

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015FL339
--------------------------	-------------

<b>Name of Service:</b>	Waterville's Little Stars
-------------------------	---------------------------

<b>Address of Service:</b>	1 Kilmore Terrace, Waterville, Blanchardstown, Dublin 15.
----------------------------	---

<b>Eircode:</b>	D15 Y592
-----------------	----------

<b>Name of Registered Provider:</b>	Katarzyna Wlodarska
-------------------------------------	---------------------

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

<b>Date of Inspection:</b>	03/03/2025
----------------------------	------------

<b>No of pre-school children:</b>	AM	45	PM	44
-----------------------------------	----	----	----	----

<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Floor 7 Brunel Building, Heuston South Quarter, St. John's Road West, Kilmainham, Dublin 8.
<b>Inspection undertaken by:</b>	E. Griffin and L. Jameson
<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
---------------------------------	----------------

### Description of service

Waterville's Little Stars is situated in a two-storey building in a residential and commercial area of Dublin. The service provides a full day care, part time and sessional service to children aged between 2 and 6 years old. The service is open from Monday to Friday between 8am and 6pm and service participates in the Early Care and Education (ECE) scheme. The ECE sessions run from 9.00am to 12.00pm and from 1.15 to 4.15pm. There are five care rooms in operation; these are Play group 1 and 2 and Pre-school 1 which are located on the ground floor. The ECE room and Pre-school 2 room are located on the first floor. There is an enclosed rear area of the property which allows children to access outdoor play. A kitchen and sanitary facilities are also onsite.

### Staffing

Waterville's Little Stars is one of the seven early years services owned by the registered provider. The registered provider does not work in the service. The registered provider employs a total of twelve adults to work in the service during the operating hours including an area manager, a person in charge, deputy person in charge and nine childcare staff and a cook. A cleaner is also employed but works outside the operational hours of the service. On the morning of the inspection there was a dedicated person in charge, a deputy person in charge and nine adults working directly with the children including one student on work placement and one auxiliary staff a cook present. The registered provider was not present on the day of the inspection. The area manager arrived shortly after and remained for the duration 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 areas of governance, health, welfare and development of child and safety. The scope of the inspection included all five care rooms. A sampling process was used to assess compliance under: Regulation 16, Regulation 19 and Regulation 23.

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.

### Additional Information

3 March 2025

An immediate action notice (IAN) was issued to the registered provider on the day of inspection under Regulation 23 in relation to Regulation 25. Further details are available in the body of the report.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the area manager, 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
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

(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 needed.
  - (b) The designated person in charge was present when the inspector arrived unannounced to the service. A review of the roster showed that a designated person is rostered to be on the premises at all times during the opening hours of the service.
  - (c) The service had a clear management structure and staff were aware of their own role and responsibilities.

- (2) A review of the staff roster and conversation with the management showed that the registered provider currently employed thirteen adults to work in service. The full staff files of the registered provider, thirteen adults who work in the service during its operational hours and one student were reviewed.
- (a) Seventeen written and verified references were available from past employers.
  - (b) Thirteen written and verified references were available from a source other than a past employer.
  - (c) Garda vetting disclosures were available for all fifteen adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda Vetting every three years.
  - (d) International Police vetting was available for thirteen adults who had lived in a country other than Ireland for a period of six months or more as an adult.
- (4) Evidence was available to show that the registered provider and thirteen 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

- (3) The registered provider did not ensure the following checks were carried out prior to two adults working in the service.
- Documentary evidence available indicated that one adult had commenced employment within the service prior to receipt of Garda Vetting and also prior to the two reference validation checks.
  - Two adults did not have one reference validated before they commenced employment.

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

#### **Corrective and Preventive Action**

- (3) All involved were made aware and reminded of the procedures prior to any employee starting within the service. A checklist will be used to ensure all documents are collected and verified prior to employees starting to prevent reoccurrence.

#### **Supporting documentation submitted**

No supporting documentation submitted.

### Summary Comment

The registered provider has addressed the non-compliances identified under Regulation 9.

## 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) The registered provider ensured that there were an adequate number of adults working directly with the children attending the service. On the morning of the inspection there were nine adults working directly with forty-five children aged between 2 and 5 years. During the afternoon of the inspection there were eight adults working directly with twenty-one children aged between 2 and 5 years. In addition, the area manager and the person in charge were available to provide support to the care rooms when required during the inspection.
- (2) The minimum ratio of adults to children was observed to be maintained in all care rooms throughout the 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:*

- (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) The registered provider ensured that there was a record kept in writing of the following information in relation to the service:
- (a) The name, position, qualification, and experience of the person in charge and adults working were displayed on the noticeboard in the hallway for the attention parents/guardians.
  - (b) Details of the class of service and the age profile of children for which the service is registered were displayed on the noticeboard in the hallway for the attention parents/guardians.
  - (c) Details of the adult to child ratios in the service were displayed on the noticeboard in the hallway for the attention parents/guardians.

