

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE026
--------------------------	-------------

Name of Service:	Milltown Playschool
-------------------------	---------------------

Address of Service:	1334 Milltown, Newbridge, Co. Kildare
----------------------------	---------------------------------------

Eircode:	W12 WY45
-----------------	----------

Name of Registered Provider:	Geraldine Kelly
-------------------------------------	-----------------

Service type:	Sessional
----------------------	-----------

Date of Inspection:	29/09/2023
Date of Regulatory Enforcement Meeting:	17/11/2023

No of pre-school children:	AM	17	PM	n/a
-----------------------------------	----	----	----	-----

Address of the Early Years Inspectorate:	Early Years Inspectorate, Child and Family Agency, Suite 7, Vista Primary Care Centre Ballymore Eustace Road Naas, Co. Kildare W91 X38W
Inspection undertaken by:	T. Duignan
Title:	Early Years Inspector

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).

Conditions if applicable

20th April 2023

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

The Registered Provider is required to:

1. reduce the number of children attending the service from 18 to 11 children.
2. reduce the number of sessions provided by the service from a morning & afternoon session to providing a morning session only.
3. 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.
4. 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 19 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.

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

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

Regulation 28 - Insurance

However, on inspection additional non-compliance which posed additional risk was identified under.

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

These findings are outlined within the relevant regulation within this report.

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 conditions attached to the registration of this service were not complied with:

The registered provider must:

1. reduce the number of children attending the service from 18 to 11 children.
2. 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.
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.

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

The registered provider must:

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.

A REM was held with the registered provider on the 17th November 2023 to address outstanding non-compliance and offer a final opportunity for the registered provider to demonstrate how these issues had or would be resolved.

Acknowledgments

The inspector wishes 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

(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.
- The records of the two staff members and the emergency contact person were reviewed.
- (2)
- (a) not applicable, as all reference were from reputable sources.
 - (b) Two written and verified reference from a reputable source other than a past employer were available in respect of three adults whose records were reviewed.
 - (c) Garda Vetting disclosure was available for three adults.
 - (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.

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 healthy eating policy was reviewed, and the content met the minimum requirement.

Non-Compliance Information

The following policies and procedures for the service had insufficient detail to underpin practice for the service.

1. The outings policy did not include the following details:
 - A checklist for the outing.
 - Adult trained in First Aid for children.
 - The method of checking children, e.g., roll call.
 - Details of the management of a critical incident while on an outing, e.g., missing child.
2. The risk management / safety statement / safety and fire prevention duplicated and required to be aligned to one single document that met the requirement for a risk management policy as outlined in the quality and regulatory framework document.

The following was not included in the above documents:

 - The risk management strategy is included in the service's safety statement.
 - The risk assessment record must show who is involved in the risk assessment process.
 - The retention period for the risk management records.
3. The staff recruitment and training policy did not include sufficient detail in relation to the vetting requirements of new staff following recruitment including procedures for Garda re-vetting, qualification requirements and the process for checking and verifying qualifications, the process to confirm a person's identity and the procedures for managing vetting disclosures.
4. 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.

5. The administration of medications policy did not include the following:
- The procedures for managing an emergency that required medication.
 - The procedures for dealing with an individual care plan provided for a child requiring medication to be administered regularly or in an emergency.
6. There was no Statement of Purpose and Function available.

This was a non-compliance following inspections conducted on 14 November 2019, 21 April 2021, 23 May 2022 and 19 December 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated in the written response submitted for regulation 10:

Corrective and Preventive Action

1. Outing policy has been updated to, checklist for outing, adult trained in first aid for children, roll call as method for checking children, critical incident while on outings missing child .
2. Risk Management policy has had the required information added to include additional information.
3. Additional information added to this policy.
4. This Policy has been changed to add additional information.
5. Care plans are now in place for those children that require them.
6. This policy has been printed out and a copy on notice board in service.

Policies will be reviewed more often, if support is required the county childcare will be contacted .

Supporting documentation submitted

Child safeguarding statement

Safety Statement

Outings policy.

Additional Submissions

27 October 2023.

1. Regulatory compliance is not met for regulation 10 as the Outings policy does not contain management of a critical incident. Submission not accepted. Compliance is not met.
2. The policy called 'Safety Statement' meets the requirements for the Risk Management policy. Submission accepted. Compliance is met.
- 3/4. There was no other evidence submitted to support responses for points 3 and 4.

