

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE026			
<b>Name of Service:</b>	Milltown Playschool			
<b>Address of Service:</b>	1334 Milltown, Newbridge, Co. Kildare			
<b>Eircode:</b>	W12 WY45			
<b>Name of Registered Provider:</b>	Geraldine Kelly			
<b>Service type:</b>	Sessional			
<b>Date of Inspection:</b>	21/02/2024			
<b>No of pre-school children:</b>	AM	13	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, F. Joyce.
<b>Title:</b>	Early Years Inspector, Inspection and Registration Manager.

### 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>	20 <sup>th</sup> April 2023
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Part VI, Article (23) Child Care Act 1991 Early Years Regulations 2016

The Registered Provider is required to:

- reduce the number of children attending the service from 18 to 11 children.
- reduce the number of sessions provided by the service from a morning & afternoon session to providing a morning session only.
- ensure that all reasonable measures are taken to identify and promptly address any matter that would negatively impact on the safety and wellbeing of children in attendance in the service.
- implement a risk assessment system outlining the process of risk identification, staff roles and responsibilities, the controls/mitigation of identified risks in a timely manner. The risk assessments must be reviewed regularly and updated as required.

This condition is to remain in place for a period of 12 months.

### Description of service

Milltown Playschool was established in 2002 as a privately run childcare service for pre-school children aged 2 to 6 years by Geraldine Kelly, the Registered Provider.

The service is registered to provide sessional childcare and education to children from 8:45am – 11:45am and 12:15 – 15:15 hours, Monday to Friday, however a condition attached to the registration of this service until 20 April 2024 prohibits the operation of the afternoon service.

The setting can cater for a maximum of 18 preschool children for each session, however a condition attached to the registration of this service until 20 April 2024 limits the number of children that can attend the service to 11. The service is located in a purpose-built premises beside the Registered Providers own home in Milltown near Newbridge. There is set down and parking available.

The service consists of one room with adjoining sanitary facilities. A secured outdoor play area is available at the side and rear of the service.

### Staffing

Two adults including the registered provider work in the service. The registered provider works directly with the children. Both adults hold a major award in Early Childhood Care & Education on the National Framework of Qualifications. A student is completing a practice placement in the service however the student was not present on the day 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 area of governance, health, welfare and development of child and safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under,  
Regulation 9 (2)(a)(b)(c)(d), (4) - Management and recruitment.

Regulation 10 – Policies, procedures etc. of pre-school service.

Regulation 11(1),(3) – Adult child ratios.

Regulation 15 (1) (a) - (i) – Record of pre-school child.

Regulation 16(1)(a)(h)(i) – Regulations in relation to pre-school service.

Regulation 19(1)(a) - Health, welfare and development of child.

Regulation 23 – Safeguarding health, safety and welfare of child.

Regulation 24 – Checking in and out and record of attendance.

Regulation 25 (1), (2)(a)(b) – First aid.

Regulation 26 (1)(a)(b), (4) – Fire safety measures.

Regulation 28 - Insurance

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

Four conditions were applied to the registration of the service on 20 April 2023.

Part VI, Article (23) Child Care Act 1991 Early Years Regulations 2016 Child Care Act 1991 Early Years Regulations 2016.

On Inspection there was evidence that the following condition attached to the registration of this service were not complied with:

The registered provider must:

1. ensure that all reasonable measures are taken to identify and promptly address any matter that would negatively impact on the safety and wellbeing of children in attendance in the service.

On Inspection there was evidence that the following conditions attached to the registration of this service were complied with:

The registered provider must:

2. reduce the number of children attending the service from 18 to 11 children.
3. implement a risk assessment system outlining the process of risk identification, staff roles and responsibilities, the controls/mitigation of identified risks in a timely manner. The risk assessments must be reviewed regularly and updated as required.
4. reduce the number of sessions provided by the service from a morning & afternoon session to providing a morning session only.

The conditions are to remain in place for a period of 12 months.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, staff member and children who were present on the day of the inspection.

