

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D:	TU2015GY050
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Name of Service	Busy Bees Preschool
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Address of Service:	42 Riverwalk, Church St, Gort, Co. Galway, H91 PW21.
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Email Address:	olhughes74@gmail.com
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Name of Registered Provider:	Ms. Olive Coleman
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Type of Proposed Service:	Full Day Care		Part-Time	✓	Sessional	
	Drop-In		Childminding		Temporary	

Proposed change:	Change from Sessional Service to Part Time Service.
Proposed Number of Children:	33 Preschool Children.
Recommended Change Following Inspection:	Approve all changes, maximum of 26 children on part time basis
Registered change:	Change of Service Type from Sessional to Part Time Change in number of children from 33 to 33 (Max 26 Part Time)

Date of Inspection:	0	5	1	2	2	0	2	3
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Inspection undertaken by:	S. Meehan.
Title:	Early Years Inspector.

Tusla Early Years Inspectorate Address:	Clinical & Administration Building, Block A - (1st Floor-Green Corridor), Merlin Park, Galway.
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Rationale for Inspection:
Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Part Time / Sessional Service for 33 Children (Max 26 Part Time)
Date of Registration	18 th December 2023

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Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	The service was first notified as a privately owned sessional service in 2001 and is in a private housing development in the town of Gort, county Galway. The service operates a sessional service for pre-school children aged between 2 years to 6 years of age. The service offers an Early Childhood Care and Education, sessional care programme from 9 am to 12 pm, Monday to Friday. The service proposes to operate a part-time day-care service from 9 am to 2 pm, Monday to Friday.
Premises	There is 4 playrooms, office, kitchen and sanitary facilities. The service has direct access to the outdoor play area at the rear of the service. The service proposes to provide a hot meal daily.
Staffing	The registered provider is on the premises on a daily basis. There is a named person in charge and a named designated deputy. All adults hold at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework. The adult staff have documentary evidence of on-going training and education.
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes; Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider on the day of the inspection.

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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.

Requirement met:

(1)(a) The requirement was met.

There is a designated person in charge and a named person available to deputise, in the service.

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.

Requirement met:

The requirement was met:

(1) The registered provider proposes to maintain the minimum ratio of adults to children. The registered provider proposes that there will be a max of 30 pre-school children being cared for by 6 staff members in the proposed playrooms.

Part V - Care of Child in Pre-school Service

Regulation 20 - Facilities for Rest and Play

(1) Subject to this Regulation, a registered provider shall ensure that—

(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—

(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises

Requirement met:

The requirement has been met.

(1)(a) There are adequate and suitable facilities in the proposed playrooms, with defined interest areas provided for play. The registered provider intends to develop these interest areas further depending on the child's interests, emerging needs learning stories, and developing themes. On the day of inspection, play equipment and materials were inviting and easily accessible in the proposed playrooms.

(b) The service will be catering for children 2 years of age and over and have stackable beds available for rest and sleep. The registered provider stated that children will rest and sleep on the ground floor playroom.

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(3)(a) The service had an outdoor play area to the rear of the premises which is a secured area. There is a selection of defined interest areas, sports equipment and ride on toys. There are two sheltered areas for inclement weather.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Requirement met:

- The service had a healthy eating policy and a sample 3 -week menu plan in place.
- The registered provider advised that the hot meals will be provided by an external catering company and will be cooked and stored on site in the services designated kitchen.
- Water will be available in all playrooms for children to help themselves.
- Perishable items from children’s lunch boxes will be stored in a designated fridges.

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.

Requirement met:

General Safety

- There was a buzzer access system into the main entrance front door.
- The staff only areas, kitchen, storage areas and adult sanitary areas, were secure and thereby inaccessible to a pre-school child.
- The external play area was secure so that children could not leave the area unsupervised and unauthorised persons could not enter the area.
- Fire doors throughout the building were unobstructed.
- All cleaning agents were stored inaccessible to the children.
- A system was in place to ensure that daily records of attendance were kept for all the children, that will be attending the pre-school.
- Leads, cables, and flexes were wall mounted and or secured to prevent any trips or strangulation hazard.

- The heating system was thermostatically controlled, to ensure the temperature was maintained between 18°C to 22°C.
- Thermostatically controlled warm water not exceeding 43°C to facilitate hand washing without risk of scalding the children, was available to facilitate hygienic hand washing.
- Heavy equipment and furnishings were anchored appropriately.
- The windows in the playrooms on the ground and first floor were fitted with safety systems.
- There were records of a regular pest control system.
- All toys and play equipment were observed to be safe and in good condition.
- There was a documented risk assessment system for the indoor and outdoor play areas. The service had a risk assessment system for checking that toys and equipment were not broken, in a clean condition and maintained in a good state of repair.
- There were no pits or ponds in the outdoor area to cause any risk of danger to the proposed pre-school children.

