

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE020		
<b>Name of Service:</b>	Jane's Tree Top Montessori		
<b>Address of Service:</b>	407 Ballyoulster park, Celbridge, Co. Kildare		
<b>Eircode:</b>	W23 PT62		
<b>Name of Registered Provider:</b>	Jane Reeves		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	15/05/2023		
<b>No of pre-school children:</b>	AM	14	PM n/a
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child and Family Agency, Suite 7, Vista Primary Care Centre, Ballymore Eustace Road Naas Co. Kildare. W91 X38W		
<b>Inspection undertaken by:</b>	T. Duignan		
<b>Title:</b>	Early Years Inspector		
<b>Authority to Inspect</b>			
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

Janes Tree Top Montessori was established in 2003 and provides sessional care and education to preschool children aged between two and six years. The service is open from Monday to Friday between 9.00am - 12.00 hours and 12.20 – 15.20 hours.

The service is located in a residential area on the outskirts of Celbridge. It is located in a purpose-built building at the rear of the registered provider's property. There is a large open plan care room with adjoining sanitary facilities and a wraparound secured outdoor area accessible from the care room.

## Staffing

Janes Tree Top Montessori employs three childcare staff including the registered provider.

The registered provider works directly with the preschool children. The adults working in the service have completed a major award in Early Childhood Care and Education as per the National Framework for Qualifications. There were three adults including the registered provider present on the day of 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 and safety.

A sampling process was used to assess compliance under Regulation 15 – Records of a pre-school child.

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, 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.

(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) There was a designated person in charge and a named person to deputise as required.
  - (b) The named person in charge remained on the premises for the duration of the inspection.
- Regulation 9(2)(a)(b)(c)(d) (4) was not reviewed as there was no change from the last inspection to the staff employed 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.*
- (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) There were fourteen children attending the service being supervised directly by three adults.
- (3) The minimum ratio of adults to children was adhered to during the morning.

### Part IV – Information and Records

#### Regulation 15 – Record of pre-school child

*(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:*

*(a) the name and date of birth of the child.*

*(b) the date on which the child first attended the service.*

*(c) the date on which the child ceased to attend the service.*

*(d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service.*

*(e) authorisation for the collection of the child.*

*(f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention.*

*(g) the name and telephone number of the child's registered medical practitioner.*

*(h) record of immunisations, if any, received by the child.*

*(i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

*(2) A registered provider of a pre-school service in a drop-in centre or of a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the particulars specified in subparagraphs (a), (d), (e) and (f) of paragraph (1).*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*

*(a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*

*(b) an employee who is authorised in that behalf by the registered provider, and*

*(c) an authorised person.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.*

*(5) A registered provider shall ensure that a record in writing referred to in paragraph (2) is retained for a period of 2 years from the date on which the child attends the service.*

#### Compliance Information

A sample size of eleven records were assessed.

(1) (a) – (i) Eleven enrolment records were assessed, and all were found to be compliant.

(2) Not applicable as the service is not a drop in or temporary service.

(3)(a)(b)(c) The record in writing was open to inspection on the premises.

- (4) The registered provider confirmed that the records were retained in storage for the required period.
- (5) Not applicable as the service is not a drop in or temporary service.

## Part IV – Information and Records

### Regulation 18 – Copy of Act etc.

*A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-*

- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker or contractor, and*
- (c) an authorised person.*

### Compliance Information

The registered provider ensured that a copy of the regulations was available in the service and was open to inspection on the premises when requested by an authorised person.

### 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 to the service was controlled by staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school room. The person in charge documented the inspectors' visit to the service in the visitor's book on arrival. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents. The staff members in the service completed daily indoor and outdoor risk assessments to promptly manage any risk identified. The registered provider ensured that issues requiring maintenance or repair were promptly addressed.

##### Infection Control:

There was an infection control policy in place. Thermostatically controlled hot water, liquid hand soap and paper towels were readily available for hygienic hand washing and drying. The staff members supervised children's handwashing and handwashing routines were well established. Written cleaning schedules were displayed and maintained for the room environment which was observed to be maintained in a clean and hygienic condition. Facilities for nappy changing were available.

##### Administration of Medication:

Medication was not given at the time of the inspection. Written parental consent was available should medication be required to be administered to a child. The staff members were familiar with the safe practice when administering medication in the service. Medication was safely stored out of the reach of children.

##### Safe Sleep:

There was a comfortable rest area available for any child who wished to take a break from activities for a while or read quietly.

##### Fire Safety:

The staff members were familiar with fire safety evacuation procedures from the service. The fire exit was not obstructed. Fire drills were completed monthly.

##### Outings:

The service conducts outings. An outings policy was available.

### Part VI – Safety

#### Regulation 24 - Checking in and out and record of attendance

- (1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*
- (3) A registered provider shall ensure that-*
- (a) no person other than-*
    - (i) pre-school child attending the service,*
    - (ii) a person dropping or collecting such a child,*
    - (iii) an employee, or*
    - (iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*
  - (b) a daily record in writing is kept of the entry on the premises of any such person.*
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

#### Compliance Information

- (1) The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained in each care room.
- (2) Not applicable.
- (3) (a), (b) The registered provider ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The registered provider confirmed that the records were retained in storage for the required period.

### 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) Persons were trained in First Aid Response (FAR) for children and were immediately available to the children attending the service.
- (2)
- (a) The first aid equipment was safely stored, in a conspicuous position in the care room.
  - (b) A suitably equipped first aid box for children was available to the children attending the service.

### 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 available of fire drills completed in the service; the last recorded fire drill was 27 March 2023.
  - (b) A maintenance record was kept of the firefighting and smoke alarm system in the premises. The firefighting equipment and the smoke alarm system were serviced on 13 April 2023.
- (4) There was a notice of the procedures to be followed in the event of a fire was conspicuously displayed in the service.

## Part VI – Safety

### Regulation 28 – Insurance

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

#### Compliance Information

There was evidence of current insurance cover valid until 27 March 2024. The insurance provided cover for 22 children.