### Part III – Management and Staff

#### Regulation 9 – Management and recruitment

*(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

Three records were assessed.

(2)

(a)(b) Two written and verified references from a past employer or reputable source other than a past employer were available for two adults.

(c) Garda Vetting disclosure was available for three adults, two of which were in the dated within the last three years. 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 one adult who had resided outside the state for a period of longer than 6 consecutive months.

(4) Two adults employed and working directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications.

### Non-Compliance Information

(2) (a)(b) Two written references were not verified in respect of the student whose records were reviewed.  
(3) The procedures specified in paragraph (2) had not been completed in all instances prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

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

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

(2)(a)(b) Verified and signed off on written references for the student. Will ensure these records are verified and signed off before any student begins in the service.  
(3) Verified and signed off on written references for the student. Will ensure these records are verified and signed off before any student begins in the service.

#### **Supporting documentation submitted**

(2)(a)(b) (3) Two references

### Summary Comment

The written response and documentary evidence submitted by the registered provider has been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 9.

## Part III – Management and Staff

### Regulation 10 - Policies, procedures etc. of pre-school service

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

### Compliance Information

1. The outings policy was reviewed, and the content met the minimum requirement.
2. The policies on training and recruitment were reviewed and met the minimum requirement.

### Non-Compliance Information

1. The policy on accident and incidents did not include:
  - The measures that are to be taken to prevent accidents and incidents.
  - how notifiable incidents are to be informed to the Early Years Inspectorate.

*This was a non-compliance on previous inspections of which the most recent was 29 September 2023. The corrective actions and preventive actions submitted by the registered provider following the inspections failed to prevent recurrence of this non-compliance.*

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

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

1. A corrected accident and incidents policy has been created. This includes the measures that are to be taken to prevent accidents and incidents and how notifiable incidents are to be informed to the early year's inspectorate. Multiple copies of the Child Care Act (Early Years Services) Regulations 2016 Part VIII, Article 31, Notification of Incident Form have been printed and will be kept in the service.

#### **Supporting documentation submitted**

1. Accident and Incidents policy

#### **Summary Comment**

The written response and documentary evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is met for regulation 10.

### 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 thirteen children attending the service being supervised directly by two adults during the inspection.

(3) The minimum ratio of adults to children was adhered to during the day.

### 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.*

#### Compliance Information

Ten child records were assessed.

(1)(g) (h) Nine records contained the contact details for the child's registered practitioner and a record of immunisations.

#### Non-Compliance Information

1. (1)

(g) One of the ten records reviewed did not the contact details for the child's registered medical practitioner.

(h) One of the ten records reviewed did not have a record of immunisations.

*This was a non-compliance following inspections conducted on 29 September 2023. The corrective action submitted following the inspection failed to prevent recurrence of this non-compliance.*

2. The records for two children attending the service on the day of the inspection were not available when requested by the inspector.

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

#### Corrective and Preventive Action

1. (1)

(g) Information received from parent; child record form completed. I will ensure child Record forms are completed.

(h) Information received from parent and attached to Child Record Form. I will ensure child Record forms contain a record of immunisations.

2. Child Record Forms for both children have been included. All child record forms required will be kept together in the service.

### **Supporting documentation submitted**

1. (1)

(g) Document with details of general practitioner added.

(h) Documents with details of immunisations administered including personal identifier.

2. Two child record forms

### **Summary Comment**

The written response and documentary evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is met for regulation 15.

## **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.*

*(h) details of attendance by each pre-school child on a daily basis.*

*(i) details of staff rosters on a daily basis.*

*(k) details of any accident, injury or incident involving a pre-school child attending the service.*

### **Compliance Information**

(1)(i) A staff roster was available and detailed the hours worked by the two staff members on a daily basis.

### **Non-Compliance Information**

(1)

(a) Curriculum vitae and photographic identification were not available for student.