Infection Control

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.
- A nappy changing area was available on the ground floor.
- The toys and play equipment were maintained in a clean and hygienic condition.
- The registered provider advised that the outdoor play equipment would be cleaned prior to and after a child's use, with documented records maintained.
- A fridge was provided for the storage of perishable foods.
- Playrooms were observed to be kept adequately ventilated with the windows.
- The passive ventilation covers in the sanitary areas were kept in a clean condition.
- The registered provider had a cleaning schedule template and cleaning records for the materials, equipment, and furnishings.

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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.

Requirement met:

The requirement has been met.

- (1) An adult working in the pre-school service has a current first aid responder qualification.
- (2)(a) Suitably equipped first aid box was available and in an easily accessible conspicuous position in the staff room area.
- (b) The first aid box was readily available, with content items within date.

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.
- (5)

Requirement met:

The requirement has been met.

- (1)(a) Arrangements were in place to record monthly fire drills the last was carried out on the 08/11/2023.
- (b) A record of the number, type, and maintenance record of firefighting equipment in the service was on file.

Records indicated that the last annual maintenance for the firefighting equipment was dated 15/09/2023.

Records indicated that the last annual maintenance certificate for the smoke and fire detection system was dated 15/10/2023.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in the playrooms and hallway.

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Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The service's had insurance for a full day care service for up to 33 children and included the following –

- public liability insurance.
- insurance against fire and theft.
- buildings insurance.

The insurance was valid until the 27 March 2024.

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.*

Requirement met:

The requirement has been met:

- (a) The registered provider of the service confirmed that there were no known structural defects.
- (b) The proposed outdoor play area and pre-school play area were safe and secure.
- (c) The playrooms and sanitary areas were well lit and ventilated. The lighting was both natural and artificial.
- (d) The proposed playrooms had play and work equipment that was clean and in good repair. Cleaning equipment was safely stored away from the pre-school children in designated inaccessible secured storage areas. There was a proposed cleaning schedule available for inspection. From observation, the proposed play area was maintained in a clean and hygienic condition.
- (e) The proposed playrooms had 3 designated children's toilets and wash hand basins. Liquid soap dispensers and paper hand towels in designated dispensers were within easy access to a pre-school child. Foot pedal lidded bins were provided in the sanitary area. Additionally, there was a designated adult toilets with designated wash hand basins on the first floor and a nappy changing area.

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Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.
- (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.
- (3) A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.
- (4) Where a registered provider contemporaneously provides—
 - (a) a sessional pre-school service, and
 - (b) a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).

Requirement met:

(1) &(2) Adequate floor space is provided in the proposed playrooms for the free movement of children to work and play.

(3) & (4)(a)(b) The measurement of the proposed playrooms floor space is:

Playroom 1:

15 sq. meters and on a sessional basis 1.818 square metres of clear floor space per child is required. The service can have a maximum of 8 children on a sessional basis in the proposed playroom.

On a part-time basis:

Based on clear floor space of 15 sq. meters can cater for is 6 children at any given time.

Playroom 2:

17 sq. meters and on a sessional basis 1.818 square metres of clear floor space per child is required. The service can have a maximum of 9 children on a sessional basis in the proposed playroom.

On a part-time basis:

Based on clear floor space of 17 sq. meters can cater for is 7 children at any given time.

Playroom 3:

15 sq. meters and on a sessional basis 1.818 square metres of clear floor space per child is required. The service can have a maximum of 8 children on a sessional basis in the proposed playroom.

On a part-time basis:

Based on clear floor space of 21.5 sq. meters can cater for is 6 children at any given time.

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Playroom 4:

17 sq. meters and on a sessional basis 1.818 square metres of clear floor space per child is required. The service can have a maximum of 9 children on a sessional basis in the proposed playroom.

On a part-time basis:

Based on clear floor space of 26.43 sq. meters can cater for is 7 children at any given time.

Minimum Space Requirements		
Full Day Care Service or Part-time Day Care Service		
(1)	(2)	(3)
	AGE RANGE	CLEAR FLOOR SPACE
1	0 – 1 year	3.5 square metres
2	1-2 years	2.8 square metres
3	2- 3 years	2.35 square metres
4	3- 6 years	2.3 square metres

On a sessional basis the maximum of children that can be catered for at any given time is 33 children based on clear floor space.

On a part-time basis, the maximum of children that can be catered for on at any given time is 26 children based on clear floor space.