5. The individualised care plans are not required to meet the non-compliance of this regulation. Point 5 does not relate to the requirement for regulation 10. The procedures for managing an emergency that required medication and the procedures for dealing with an individual care plan provided for a child requiring medication to be administered regularly or in an emergency remain outstanding. Submission not accepted. Compliance is not met.
6. The RP submitted the Child Safeguarding Statement however it is the Statement of Purpose and Function that is outstanding. Submission not accepted. Compliance is not met.

16 November 2023

1. An updated Outings policy was submitted to the Early Years Inspectorate. Further work has been completed on the policy since last submission on 27 October 2023 however the management of critical incident is not adequate. Submission not accepted. Compliance is not met.
2. A document titled "Action list" was submitted however it is a broad risk assessment template document more suited to an industrial setting however the registered provider has adapted some of it to her setting with completion dates 14 February 2024. It is unclear why this document was submitted as the risk management policy (Tusla sample template) submitted meets the regulatory requirement. Submission accepted. Compliance is met.
3. Two documents which are called staff recruitment and training policy and a word document titled "Candidates looking for childcare position." need to be aligned in to one document and the content will then meet the minimum requirement for compliance. Submission not accepted. Compliance is not met.
6. A statement of purpose and function has been submitted and content meets the minimum requirement. Submission accepted. Compliance is met. A document titled "Child Safeguarding statement" was submitted. This was not captured as a non-compliance. The content does not meet the minimum requirement. The document has been referred to the CSSU department for assessment.

23 November 2023

1. A document titled "Critical Incident" was submitted however the content was unclear and it lacked a structured approach to the management of a critical incident while on an outing. The submission stated that "the emergency preparedness plan" should be implemented however the content of the emergency preparedness plan was not included in the submission. The Outings policy should be submitted with the critical incident as part of the overall policy. Submission not accepted. Compliance is not met.
5. A document titled "Medication policy" was submitted however it did not contain the procedures for managing an emergency that required medication and the procedures for dealing with an individual care plan provided for a

child requiring medication to be administered regularly or in an emergency. The administration of medication policy should be submitted with the two points clearly outlined rather than under a new policy called “Medication policy”. Submission not accepted. Compliance is not met.

4 December 2023

1. A document titled ‘Outings Policy’ with eight unnumbered pages were submitted. The management of a critical incident did not have a step-by-step approach to manage a critical incident if it occurred on an outing. Submission not accepted. Compliance is not met.

5. The revised medication policy submitted meets the minimum requirement. (point 5) Submission accepted. Compliance is met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is met for points 2, 5 and 6.

Compliance for 1, 3 and 4 remain outstanding:

1. The Outings policy does not contain the management of a critical incident did not have a step-by-step approach to manage a critical incident if it occurred on an outing.

3. Two documents which are called staff recruitment and training policy and a word document titled “Candidates looking for childcare position.” need to be aligned in to one document and the content will then meet the minimum requirement for compliance.

4. 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.

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

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

Non-Compliance Information

- (1) Although adult child ratios were adhered to, the condition attached to the registration of this service until 20 April 2024 limits the number of children that can attend the service to 11. There were seventeen children attending the service on the day of the inspection and were supervised by two adults.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

None submitted

Supporting documentation submitted

None submitted.

Additional Submissions

23 November 2023.

- (1) The written response does not address the non-compliance and no evidence has been submitted. The names and ages of the children who have left the service must be provided in addition to evidence of communication that the registered provider has had with the parents of the children that can no longer be accommodated in the service. Submission not accepted. Compliance is not met.

4 December 2023

(1) An undated typed written document was submitted however there was no evidence provided that it was communicated to parents. There was no evidence submitted to evidence that a meeting had taken place with parents such as date of meeting and the minutes. The RP did not include the names of the children who are no longer attending the service.

Submission not accepted. Compliance is not met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is not met for (1) as evidence remains outstanding regarding the meeting held with the parents the names and ages of the children who have left the service.

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

Eighteen records were assessed.

- (1)
 - (a) The name and date of birth was recorded on eighteen records.
 - (c) not applicable, as none of the children have left the service.
 - (d) The name and address of a parent / guardian 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 was completed on eighteen records.
 - (e) Authorisation for the collection of the child was completed on eighteen records.
 - (i) Written parental consent for appropriate medical treatment of the child in the event of an emergency was available on eighteen records.

