

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2015GY054

Name of Service: Caltra Community Playgroup Ltd

Address of Service: Caltra, Ballinasloe, Co. Galway.

Email Address: caltraplayschool@gmail.com

Name of Registered Provider: Ms Avril Kane

Type of Proposed Service:	Full Day Care	<input type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change: Change from Sessional Service to Part Time Service

Proposed Number of Children: 44 (no change)

Recommended Change Following Inspection: Part time service with operating hours from 9.00hrs to 14.00hrs.

Registered change: Change in Service Type from Sessional to Part Time
Change in Hours of Operation from 09:30 – 12:30 to 09:00 – 14:00

Date of Inspection: 0 9 0 4 2 0 2 4

Inspection undertaken by: H. Heagney

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Clinical & Administration Building,
Block A - (1st Floor- Green Corridor),
Merlin Park, Galway.

Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status: Registered Part Time Service for 44 Children

Date of Registration 29th April 2024



Child and Family Agency Act 2013
Child Care Act 1991 (Early Years Services) Regulations 2016

Version 05
Implemented- Aug 2022
EYIPRIPCOC01-2017

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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 premises is in the village of Caltra, Co. Galway. An Early Childhood Care and Education (ECCE) pre-school sessional care programme is offered from 9.30hrs to 12.30hrs. The service is proposing to offer a part time service from 9.00hrs to 14.00hrs. The pre-school caters for a maximum of 44 children at any one time, for children aged between 2 years and 8 months and 6 years, from Monday to Friday. A play-based pre-school curriculum focusing on emerging interests is provided.
Premises	This pre-school service operates from a purpose-built ground floor facility with 2 childcare rooms, namely the Senior room and Junior room. Quiet rest areas are available for children to rest and relax. The children had access under supervision, to use the adjacent community hall. There are designated secure outdoor play areas located at the side and rear of the premises. The children also have access under supervision to a nearby pitch, community walkway, green spaces, and a community playground.
Staffing	The registered provider is supernumerary and not on the premises daily. There is a designated person in charge and a person able to deputize. There are eight staff working directly with the children. All eight staff hold 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. The 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</p>

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	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.
Acknowledgements	The inspector wishes to acknowledge the cooperation of the person in charge who was 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.

Requirement met:

(1)(a)

The requirement was met.

There will be a proposed designated person in charge and a proposed 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.

(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.

Requirement met:

The requirement was met.

(1)

It is proposed that there will be an adequate number of staff working directly with the pre-school children.

It is proposed that there will be a maximum of

- 22 children at any one time, in the Junior room,
- 22 children at any one time, in the Senior room,

It is proposed that there will be eight staff, who hold at hold a Quality and Qualifications Ireland (QQI) at a minimum of a Level 5, in Early Childhood Care and Education working directly with the proposed children.

It is proposed that 18 children will remain in the service for part time care.

(8)(a)

It is proposed that the registered provider will not operate the service single-handedly.

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:

(1)(a)

The design, organisation, and resourcing of the indoor and outdoor environment would be able to support each child’s wellbeing, learning and development, within the ethos and philosophy of the service.

The playrooms were designed and arranged to

- maintain a space that was clean, organised, and free of clutter,
- divided into areas that were supplied with materials organised in a way to support proposed children’s play, development, and learning,
- give all proposed children access to the same facilities, activities and play opportunities, to promote their welfare and development.

The equipment was stored on low-level shelving and was thereby readily accessible to the proposed pre-school children.

The play equipment and materials were age and stage appropriate, they were designed to offer a child manipulative activity, to encourage hand eye co-ordination, to develop fine motor skills and logical thinking.

