

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE031
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<b>Name of Service:</b>	Tots Creche & Daycare Nursery Limited
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<b>Address of Service:</b>	4 The Great Southern, Newbridge, Co. Kildare
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<b>Eircode:</b>	W12 AT27
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<b>Name of Registered Provider:</b>	Annette Byrne, Audrey Murray
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date(s) of Inspection:</b>	11/12/2024
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<b>No of pre-school children:</b>	AM	33	PM	24
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace Road, Naas, Co. Kildare, W91 X38W
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<b>Inspection undertaken by:</b>	E. Mulhern and S. Quigley
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<b>Title:</b>	Early Years Inspectors
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### 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>	Not applicable
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### Description of service

Tots Creche and Daycare Nursery Ltd. is one of ten early years services privately operated by the registered providers. This service offers full day care, part-time and sessional education and care to children aged 0-6 years from 7am to 6.30pm, Monday to Friday. School aged care is also provided. The service operates from an adapted

bungalow in a residential development in Newbridge, County Kildare. There are five preschool rooms, a sleep room, sanitary facilities, a kitchen and an outdoor play area on the premises.

### Staffing

There were nine adults rostered to work in the service on the day of inspection including the service manager and cook. Seven adults were allocated to work directly with the children. An additional adult from one of the registered providers other services arrived during the inspection and worked directly with the children. The Area Manager also arrived during the inspection and was present for the feedback meeting.

### 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/ safety. The inspection may also focus on other areas as required.

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 inspectors wish to acknowledge the cooperation of the managers, 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*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(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.*

*(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:*

- (a) the policies, procedures and statements of the service specified in Schedule 5;*
- (b) Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act, and*
- (c) these Regulations.*

### Compliance Information

- (1)
- (a) The service had a person in charge and a named person to deputise.
  - (b) The person in charge was on the premises during the inspection. The staff roster provided for either the named person or deputy to be present at all times of opening.
  - (c) There was a documented management structure in place including roles and responsibilities of staff. Staff and management were aware of the lines of authority and accountability.
- (2) The inspection focused on the records of one staff member who had been employed since the previous inspection.
- (a)(b) Past employer references were available with a record of verification checks carried out.
  - (c) A Garda vetting disclosure had been sourced and was dated prior to the commencement of the staff member.
  - (d) Not applicable as the staff member had not lived in another state for more than six months as an adult.
- (4) The inspection focused on the qualifications of two staff members. One staff member had been employed since the previous inspection. The second staff member had been employed to work with school aged children previously but had recently commenced working with pre-school children. Both staff members held at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications.
- (7)(a) Records were available of staff training and induction relating to the policies and procedures of the service.

### 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

The inspection focused on the requirement for the service to have a risk management policy in place. The service had a written risk management policy available.

### 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.*

*(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 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) thereof at that reference number is satisfied.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

#### Compliance Information

(1) An adequate number of adults were working directly with the children throughout the inspection. There were 7 staff members allocated to work directly with 33 children. An eighth adult arrived during the inspection and worked directly with the children.

(2) The minimum adult to child ratio requirement was maintained in accordance with the ages and type of service delivered.

(8)(a) There were at least two adults on the premises throughout the inspection. The staff roster provided for a minimum of two adults to be present at all times of opening.

### 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:

(i) details of staff rosters on a daily basis;

#### Compliance Information

(1)(i) A staff roster was available outlining the planned allocation of staff including staff start and finish times.

### 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-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

#### Compliance Information

Children moved freely within their rooms throughout the inspection. All children had an opportunity to play outdoors. They were dressed in coats and hats appropriate to the weather. Snacks, meals, and drinks were offered at regular intervals throughout the day.

Staff supported the children to manage their personal care. Bibs were provided to protect the younger children's clothes from becoming soiled or wet when eating. Staff supported the children to wash their hands and clean their faces and noses when needed. Children's nappies were changed at scheduled times and in between when required. Children who used the toilet were supported towards independence.

Children in the Wobbler room were placed to sleep according to their individual routines. Children from other rooms were provided with an opportunity to sleep after dinner. The children were made comfortable for sleep with staff removing their outer clothing and providing soothers to those who used them.

Staff demonstrated warmth and affection in their interactions with the children through use of soft and gentle tones. They maintained records relating to diet, sleep and nappy changing and were observed sharing information with parents on collection.

### 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:

Appropriate measures had been taken to safeguard the children. The entrances and exits were secured to prevent unauthorised access or children leaving unsupervised. Equipment was appropriately maintained and items that could cause harm to children including cleaning products and medicines were kept out of their reach. Heavy furniture was secured to prevent tipping.

Emergency exits were kept clear to allow for timely evacuation in the event of a fire. Staff demonstrated an understanding of measures to keep children safe in the event of a fire; this included practicing regular fire drills and maintaining an attendance record of each child on the premises.

##### Infection Control:

Appropriate measures were taken to reduce the risk of infection spreading. The premises and equipment were adequately cleaned; pedal operated bins were available for the disposal of waste; soothers were kept in individual containers; individual bed linen was provided; cleaning schedules were in place which included the laundering of bed linen.

Sanitary facilities were appropriately equipped to support handwashing. Children's hands were washed after using the toilet, after nappy changing and before eating. Measures were taken to prevent cross contamination during nappy changes including using gloves and cleaning the changing mat between children.

**Administration of Medication:**

Staff demonstrated an understanding of procedures to follow to safeguard children when giving medicine. This included obtaining written parent/guardian consent; having a second staff member present as a witness; making a record and sharing the record with the child's parent/guardian on collection.

**Safe Sleep:**

All children were aged one year and over on the day of inspection. Children had access to a standard cot or low bed appropriate to their age and stage of development. They had suitable bed linen including fitted sheets and breathable blankets. Staff undertook regular checks of sleeping children and always remained in the room where children slept on low beds.

**Outing:**

The managers reported the children are never taken on outings from the premises.

**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) At all times staff members with recognised certificates in first aid training were available to the children.

(2)

(a) Suitably equipped first aid boxes were stored in conspicuous positions easily accessible to staff.

(b) The first aid boxes were always available for use.

## Part VI - Safety

### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

The children were appropriately supervised. This included indoors, outdoors, and when moving between different parts of the premises.