(h)

1. The registered provider did not maintain a daily record of attendance and departure for each pre-school child attending the service as evidenced by the following:

- Two children attending on the day of the inspection were not recorded as being present.
  - There was no daily attendance record maintained for week of 2-6 October 2023.
  - There was no daily attendance record maintained for the week of 23 – 27 October 2023. The entry in the attendance book was recorded as school holidays.
2. The daily attendance record for the service was reviewed (dated 29 August 2023 – 21 February 2024) and the following was noted:
- 29 August – 1 September 2023 – 12 children recorded as present.
  - 4 - 8 September 2023 – 12 children recorded as present.
  - 21 – 29 September 2023 – 12 children recorded as present.
  - 27 - 29 September 2023 – 12 children recorded as present. An inspection completed by the Early Years Inspectorate on 29 September 2023 recorded 17 children present.
  - 9-13 October 2023 – 12 children recorded as present.
  - 6, 7, 10 November 2023 – 12 children recorded as present.
  - A compliance visit completed by another external agency demonstrated that on 8 November 2023 recorded 18 children present. The registered provider recorded 11 children present on 8 November 2023.
  - 20, 22-24 November 2023 - 12 children record as present.
  - 27 – 30 November 2023 - 12 children record as present.
  - 4 – 8 December 2023 - 12 children record as present.
  - 13 December 2023 - 12 children record as present.

*This was a non-compliance on previous inspections of which the most recent was 29 September 2023. The corrective actions and preventive actions submitted by the registered provider following the inspections failed to prevent recurrence of this non-compliance.*

(k) The accident and incident record book was reviewed. The following was observed:

1. There were five records entered dated 8 March 2016, no date recorded, 20 December 2016, 8 October 2018 and 11 March 2020.
2. Two of the five records were fully completed.
3. Of the remaining three records, one did not have a manager's signature, two did not have a parental signature, one did not have a date recorded of the incident /completion of the report and it was not clear whether the parents received a copy of the report.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

- (1)
- (a) A copy of CV and Photographic ID for Nina Stynes have been acquired are kept in the service. I will ensure these records are acquired for future students when required i.e. over 18.
- (h)
- 1.
- The child's record form for both children is attached. The two children who were attending on the day of the inspection due to exceptional circumstances have been added to the roll book. Children who are not registered will not be permitted to attend even in exceptional circumstances a notice has been added to the notice board to reflect this.
  - The daily attendance record was corrected for the week of 2-6 October 2023
  - The daily attendance record was corrected for the week of 23-27 October 2023. Care will be taken to prevent errors with dates and times on attendance record.
2. The additional child's last day attending the service was 08 December 2023 as seen in the attendance record book. Her registration end date with hive was 22/12/2023. Since this point we have 11 children registered with ECCE and attending the service. We have 11 children registered with ECCE and attending the service. We will ensure this number is kept at or under 11. A notice has been added to the notice board to reflect this.
- (k) The outstanding three of the five records were fully completed with manager's signature, parent / guardian signature, all dates and copies of reports given to parents. Care will be taken to prevent errors or omissions with filling in accident and incidents book in future.

### Supporting documentation submitted

- (1)
- (a) CV and Photographic ID
- (h)
- 1.
- Photograph of the roll book for week beginning 19 February 2024; Photograph of notice to parents attached to the notice board in the service.
  - Completed roster for week beginning 2-6 October 2023 – 12 children in attendance on all days.
  - Completed roster for week beginning 23 – 27 October 2023.

2.

- Photograph of roll book weeks beginning 4 and 11 December 2023 and screenshot of HIVE portal.
- Photograph on notice board for parents advising that children not registered on the ECCE programme will not be permitted to join the class due to exceptional circumstances.

(k) Four completed accident and incident forms

### Summary Comment

The written response and documentary evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is met for 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

#### Basic needs of Children

The service promoted a healthy eating policy and the children's snacks included sandwiches, fruit, yogurt and crackers.

The children were supported by the staff members to be self-caring, suitable to their age and stage of development including hand washing, toileting and caring for their belongings.

Children were spoken to in a kind and respectful manner. Their first names were used, appropriate eye contact and gentle vocal tones were observed being used during all interactions.