There were opportunities for:

- Imaginary play with dress up clothing, shops, kitchens, construction materials, sand units, water basins and a framed fairy fort.
- Creative play with art and craft materials, paper, paint, glue, glitter, pencils, crayons, stencils, puzzles, insets, and jigsaws.
- Language and literacy play with visual aids, books, audio books. Additionally, the staff used structured evidence-based teaching programmes such as see and learn language and the Lámh manual sign language system.
- Gross motor play with opportunities for outdoor play in the designated areas and the adjacent community walkways and pitches. The children could also play in the adjacent community hall during inclement weather.
- Sensory play with sand, water, rice, play dough, sensory toys, liquid motion toy timers, puzzle cubes, spring slinky toys, and sensory chew toys.
- Fine motor play with pegs, pins, stickers, pinches, scissors, magnets, threading, stacking, mix and match and blocks.
- Risk taking opportunities allowing children the chance for climbing, ball games, balancing on beams, and group game activities.

Displayed on the walls of both playrooms were notice boards, photographs of children engaged in activities, posters, visual aids, art, and craft materials.

(1)(b)

Rest / quiet areas were provided in the Junior and Senior playrooms in the form of a bean bags, soft seating, mats, and cushions to facilitate a child to rest or opt out of an activity if he or she chose to. There were six stackable beds, twelve fitted sheets, and twelve blankets, available in the pre-school service for any child attending the part time service requiring sleep provision.

(3)(a)

Outdoor area

The person in charge advised that the outdoor area was an extension of the indoor environment and linked with the learning that goes on inside.

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The person in charge advised that the children in the Junior and Senior playrooms would have the opportunity to be outside as often as possible, in all weather conditions. The children attending would wear sunscreen and or suitable all-weather clothing. The outdoor play areas were to the rear and side of the premises. Play equipment and materials provided in the outdoor area supported a range of physically energetic activities and play experiences. There were a number of play areas. The Junior outdoor play area was secured by a gate and fencing rail. The area was covered with an impact-absorbing surface. Play items included a construction table, a smaller activity centre with a climbing rope, shape sorter, a larger activity centre with climbing frame, ropes, slide, rockers, a house, castle. Mounted on the rails were visual activities 'this shape is' and 'a cat, a rabbit, and a dog trail'.

The community outdoor play area was covered in a combination of grass and an impact-absorbing surface. There were see saws, an activity centre with a slide, steps, climbing frame, climbing robes, swings, step, balancing beams, seating, a merry go round, a musical board and a zip line swing rope.

There was an all-weather sheltered area, with an adjacent grass area. This area was surrounded by high fencing and concrete walls. There was a construction table with utensils, a sand unit with utensils and a mud kitchen with equipment. There was a selection of toys.

Additionally, the children had access under supervision, to a community grass area, a community walking ring trail, a picnic table area and the local football pitch.

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 has a healthy eating policy.

The person in charge is proposing to offer breakfast at 9.00hrs of cereal, milk and toast to any child who is hungry.

It is proposed that parents and guardians will provide food for their child's snack time.

	<p>The person in charge is proposing that children attending the service on a part time basis have two meals, supplied by the parents and guardians. The staff will ensure that each meal will have two food groups. The person in charge will have a supply of food in a pantry store for any child requiring additional food.</p> <p>A drinks table will be available in each playroom and in the outdoor areas during play to allow the children the opportunity to 'self-serve' their drinks.</p> <p>Perishables items from children's lunch boxes will be stored in designated fridges in each playroom.</p>
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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:	<p>General Safety</p> <ul style="list-style-type: none"> • There was a buzzer access system into the main entrance front door. • The staff only areas, kitchenettes, office, storage areas were secure and thereby inaccessible to a pre-school child. • The external play areas were 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. • Leads, cables, and flexes were wall mounted and secured to prevent any trips or strangulation hazard. • The underfloor 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. • Windows were fitted with restrictive access devices / safety systems.
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- There were records of a regular pest control system.
- All toys and play equipment were observed to be safe and in good condition.
- There were no pits or ponds in the outdoor area to cause any risk of danger to the proposed pre-school children.
- 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.
- The person in charge clearly identified to the early years inspector, the drop off and collection procedures for children.
- A system was in place to ensure that daily records of attendance were kept for all of the children, that will be attending the pre-school.