Non-Compliance Information

- (1)
 - (b) Six of the eighteen records did not have the date on which the child first attended.
 - (f) Individualised care plans were not available for two children based on information provided from parents in relation to their health and developmental needs.
 - (g) One of the eighteen records did not the contact details for the child's registered medical practitioner.
 - (h) Eight of the eighteen records did not have a record of immunisations.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated in the written response submitted for regulation 15:

Corrective and Preventive Action

1 (b)(g)(h) Children records have been completed and correct information added. Childrens records will be closer inspected by manager going forward.

(f) Care plans are now in place for those children that require them.

Supporting documentation submitted

Care plans submitted for three children.

Additional submissions

27 October 2023.

1. (b)(g)(h) Regulatory compliance is not met for regulation as no documentary evidence was submitted to support the written responses to the non- compliance. Submission not accepted. Compliance is not met.

(f) The care plan documents submitted meet the minimum requirement for regulation Submission accepted.
Compliance is met.

23 November 2023

1.(b) Nine documents were submitted which evidenced that the date on which the child first attended. Submission accepted.

Compliance is met.

(g) There was email evidence submitted that the family are sourcing a GP for the child. Submission accepted.

Compliance is met.

(h) Immunisation records for six children were submitted, however four immunisation records remain outstanding. On inspection there was no evidence that two of the six two children whose immunisation record submitted were enrolled in the service. Submission not accepted.

Compliance is not met.

4 December 2023

(h) No additional evidence submitted to meet compliance.

Compliance is not met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is met for 1.(b)(f)(g).

(h) remains outstanding as four records of immunisation have not been submitted.

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;

Compliance Information

(1)

(a) Curriculum vitae and photographic identification were available for three employees.

Non-Compliance Information

(h) The registered provider did not maintain a record of attendance and departure for each pre-school child attending the service. The attendance record was available but was blank.

This was a non-compliance following inspections conducted on 9 January 2018, 14 November 2019, 23 May 2022 and 19 December 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

(i) The registered provider did not maintain details of staff rosters on a daily basis.

This was a non-compliance following inspections conducted on 14 November 2019, 21 April 2021, 23 May 2022 and 19 December 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated in the written response submitted for regulation 16:

Corrective and Preventive Action

(h) Record books brought up to date will all information.

(i) Child and adult roster filled in daily by staff members,

Supporting documentation submitted

No documents submitted.

Additional Submissions

27 October 2023.

Regulatory compliance is not met for regulation 16 (1)(h)(i) as no documentary evidence was submitted to support the written responses to the non-compliance.

23 November 2023.

(h) There were two documents with the names and DOB of the children – 6 on one document and 10 on another document. The records did not accurately reflect the total number of children attending on the 29 September 2023 where there were 17 children present (Date of the inspection) and 8 November 2023 – Pobal inspection where there were 18 children present. Compliance is not met.

(i) The staff roster has been submitted and is completed for each week since the term commenced w/ b 25 August 2023.

Compliance is met.

4 December 2023.

(h) Submissions accepted.

Compliance is met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is met for 1.(h)(i).

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.

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.

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.

Outings

The service conducts outings.

Non-Compliance Information

General Safety:

1. 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.

This was a non-compliance following inspections conducted on 9 January 2018, 14 November 2019, 23 May 2022 and 19 December 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

- The lock on door of the first aid unit was broken. The door was secured with a sticky tape which was starting to peel back and created the potential of the contents of the first aid unit falling out. The first aid unit was wall mounted in the area used by the children for home corner play.

This was a non-compliance following the inspection conducted on 19 December 2022. The corrective action submitted following the inspection failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Infection Control:

- There was no documentary evidence available that environmental cleaning was completed.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Fire Safety:

- Fire drills had not been completed on a monthly basis. The last fire drill completed was 15 May 2023. This was at variance with the Safety and Fire Prevention policy for the service which stated that “Drills should be initiated very early in every year and carried out monthly throughout the year.”

This was a non-compliance following inspections conducted on 14 November 2019, 23 May 2022 and 19 December 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

- The maintenance record for firefighting equipment and smoke alarms was not completed annually. The last service was 20 July 2022. Evidence was not available that a service was scheduled. This was at variance with the Safety and Fire Prevention policy for the service which stated that “The fire extinguisher must be checked annually.”