- (d) The type of care or programme provided in the service was displayed on the noticeboard in the hallway for the attention parents/guardians.
  - (e) The facilities available were displayed on the noticeboard in the hallway for the attention parents/guardians.
  - (f) The opening hours and fees were displayed on the noticeboard in the hallway for the attention parents/guardians.
  - (g) The required policies, procedures and statements of the service were available in digital format on request. The person in charge confirmed that these are shared with parents/guardians via electronic communication.
  - (h) Details of attendance by each pre-school child were stored in the children attendance roll book in each care room.
  - (i) There was an accurate record of the staff roster containing the details of the staff rostered on the day of inspection.
- (3) Records were open to inspection by an authorised person. All records requested by the inspector were available for review.

### Non-Compliance Information

- (j) A sample of ten administration of medication records were reviewed as part of the inspection. The following information was not included on the ten record forms:
  - There was no information included about the staff member who had witnessed the administration of medication. Failure to include this information could result in incorrect administration of medication within the service.
  - There was no parent signature recorded to show that the parent had been informed on the day of the administration of medication. Failure to ensure parents are provided with this information could result in a child receiving an overdose.
- (k) A sample of ten accident and incident records were reviewed as part of the inspection. The following information was not included.
  - On six of the ten accident and incident records reviewed there was no parent signature recorded to show that the parent had been informed on the day of the accident/incident. It is important that parents are informed of any accident/incident relating to their child so they can monitor their child appropriately.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

- (j) Management have gone through the process of medical forms with all team members to ensure they are fully aware of the procedures and the importance of ensuring the correct procedures are followed. The service has reverted back to using paper to ensure that parents and employees fill in or sign off on all areas.
- (k) Management have gone through the process of accident and incident reporting with all team members to ensure they are fully aware of the procedures and the importance of ensuring the correct procedures are followed. The service has reverted to using paper to ensure that parents and employees fill in or sign off on all areas.

### Supporting documentation submitted

No supporting documentation submitted.

## Summary Comment

The registered provider has addressed the non-compliances identified under Regulation 16.

## 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:

- At morning snack time children were observed to be offered oranges, apples and rice cakes. The service also provided a hot meal option for children which was prepared on site. Different dietary requirements were catered for example, dinnertime spaghetti napolitan was served at 11.30am and extra portions were available if required. Staff discussed how there is an alternative hot meal for children if required.
- Water was available for the children in each care room and while children played in the outdoor play area.
- Nappy changing was done routinely three times a day and as needed to ensure the child's comfort.

- Children’s need for rest and relaxation were met through the provision of cosy areas with a soft mat, cushions and books present in each care room. In addition, there was tables and chairs present in the outdoor play area.
- At sleep time, the room lighting was dimmed and soft music played which provided a restful sleep time environment.
- Children’s sense of belonging was promoted throughout the service. For example, there was a ‘Family Wall’ display, a ‘Birthday Time’ display, and the children’s artwork was displayed throughout the care rooms in the service. In addition, children had their own coat hooks labelled with their name and photograph.
- Children were observed to use the outdoor play area during the inspection. This supported their social, cognitive, gross, and fine motor development.

### Supporting Relationships:

- The service used an electronic application to communicate with parents and update them on their child’s day this included activities, mealtimes, toileting, and sleep updates. Staff discussed how they have been incorporating family visits which has given families opportunities to share information about their family culture and build positive relationships. Staff were also observed to chat with parents at collection times.
- The transitions between activities such as nappy changes, sleep time, mealtimes, free play and outdoor play were observed to be calm and relaxed with staff available to care for the individual needs of the children.
- Nappy changing and toileting were observed to be respectful and positive experiences for the children. Children were observed to be spoken to in a reassuring and friendly manner.
- Adults within the service spoke to each other in a respectful and professional manner, demonstrating to children, positive interactions.

### Equipment and Materials:

- The furniture provided in the care rooms were low level and suitable to the needs of the children. There were appropriate chairs and tables in the care rooms to facilitate tabletop activities and for the children to eat comfortably and independently.
- The care rooms in the service were designed with the age and stage of development having been taken into consideration and equipment and materials were visible and accessible enabling the children to

independently access their choice of activity. In addition, there was defined areas of interest in each care room and an adequate supply of props and other resources were available to extend the play and learning opportunities of these interest areas. Areas of interest included art, home area, literacy, mark making, construction, books, dress up, nature, sensory, animals and transporting. In addition, all equipment and materials were themed and labelled which provided spontaneous and imaginative play opportunities.