#### Supporting relationships around child.

Children were observed to be content and relaxed within the pre-school environment.

Parents are now provided with a brief update of their child's time in the setting at the collection time outside the setting. The registered provider uses telephone and email as alternative methods of communication and can arrange face to face meetings by appointment as necessary. The registered provider has a face-to-face meeting with all parents planned for February to discuss their children's progress in the setting.

#### Physical and Material Environment

The pre-school room was equipped with low level tables and chairs, low level shelving with equipment and materials accessible to the pre-school children.

The areas of interest included a home corner, a construction area and library and rest area. The equipment and resources included small world toys, puzzles and jigsaws, mark making materials and art and craft resources.

The outdoor area at the side and rear of the premises was spacious and secured.

### Non-Compliance Information

#### Physical and Material Environment

1. There were no sensorial materials such as sand, water, modelling dough, or mouldable sand available to the children. The absence of sensorial play materials limited the children's opportunity to experience sensorial play restricted their choice, natural curiosity, creativity, imagination and critical thinking within the service.
2. The children were not provided with outdoor play on day of the inspection. It is acknowledged that it was raining but not for the duration of the session.

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

#### Corrective and Preventive Action

#### Physical and Material Environment

1. Various sensorial materials are frequently rotated in the service. Children give input based on previous exposure to sensorial materials in the service. Sensorial material is provided informed by the children's preferences and suggestions. Photos of various sensorial materials in use are included. Examples of sensorial materials include, playdough, sand, water, paint. These will be featured heavily in the service.
2. Outdoor play is a priority at our service due to the large secure garden. This is actioned on days when it is not very wet, and children can get into and out of rain gear (provided by service) and boots (kept in service) and have meaningful time outside. We will be mindful of weather forecast when planning the day.

#### Supporting documentation submitted

Points 1 and 2 - Thirteen photographs provided evidencing children using sand, water, paint and modelling dough.

### Summary Comment

The written response and photographic evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is met for regulation 19.

### 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 and gate to the service were controlled by staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school room.

##### Infection Control:

There was an infection prevention and control policy available to inform practice. Thermostatically controlled hot water, liquid hand soap and paper towels were readily available for hygienic hand washing and drying. Foot pedal operated bins were in place in the service to facilitate the hygienic disposal of used paper hand towel and tissues. Handwashing was supervised by the adults and children were observed to wash their hands before snacks and after using the toilet.

##### Administration of Medication:

Staff demonstrated a knowledge of the practices to follow when administering routine medications. Medication and health care plans in place for children with additional health needs.

##### Safe Sleep:

There was a rest area in the service.

##### Fire Safety:

The staff members were familiar with fire safety evacuation procedures from the service. The fire evacuation route was not obstructed.

##### Outing:

The service conducts outings. An outings policy is available.

#### Non-Compliance Information

##### General Safety:

1. In order to safeguard the health, welfare and safety of the children attending the service, a condition was attached to the registration of this service until 20 April 2024. This limits the number of children that can

attend the service to 11. There were 13 children attending the service on the day of the inspection contrary to the condition attached.

2. There was no documentary evidence available that a daily risk assessment of the indoor and outdoor environments was routinely completed prior to the children using the indoor and outdoor areas. The system that is currently in place is not adequate as it is a combined daily cleaning checklist with some elements of risks assessed. This requires to be separated in to two distinct areas – cleaning and risk assessment.

*This was a non-compliance on previous inspections of which the most recent was 29 September 2023. As previous corrective actions and preventive actions submitted by the registered provider following the inspections failed to prevent recurrence of this non-compliance a condition was applied to the registration of the service on 20 April under Part VI, Article (23) Childcare Act 1991 Early Years Regulations 2016 Child Care Act 1991 Early Years Regulations 2016.*

3. The gate at the entrance of the registered providers property was observed to remain unsecured on the day of the inspection. It is acknowledged that the entrance door in the service was secured throughout the morning. The road outside the service is a busy route to the nearest town.

