building,<br>Heuston South Quarter,<br>St. John's Road West,<br>Kilmainham,<br>Dublin 8 |    |   |    |   |
| <b>Inspection undertaken by:</b>                | E. Finnegan Hayes   |    |   |    |   |
| <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

Early Intervention Support Service is a privately run specialist support service who provide care and education for children aged 2.5-6 years diagnosed with an Autistic Spectrum Disorder The service is located in a ground floor classroom of Stapolin Educate Together National School in Dublin 13. Sanitary Facilities are available within the classroom and a secure outdoor area is available within the school grounds.

### Staffing

The registered provider employs five staff to work directly with the children in the service including the person in charge and four tutors. Four staff and a student from a local college were present on the day of inspection. The registered provider does not work in the service but was scheduled to attend the service on the day of the inspection to support a planned activity.

### 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 and safety. 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 inspector wishes to acknowledge the cooperation of the registered provider, 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.*

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

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

### Compliance Information

- (1)
- (a) The service had a designated person in charge and a named person to deputise as required.
  - (b) A review of the roster showed that a designated person in charge is available at all times in the service.
- (2) A review of the roster and discussion with management there are currently six staff employed in the service including the registered provider. The files of all six staff were reviewed as part of the inspection. The file of a student who was present on the day of inspection was also reviewed as part of the inspection.
- (a) (b) Eleven written and verified references were available in relation to six adults.
  - (c) Garda vetting disclosures had been obtained for all seven adults. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.
  - (d) Police vetting was available for three adults who had lived in a country other than Ireland for a period of more than 6 months.
- (4) Evidence was available to show that four adults who worked directly with the children held 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.

## Non-Compliance Information

- (2)
- (a) (b) The registered provider did not ensure that written and verified references were available for all adults as detailed below;
- Two written and verified references were not available for one adult.
  - One written reference for one adult had not been verified.
- (d) Police vetting was not available from a second country where one adult had resided for a period of more than 6 months.
- (3) The registered provider did not ensure the checks required under (2) above were conducted prior to the adults being appointed, assigned or allowed access to or contact with a child attending the pre-school service as evidenced by above non-compliances.
- (4) Evidence was not available to show that one adult who worked directly with the children held 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.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

- (2) (a)(b)
- Two written and verified references have been repeatedly requested for one member of staff. Given time difference and holiday schedule taken this has proved challenging to verify but will be completed by the 8 November 2024. Policies and procedures relevant to reference verification outlined within Staff Handbook reviewed with senior staff.
  - Written reference held on file was verified. Reference has been contacted, informed why, and verified their previous confirmations and recommendations. The registered provider will ensure all documents verified are held on file within the premises. Policies and procedures relevant to reference verification outlined within Staff Handbook reviewed with senior staff.
- (d) Police vetting held by employee obtained and held on file. Registered provider will do a more intense study of employee employment history and source any international vetting as required prior to hiring.
- (3) Policies and procedures relevant to reference verification and vetting outlined within Staff Handbook reviewed with senior staff.

(4) Application made to DCEDIY to have qualifications and experience held and recognised, given specialist and specific nature of support offered to children and families within our service. The employee in question has extensive experience as a SEND coordinator and is a Clinical Psychologist. Registered provider and senior staff appointed during maternity leave to recruit and train staff, will continue to work with the team member in question to support them to secure their final award and supporting documentation.

### **Supporting documentation submitted**

Documentation related to above has been reviewed.

### **Summary Comment**

The corrective and preventive actions provided by the registered provider are sufficient to address the non-compliance under Regulation 9(2)(a)(b)(d) and (3). The registered provider has attempted to address the non-compliance under 9 (4) however this remains outstanding.

## **Part III – Management and Staff**

### **Regulation 11 - Staffing levels**

*(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.*

*(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.*

### **Compliance Information**

(1) (3) The registered provider ensured an adequate number of adults were working with the children in the service at all times throughout the day and ratios were maintained in the care room at all times. Four staff were working directly with 5 children on the morning of inspection.

### 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:

- (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)

- (j) A sample of three medication administration records were available for review. All records were completed in full.

#### Non-Compliance Information

(1)

- (k) A sample of 14 records were available for review. The following information was not completed on the record forms as required;
  - The date of birth of the child was not recorded on any of the 14 records.
  - Two records did not contain the full name of the child for example on one form the child's initials were recorded while the second form did not have the child's surname.
  - Two records did not contain the surname of the staff member completing the form.
  - One record did not contain the manager's signature.
  - Five records did not contain the date that the accident occurred or the date the form was completed.

Accurate recording of information on accident report forms is required should the records be required in the future.

