

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE053
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<b>Name of Service:</b>	Tiddlywinks and Scallywags
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<b>Address of Service:</b>	86 Carton Square, Dillons Row, Maynooth, Co. Kildare
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<b>Eircode:</b>	W23 WC98
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<b>Name of Registered Provider:</b>	Brenda McElligot, Roberta Hines
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<b>Service type:</b>	Part Time, Sessional
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<b>Date of Inspection:</b>	07/10/2024
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<b>No of pre-school children:</b>	AM	58	PM	5
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child & Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace road, Naas, Co. Kildare, W91 X38W.
<b>Inspection undertaken by:</b>	T. Duignan
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable.
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### Description of service

Tiddlywinks and Scallywags opened in 2007. The childcare service provides part time and sessional education and care to pre-school children aged 2-6 years of age. The service operates from 08:30 – 16:30 hours Monday to Friday. The service operates from a purpose-built premises within a housing development on the outskirts of Maynooth and consists of four care rooms. A secured outdoor play area is available at the side and rear of the service. Nappy changing facilities are available for any children who are not, yet toilet trained. Set down and parking facilities are available outside the premises.

### Staffing

Ten adults including one of the registered providers and the manager were present on the day of the inspection. There were nine adults working directly with the preschool children and the registered provider provided additional support to the rooms. All adults employed and working directly with the pre-school children in the service had completed a major award in Early Childhood Care Education or its equivalent.

### Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance and safety. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under regulation 23 – Safeguarding Health, Safety and Welfare of Child. As a result, the scope of the inspection included 8:55 am Montessori room, 9:00am Montessori room, and Early Intervention room.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

## Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered providers, manager, staff 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.*

*(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

Fourteen staff records were reviewed.

- (2)
- (a)&(b) Twenty-eight written and verified references from a past employer or reputable source were available in respect of fourteen staff members whose records were reviewed.
- (c) Garda Vetting disclosures were available for all staff members. Garda Vetting disclosures were available for fourteen adults, thirteen of which were 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 in place for five adults employed who had lived in a state other than the State for a period of longer than 6 consecutive months.
- (4) Thirteen adults working directly with the children held qualifications in Early Childhood Care and Education at Level 5 or higher on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

### Non-Compliance Information

(2)(d) Police vetting was not in place for two adults employed who had lived in a state other than the State for a period of longer than 6 consecutive months.

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

#### Corrective and Preventive Action

(2)(d) The International Child Protection Certificates have been processed and received by the employees in the past week. Going forward, we will ensure that we review each new staff member's CV thoroughly, prior to commencement of employment, to ascertain that they have the appropriate International Police vetting if they have lived outside the State as an adult for a period of longer than 6 consecutive months.

An amended staff file checklist will be placed at the front of each staff member's individual file

#### Supporting documentation submitted

Two international police vetting documents and one staff file checklist template.

### Summary Comment

The written response and documentary evidence submitted has been assessed by the early years inspectorate. Regulatory compliance is met for Regulation 9.

## 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) There were fifty-eight children attending the service being supervised directly by nine staff members during the inspection.

(2) The minimum ratio of adults to children was adhered to during the day as specified in column (3) of Part 1 of Schedule 6.

(8)(a) The staff roster indicated that they were at least two adults on the premises at all times.

## 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:

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

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

(j) details of any medication administered to a pre-school child attending the service with signed parental consent.

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

### Compliance Information

(1) The registered provider ensured that a record in writing was kept of the following required:

(h) Details of children's attendance, including their arrival and departure times at the service in real time, were readily available.

(i) A staff roster was available detailing the start, finish and break times for all staff members.

(j) A sample of eight records documenting medication given to children was reviewed. Each record included all appropriate and relevant details.

(k) Records detailing accidents, injuries, and incidents involving children were readily available. A sample of ten records were reviewed, each record contained the appropriate and relevant details.

### 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 two entrance doors to the service were controlled by staff members to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the care rooms. The registered provider documented the inspectors visit to the service in the visitor book on arrival. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents.

During conversations with staff members, they advised they were very observant of any food provided that had the potential risk of choking and immediately halved or cut food into smaller pieces.

The staff members in the service completed daily indoor and outdoor risk assessments to promptly manage any risk identified. The service had a system in place to manage maintenance issues.

##### Infection Control:

Thermostatically controlled hot water, liquid hand soap and paper towels were readily available for hygienic hand washing and drying. The staff members supervised children's handwashing and handwashing routines were well established. Foot pedal operated bins were provided for the disposal of used tissues. Nappy changing facilities were available. Written cleaning schedules were maintained for the room environments which were observed to be clean and tidy.

##### Administration of Medication:

Medication was not given at the time of the inspection, written parental consent was available should medication be required to be administered to a child. The staff members were familiar with required safe practice when administering medication in the service. Medicine was safely stored. Written health care plans were available for children requiring the administration of medication in an emergency situation.

##### Safe Sleep:

There was a rest area in each of the care rooms for any child who wished to take a break from activities or rest. Sleep facilities were available to accommodate children attending on a part time basis and requiring sleep. The staff members were familiar with current safe sleep guidance and practice.

##### Fire Safety:

Monthly fire drills had been carried out and staff members were familiar with fire safety evacuation procedures from the service. All fire exits were easily identifiable and unobstructed.

**Outing:**

The service does not conduct outings.

**Non-Compliance Information**

**General Safety:**

1. 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'.

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

**Corrective & Preventive Action**

**General Safety:**

1. The Garda vetting disclosure in respect of this employee was received by the service and a copy placed in the staff file for future inspections. The staff file checklist has been amended and, going forward, we will ensure the date on this checklist is documented when Garda vetting needs to be renewed for each individual staff member. An amended staff file checklist will be placed at the front of each staff member's individual file

**Supporting documentation submitted**

**General Safety:**

1. Garda vetting document and one staff file checklist template.

**Summary Comment**

The written response and documentary evidence submitted has been assessed by the early years inspectorate. Regulatory compliance is met for Regulation 23.

### 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.*
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

#### Compliance Information

- (1) The registered provider ensured that each child was checked in and out of the service. This was confirmed by the electronic documented attendance records maintained in the pre-school room.
- (3)(a)(b) The person in charge ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The person in charge confirmed that the records were retained in storage for the required period of time.

### Part VI - Safety

#### Regulation 25 - First aid

- (1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.*
- (2) A registered provider shall ensure that a suitably equipped first aid box for children-*
- (a) is safely stored in an easily accessible and conspicuous position on the premises, and*
  - (b) is available to the children attending the pre-school service at all times.*

#### Compliance Information

- (1) Persons were trained in First Aid Response (FAR) for children and were immediately available to the children attending the service.

- (2)
- (a) The first aid equipment was safely stored, in a conspicuous position in each care room.
  - (b) A suitably equipped first aid box for children was available in each care room for the children attending the service.