Infection Control

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.
- 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/ after a child's use, with documented records maintained.
- A refrigerator was provided in each playroom for the storage of perishable foods.
- The Junior and Senior playrooms were observed to be kept adequately ventilated with the windows and doors left open whilst maintaining the room temperatures at the required levels.
- Staff wore a uniform for ease of identification and to prevent potential cross infection.
- There was a designated nappy changing area. The mat was clean and intact.
- There was a cleaning schedule template and cleaning records for the materials, equipment, and furnishings.
- Waste disposal in the sanitary areas and playrooms were stored in foot pedalled lidded bins and thereby inaccessible to the pre-school children.

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- Children had a spare set of clothes available in sealable bags.

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 is available to the children attending the pre-school service at all times.

Requirement met:

The requirement has been met.

- (1) Eight staff who will be working in the proposed pre-school service have a current first aid responder qualification.
- (2)(a) A suitably equipped first aid box in each playroom was available and in an easily accessible conspicuous position, 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.

Requirement met:

The requirement has been met.

- (1)(a) Arrangements were in place to record monthly fire drills.
- (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 1st of December 2023.
- Records indicated that the last annual maintenance certificate for the smoke and fire detection system was dated 1st of December 2023.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position.

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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:

An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the Registered Providers compliance with Regulation 28.

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) From a visual inspection the indoor rooms were of sound and stable structure and there were no observable indications of defects.
- (b) The indoor rooms and the outdoor play areas were safe and secure.
- (c) There was natural lighting in the Junior and Senior playrooms with windows the outer walls.
The indoor playrooms were well ventilated by means of the openable windows and doors.
The artificial lighting provided in the indoor playrooms was shatter proof.
The underfloor heating system had a thermostatically controlled thermostat to allow the recommended room temperature of between 18°C and 22°C for the indoor rooms. On the day of inspection, the indoor room temperature was maintained between 18°C to 22°C.
The warm water in the sanitary areas was maintained at a safe temperature of 35.2°C and the person in charge advised it would be no greater than 43°C.

	<p>(d) In the proposed indoor playrooms and the outdoor classroom, the play and work equipment were clean and in good repair.</p> <p>Cleaning equipment was safely stored away from / inaccessible to the pre-school children.</p> <p>From observation, the furnished indoor and outdoor classroom were maintained in a clean and hygienic condition.</p> <p>There was evidence of professional rodent proofing service.</p> <p>(e) Adequate and suitable sanitary facilities were provided.</p> <p>There were four designated children’s toilets with four designated children’s wash hand basins.</p> <p>There was a designated adult only toilet with a designated wash hand basin.</p> <p>There was a nappy changing table and a supply of disposal aprons and gloves for staff involved in the nappy changing procedure.</p> <p>Liquid soap dispensers and paper hand towels in designated dispensers were within easy access to a pre-school child.</p> <p>Foot pedal lidded bins were provided in the sanitary areas.</p>
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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.*

Requirement met:	<p>The requirement has been met.</p> <p>(1) Adequate floor space was provided in the proposed indoor playrooms and outdoor classroom for the free movement of children to work and play.</p> <p>The registered provider will ensure that the minimum clear floor space is adhered to for pre-school children.</p> <p>(3) The measurement of the proposed</p>
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- Junior playroom floor space was 39.7 square meters,
 - Senior playroom floor space was 56.9 square meters,
- thus, ensuring
- a minimum of 1.818 square metres of clear floor space will be available for each child proposing to attend the sessional service.
- and
- a minimum of 2.35 square metres of clear floor space will be available for children aged 2 to 3 years, proposing to attend the part time service.
 - a minimum of 2.3 spare metres of clear floor space will be available for children aged 3 to 6 years, proposing to attend the part time service.