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

##### Corrective and Preventive Action

(1)

- (k) Communication meeting held with all staff to focus on retraining. Clearly communicated that template used for accident reporting is a legal document and information is held for a considerable amount of time and may be reference later for insurance or other purposes. Where space is held for information, staff will be given time by team to complete all areas of document, the same day. Spot checks completed on 25/10/2024 and will be conducted by registered provider monthly until full accurate reporting is evident.

### Supporting documentation submitted

Documentation in relation to above was reviewed.

### Summary Comment

The corrective and preventive actions provided by the registered provider are sufficient to address the non-compliance.

## 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

- Children were encouraged to sit at the table during mealtimes and engage in a social eating experiences with their classmates and staff.
- Children's coat hooks were clearly labelled which supports their sense identity and belonging.
- Staff were aware of the individual needs and preferences of the children in their care and worked together to minimise disruption when changes to a child's schedule occurred in line with their basic needs such as nappy changing.
- Family photos were displayed at the children's level which supports the connection between the child's home and class.
- Verbal cues were given to child in advance of transitions to allow them time to finish playing and adjust to the upcoming change.

#### Physical and Material environment

- The furniture and equipment in the care rooms were observed to be well maintained, durable, easy to clean, and suitable for the age and stage of the children attending.

- A range of toys and equipment which supported a variety of play experiences including sensory and self-regulation aids were readily available on low level shelving accessible by the children.
- The outdoor area provided opportunities for gross motor play not suited to the indoor environment.

### Supporting relationships

- Staff were observed to be kind and respectful in their interactions with the children.
- Staff provided individualised schedules for children and supported them to check their schedule regularly throughout the day. A clearly defined structure supports children to feel safe and secure and supports their understanding of now and next.
- Staff supported children to regulate as required and individual strategies were used to help the children self sooth for example rolling on a large peanut ball.

## 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 school entrance was secured on arrival and a receptionist greeted visitors to allow access.
- The care room was secured with a hook lock at adult height throughout the day which prevented unknown persons entering the room and prevented children leaving the care room unsupervised.
- Daily risk assessments were displayed in the care room and completed to date.
- Toys and equipment were maintained in good condition free from hazards.
- The outdoor area was adequately secured with high fencing and a gate which is secured with a bolt.

#### Infection Control:

- Thermostatically controlled warm water, liquid hand soap and paper handtowels were available in the sanitary facilities to support adequate hand hygiene.
- Pedal operated bins were available for disposal of contaminated items.
- Children's lunches were refrigerated to prevent spoiling of perishable items.

#### Fire Safety:

- Fire exits were unobstructed.

- Staff were knowledgeable of the procedure for evacuation in the event of a fire emergency.
- Attendance records were completed in a timely manner and accurately reflected the children present in the service on the morning of inspection.

### Non-Compliance Information

#### General Safety:

1. A Garda vetting disclosure that was available for one staff member was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. New application made to Early Childhood Ireland to renew ahead of renewal schedule from Teaching Council. This will be forwarded to the Inspector immediately upon receipt. Expected within next seven working days. Vetting renewal will be uniformly scheduled for all staff every two year.

#### Supporting documentation submitted

Evidence of vetting submission reviewed.

### Summary Comment

The registered provider has attempted to address the non-compliance under Regulation 23 however regulatory compliance remains outstanding as evidence of updated garda vetting has not been received. The registered provider is required to submit the updated vetting to the inspectorate when it is received.

### 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 ensured that an adequate number of staff trained in First Aid Response (FAR) were present in the service during the opening hours.
- (2) (a)(b) The registered provider ensured that a suitably equipped first aid box was available in the care room accessible to staff and out of reach of 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 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) The registered provider ensured that the following records were maintained;
- (a) A record of monthly fire drills showed that the last fire drill had taken place on 6<sup>th</sup> September 2024.
- (4) Notices detailing the steps to take in the event of a fire were displayed in the care room.

## Non-Compliance Information

- (1)
- (b) A record of servicing and maintenance for the firefighting equipment was not available for review during the inspection. It is acknowledged that the maintenance is conducted by the school and certificates need to be sought from them.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

- (1)
- (b) Firefighting equipment has been serviced. Serviced log will be sought from Department of Education in July of each year going forward. Where this cannot be furnished, EISS will obtain it's on servicing and maintenance of firefighting equipment. We will send certification as soon as received.

### Supporting documentation submitted

Photographs of record log located on the fire extinguishers was provided.

## Summary Comment

The registered provider has attempted to address the non-compliance under Regulation 26 however regulatory compliance remains outstanding as evidence of certificate of maintenance has not been received. The registered provider is required to submit the certificate of maintenance to the inspectorate when it is received.

## Part VI - Safety

### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

### Compliance Information

The registered provider ensured that the service was adequately insured as a sessional service catering to 12 children daily. The insurance certificate reviewed will expire on 2<sup>nd</sup> January 2025.