This was a non-compliance following inspections conducted on 9 January 2018, 14 November 2019 and 23 May 2022. The corrective actions submitted following the inspections failed to prevent recurrence of this non-compliance.

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Action submitted by the Registered Provider

The registered provider stated in the written response submitted for regulation 16:

Corrective & Preventive Action

General Safety:

1. Risk assessment will be carried out more often in service. The county childcare member is working with me now on completing this to requirement standard.
2. Door on first aid box has been repaired with new lock.

Infection Control:

3. This has been discussed with both staff members, it will be made a priority going forward.

Fire Safety:

4. Fire Drills are up to date,
5. I have sent emails to our regular fire maintenance company unfortunately no replay to date I have been using this company for 20 years, I have made contact with our local primary school to look at making contact with the company they use to have our work carried out at playschool .We are looking at another company to engage with our service for any fire maintenance required.

Supporting documentation submitted

General Safety:

1. No evidence submitted.
2. Photograph of repair to First Aid cupboard.

Infection Control:

3. No evidence submitted.

Fire Safety:

4. No evidence submitted.
5. Two emails to fire servicing company requesting contact.

Additional Submissions

27 October 2023.

1, 3, 4, 5, Regulatory compliance is not met for regulation 23 as no evidence has been submitted for risk assessments, cleaning schedules, fire drills and a maintenance record of firefighting equipment and smoke alarms.

Compliance is not met.

16 November 2023

3. Three documents named “cleaning programme” were submitted. These are template forms to record environmental cleaning in the service. Submissions accepted.

Compliance is met.

23 November 2023

1. There was a variation in the content of fourteen documents titled “daily cleaning checklist” and four documents titled “cleaning check list”. These documents require to be clarified as to which documents reflect the documentation to record environmental cleaning indoors and outdoors. The content of the fourteen documents does not meet the requirement for daily indoor and outdoor environmental risk assessment. Compliance is not met.

4. Documentary evidence of fire drills completed on 9 October 2023 and 6 November 2023 have been submitted. Submission accepted. Compliance is met.

5. An invoice for the servicing of the firefighting equipment has been submitted which is accepted. However, the maintenance record required for the smoke alarms remains outstanding.

Submission not accepted. Compliance is not met.

4 December 2023.

1. There was no daily documented environmental indoor or outdoor risk assessments (signed sheets) completed as evidence to correct the non-compliance. A document titled ‘risk assessment’ which is a list of areas to be checked, was submitted.

Submission not accepted. Compliance is not met.

5. The maintenance record required for the smoke alarms remains outstanding.

Compliance is not met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is met for points 2, 3, 4.

1. Compliance is not met as there was no daily documented environmental indoor or outdoor risk assessments (signed sheets) completed as evidence to correct the non-compliance.

5. The maintenance record required for the smoke alarms remains outstanding. Compliance is not met.

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.

Non-Compliance Information

(1) The registered provider did not ensure that each child was checked in and out of the service as no record was maintained on the day of inspection.

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

This was contrary to a condition applied to the registration status of the service on 20 April 2023 in respect of Part III (9)(7), Child Care Act 1991 Early Years Regulations 2016.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1) Child information has been brought up to date. This is now and should have been a priority.

(3)(a)(b) no response provided.

Supporting documentation submitted

No evidence submitted.

Additional Submissions

27 October 2023.

1.3(a),(b) Regulatory compliance is not met for regulation 24 as no documentary evidence has been submitted. Compliance is not met.

23 November 2023.

1. Sixteen records of weekly attendance records for sixteen children were submitted. Compliance is not met as the records provided does not support the total number of children attending the service on a daily basis which is up to 18 children.

(3) (a), (b) Evidence of a visitor book which recorded entry to the premises was submitted.

Compliance is met.

4 December 2023.

Ten records of weekly attendance records for eighteen children were submitted (point 1).

Compliance is met.

Summary Comment

The written response and documentary evidence submitted was assessed by the Early Years Inspectorate. Regulatory compliance is met for 1.3(a)(b) and will be assessed at the next inspection.

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 15 May 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 July 2022 and the smoke alarm was serviced on 20 July 2022.
 - (4) A notice of the procedures to be followed in the event of a fire was not conspicuously displayed in the service. It was located in the sanitary area.

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 2023. The insurance provided cover for 22 children attending on a sessional basis.