- There was an outdoor play area with a soft ground surface available for the children. This area was divided into two sections. One section which was allocated solely for the younger children and one larger section which is allocated for the use of all children. Equipment and toys in the small area included a kitchen with props, a slide, a sand box, ride on toys and a log seating area. The equipment and toys available in the large area included two playhouses, two climbing walls, a mud kitchen with supporting equipment and an assault course which was observed to be in use and provided the children with gross movement opportunities.

### **Programme of Activities:**

- There were visual daily routines on the wall in each care room. These timetables had pictures of each of the activities during the day. Staff explained how this timetable helped children to become familiar with the daily routine and provided the children with a sense of stability, security, and predictability.
- The children were observed to be partners in the programme of activities, staff were observed asking the children to choose what activity they would like to participate in during activity work time and children were observed to move comfortably around the rooms.
- On the wall in the care rooms there were up-to-date weekly curriculum plan which focused on all aspects of child development and included cultural celebrations of the group.

## 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 entrance door leading into the service was appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- The entrance door was monitored by staff who asked the inspection team to sign in the visitor book on arrival.
- The external outdoor play area was secure with surrounding walls and securely gated reducing the risk of unauthorised access. Children were observed to be adequately supervised during outdoor play.
- Electrical cables and flexes were adequately secured out of reach of the children.
- Cleaning supplies were secured on a high shelf out of reach of the children.

##### Infection Control:

- Warm water, liquid hand soap and dispensed handtowels were available in the sanitary areas. The children were observed to be familiar with the routine to wash their hands before eating, after outdoor play and after using the toilet and getting their nappies changed.
- Foot pedal operated bins were available in the care rooms and sanitary areas to allow hygienic disposal of contaminated materials.
- Toilet roll was hygienically stored and in easy reach of the children, preventing potential cross contamination.
- The premises was observed to be in a clean and hygienic condition.
- Individual bed linen was used for the sleeping children and staff were familiar with the washing schedule. In addition, there were waterproof mattress covers on all cots.
- Floor mats were placed 50cm apart.
- Windows in the care rooms were observed to be open which allowed for circulation of air and reduced the risk of cross infection.

##### Safe Sleep:

During sleep time the following was observed:

- The sleep needs of children over two years of age were met through the provision of individual sleep mats.
- Shoes and heavy outer clothing were removed from children while they slept.
- The temperature of the three sleep care rooms was recorded between 18-22°C, meeting the acceptable sleep room temperature while children over 2 years old sleep. Evidenced by the following.  
The temperature in the Playgroup 1 room was recorded at 21.3°C at 1.05pm while 4 children slept.  
The temperature in the Playschool 2 room was recorded at 22°C at 1.10pm while 6 children slept.  
The temperature in the Preschool 1 room was recorded at 22°C at 13.15pm while 12 children slept.
- Staff maintained a record of the children that slept, to include their colour, breathing and position every 10 minutes.

### Fire Safety:

- On the day of inspection, emergency fire procedures were observed to be displayed on the wall of each care room and all fire emergency exit doors were clear from obstruction. This helped ensure the safe effective evacuation of children and staff in the event of an emergency.

### Non-Compliance Information

#### Administration of Medication:

1. The service did not ensure correct storage and administration of medication as evidenced by the following:
  - One child's prescribed emergency medication was observed to be out of date.
  - An anti-febrile medication which can be used by staff to reduce a raised body temperature was observed to out of date.

Out of date medications are not effective and should be disposed off and replaced as prescribed.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### Administration of Medication:

- Parents were contacted and new medication was brought to the service immediately. The checking of medication has been added to the service monthly checks.
- The anti-febrile medication was removed from the service. The service will provide antifebrile medication and will keep it in the office and the manager will be in charge of managing expire dates

#### Supporting documentation submitted

#### Administration of Medication:

No supporting documentation submitted.

### Summary Comment

The registered provider has addressed the non-compliances identified under Regulation 23.

## 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

(2) The registered provider ensured that a suitably equipped first aid box was:

(a) safely stored in an easily accessible and conspicuous position on the premises.

(b) available at all times for staff in the case of emergency administration of first aid to children.

### Non-Compliance Information

(1) On review of the staff files, it was observed that there was no staff member with First Aid training available to the children between the hours of 8am to 9am. This posed a significant risk to children. An immediate action notice was issued on the day of the inspection. A response which will mitigate the risk was received on 4 March 2025.

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

#### Corrective and Preventive Action

(1) A staff member was sent on FAR training to attend at the closest date possible. The service will ensure there is always someone on site with FAR. An additional staff member has been sent to complete FAR training to prevent reoccurrence.

#### Supporting documentation submitted

Documentary evidence that one staff member has completed First Aid Response training.

### Summary Comment

The registered provider has addressed the non-compliance identified under Regulation 25.

## 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 insured. The insurance certificate which was displayed in the hallway showed cover for up to 66 children attending on a full day care basis with an expiry date of 27 March 2025.