*This was a non-compliance on previous inspections of which the most recent was 21 April 2021. The previous corrective actions and preventive actions submitted by the registered provider following the inspections failed to prevent recurrence of this non-compliance.*

4. Garda vetting was available for one staff member; however, this vetting disclosure was not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

**Infection Control:**

5. There was fresh dog excrement observed in the outdoor area which was a potential infection control risk.

**Administration of Medication:**

6. There was no fever reducing medication available in the service which could be quickly accessed in the event that a child had a temperature.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

##### General Safety:

1. The additional child's last day attending the service was 08 December 2023 as seen in the attendance record book. Her registration end date with hive was 22 December 2023. Since this point we have 11 children registered with ECCE and attending the service. We have 11 children registered with ECCE and attending the service. We will ensure this number is kept at or under 11. A notice has been added to the notice board to reflect this.
2. The daily checklist was separated into clear divisions of a daily risk assessment checklist and a daily cleaning checklist. This is also divided by area. This is much more comprehensive than the previous version based on feedback from past inspections. The new checklists are printed and kept in the service.
3. All staff have been given a verbal reminder of the importance of not only securing the entrance door but also the gate. The residents of the family home, which uses the same gate, were also reminded of securing gate.
4. The process of updating garda vetting has begun, after communication with early childhood Ireland, our GNVB number was reissued on 11 March 2024.

The GNVB registration letter has been sent to Early childhood Ireland and I am awaiting the application portal opening. This will be the next step of garda vetting. A reminder note has been placed in the folder containing garda vetting as a reminder to reapply for garda vetting before the 3 years has lapsed.

##### Infection Control:

5. The outdoor area is checked each morning for dog excrement, and any is cleared, this is also done before going outside with the children. As on this day we did not go outside this was not done. The outdoor area is checked each morning for dog excrement, and any is cleared, this is also done before going outside with the children on days we go outside.

##### Administration of Medication:

6. Medication was purchased and placed in the medicine cabinet. The medication will be kept in the service in the medicine cabinet.

#### Supporting documentation submitted

##### General Safety:

1. Photograph of roll book weeks beginning 4 and 11 December 2023 and screenshot of HIVE portal. Photograph of notice to parents attached to the notice board in the service.
2. Daily checklist detailing separate cleaning and risk assessment.
3. Photograph of reminder notices placed in the service and family home.

4. Copy of email dated 19 March 2024; Document dated 12 August 2020.

**Infection Control:**

5. Outdoor checklist.

**Administration of Medication:**

6. Photograph of medicine in first aid cupboard.

**Summary Comment**

The written response, documentary and photographic evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is not met for regulation 23 as the evidence submitted for point 4 does not address the non-compliance.

**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.*

*(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.*

**Compliance Information**

(3) (a), (b) The visitor book which recorded entry to the premises was not available.

**Non-Compliance Information**

(1) The registered provider did not ensure that two children attending on the day of the inspection were checked in and out of the service as there was no record maintained of their attendance.

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

**Corrective and Preventive Action**

(1) The The two children who were attending on the day of the inspection due to exceptional circumstances have been added to the roll book. Children who are not registered will not be permitted to attend even in exceptional circumstances a notice has been added to the notice board to reflect this.

### **Supporting documentation submitted**

Photograph of the roll book for week beginning 19 February 2024; Photograph of notice to parents attached to the notice board in the service.

### **Summary Comment**

The written response and photographic evidence submitted by the registered provider has been assessed by the Early Year's Inspectorate. Regulatory compliance is met for regulation 24.

## 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) There were persons trained in first aid for children and immediately available at all times.
- (2)
- (a) The first aid box was stored out of the reach of pre-school children.
  - (b) The first aid box was readily available in 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 for the morning session was on 1 December 2023.
  - (b) A record was kept of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. Firefighting equipment were last serviced in November 2023 and the smoke alarm was serviced on 1 December 2023.
  - (4) A notice of the procedures to be followed in the event of a fire was 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 18 children attending on a sessional basis.