

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE070
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<b>Name of Service:</b>	Sandra Daly
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<b>Address of Service:</b>	3 Roselawn, Tipper Road, Naas, Co. Kildare
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<b>Eircode:</b>	W91 NT25
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<b>Name of Registered Provider:</b>	Sandra Daly
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	12/12/2023
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<b>No of pre-school children:</b>	AM	10	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate Suite 7, Vista Primary Care Centre Child and Family Agency Ballymore Eustace Road Naas Co. Kildare, W91X38W
<b>Inspection undertaken by:</b>	F. Maher
<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>	N/A
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### Description of service

Sandra Daly's pre-school is a private sessional service located in a private residential estate in Naas Town. The service operates from one pre-school room in the registered providers private home, a secure play area leads directly from the pre-school room at the rear.

Sessional care and education is provided to children from 2-6 years of age. Opening hours are from 9:15am-12:15pm for 38 weeks of the pre-school year.

### Staffing

There were three staff members employed in the service including the registered provider and all were working directly with pre-school children on the day of inspection.

### Methodology

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

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

The findings on inspection are based on:

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

This inspection was unannounced and focused on the area of governance, health, welfare and development of child and 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 inspector wishes to acknowledge the cooperation of the registered provider, staff and children who were present on the day of the inspection.

## Part III – Management and Staff

### Regulation 9 – Management and recruitment

*(1) A registered provider shall ensure that-*

- (a) the service has a designated person in charge and a named person who is able to deputise as required,*
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and*
- (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.*

*(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

(1)(a),(b)

There was a designated person in charge and a named person to deputise as required.

The records of three staff members employed and/or present in the service including the registered provider were reviewed.

(2)(a),(b)

Six written and verified past employer references or references from a reputable source, in the absence of a past employer, were available in respect of the adults employed in the service.

(c) Garda Vetting disclosures were available for all employed staff members including the registered provider.

(d) Police vetting was available for one staff member who had lived in a state other than the State for a period of longer than 6 consecutive months.

(3)

The procedures specified in paragraph (2) had been completed, prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4)

All members of staff employed and who work directly with the children whose records were reviewed held a major award at Level 5 or higher in Early Childhood Care and Education on the National Qualifications Framework.

### 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 ten children attending the service being supervised directly by three staff members.

(3)

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

### 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

(1)(a)-(i)

A sample size of 11 children's pre-school registration forms were reviewed. All forms were completed in full with the information (a)-(i) outlined above.

## 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 to the pre-school was secured and had a bell entry system; this was controlled by the staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the premises. The door leading to the registered providers home was secure to prevent children accessing this area. Daily indoor and outdoor risk assessments were completed to ensure the premises were safe for the children when on the premises. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

#### Infection Control:

Thermostatically controlled hot water, liquid hand soap and paper hand towel, hygienically dispensed from a wall mounted unit, were readily available for hygienic hand washing and drying. The staff members supervised children's handwashing and handwashing routines were well established and observed.

Foot pedal operated bins were provided for the disposal of used tissues, waste and paper towel.

Written cleaning schedules were maintained for the room environments which were observed to be maintained in a clean and hygienic condition.

#### Administration of Medication:

Medication was not given at the time of the inspection. During conversations with the staff members, they advised they were aware of the procedures to be followed to administer medicine safely to a child if required while attending the service. A comprehensive medical care plan was in place for one child.

### Fire Safety:

A new staff member, when asked, advised the inspector of the emergency evacuation routes used when practicing fire drills with the children. The fire exit was clearly marked and not obstructed.

### Outing:

Outings do not take place from the service, this was confirmed by the registered provider.

## Part VI - Safety

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

*(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*

*(2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*

*(3) A registered provider shall ensure that-*

*(a) no person other than-*

*(i) pre-school child attending the service,*

*(ii) a person dropping or collecting such a child,*

*(iii) an employee, or*

*(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

### Compliance Information

(1)  
The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained for the pre-school room.

(2)

Not applicable as this was not a drop in service.

(3) (a),(b)

The registered provider ensured that any person entering the service was approved and a record in writing was maintained.

### 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 with first aid responder (FAR) training were immediately available to the children attending the service.

(2)(a),(b)

The first aid box was suitably equipped and stored in a conspicuous position in the pre-school room and was immediately available for the children at all times.

### 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 fire fighting 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 which were completed monthly in the service, the last recorded fire drill took place 20 November 2023.

(b)  
A record was kept of the number, type and maintenance of the firefighting equipment in the premises and was last serviced 19 February 2023.

(4)  
Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the service.

### Non-Compliance Information

(b)  
There was no recent record for the maintenance of the smoke/fire detection system in the premises.

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

#### Corrective Action

Maintenance/inspection of smoke/fire detection system organised for early January 2024.

#### Preventive Action

The registered provider will organise maintenance schedule on an annual basis, one month prior to due date to ensure completion in timely fashion.

#### Supporting documentation submitted

Copy of maintenance document dated January 4<sup>th</sup> 2024.

### Summary Comment

The requirement for Regulation 26 has been met.

## 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 observed being supervised at all times by the staff throughout the morning, this included both indoors and in the outdoor play area, during tabletop activities, hand washing and snack time.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

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