

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE072		
Name of Service:	Clever Cats Childcare Centre		
Address of Service:	No 2 Trinity Crescent, Derrinturn, Carbury, Co. Kildare		
Eircode:	W91 DD88		
Name of Registered Provider:	Deirdre Mills		
Service type:	Sessional		
Date of Inspection:	22/05/2023		
No of pre-school children:	AM	37	PM n/a
Address of the Early Years Inspectorate:	Early Years Inspectorate, Child & Family Agency, Suite 7 Vista Primary Care 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

Not applicable

Description of service

Clever Cats Childcare Centre was established in 2007 and provides sessional care and education to children aged between two and six years. The service is open from Monday to Friday between 9.30am - 12.30 hours.

The service is situated in a residential area in the village of Derrinturn. It is located in two rooms in a purpose-built building at the rear of the registered providers own property. There is a spacious outdoor area directly accessed from the two care rooms.

Staffing

Clever Cats Childcare Centre employs eight childcare staff including the registered provider.

All adults working in the service have completed a major award in Early Childhood Care and Education as per the National Framework of Qualifications.

There were six adults working directly with the children in the service on the day of the inspection. The registered provider was not present.

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 inspections may also focus on other areas as required.

A sampling process was used to assess compliance under

1. Regulation 9 – Management and recruitment.
2. Regulation 15 – Records of a pre-school child.

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 person in charge, 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

(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) 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.
service.

A sampling process was used to review the records. The records of six staff members were reviewed.

(2)

(a) Two written and verified past employer references were available in respect of three adults and one written and verified past employer references were available for three adults whose records were reviewed.

(b) One written and verified past reference from a reputable source other than a past employer was available in respect of three adults whose records were reviewed.

(c) Garda Vetting disclosures were available for six recently employed staff members.

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

(7) The registered provider ensured that all adults commencing in the service have an induction and documentary evidence was available on each file.

The registered provider ensures that regular team meetings and one to one supervision with the staff is completed.

This was evidenced by written documentation which included team meeting agendas, minutes of meetings and the staff supervision individual records.

Non-Compliance Information

(2)(d) International Police vetting was not available for one adult who had lived in a state other than the state for a period of longer than 6 consecutive months.

(4) There was no documentary evidence available that the overseas qualification for one adult was deemed by the Minister to be equivalent.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated in the written response submitted that:

Corrective and Preventive Action

(2)(d) The police vetting has been received from the international state and is now on file. The Garda vetting policy will be updated to reflect that police vetting cards are not sufficient as proof of police vetting in another state and police vetting from the state must be received.

(4) The overseas qualification had been checked against the qualifications deemed by the minister to be equivalent, a print off of such was not present on the file. The evidence of the qualification meeting the criteria of equivalence is now printed off and on file. The recruitment policy is updated to reflect the need for evidence of foreign qualification validation to be printed and held on the staff members individual file

Supporting documentation submitted

(2)(d) Vetting document

(4) Document showing qualification meeting criteria.

Summary Comment

The written response and the documentary evidence 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.*
- (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 thirty-seven children attending the service being supervised directly by six adults.
- (3) The minimum ratio of adults to children was adhered to during the morning.

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.*

(2) A registered provider of a pre-school service in a drop-in centre or of 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 particulars specified in subparagraphs (a), (d), (e) and (f) of paragraph (1).

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,
(b) an employee who is authorised in that behalf by the registered provider, and
(c) an authorised person.

(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.

(5) A registered provider shall ensure that a record in writing referred to in paragraph (2) is retained for a period of 2 years from the date on which the child attends the service.

Compliance Information

A sample size of eleven records were assessed.

- (1) (a) – (i) Eleven enrolment records were assessed, and all were found to be compliant.
- (2) Not applicable as the service is not a drop in or temporary service.
- (3)(a)(b)(c) The record in writing was open to inspection on the premises.
- (4) The registered provider confirmed that the records were retained in storage for the required period.
- (5) Not applicable as the service is not a drop in or temporary service.

Part IV – Information and Records

Regulation 18 – Copy of Act etc.

A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-

- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker or contractor, and*
- (c) an authorised person.*

Compliance Information

The registered provider ensured that a copy of the regulations was available in the service and was open to inspection on the premises when requested by an authorised person.

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 to the service was controlled by staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school room. The person in charge documented the inspectors' visit to the service in the visitor's 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. The registered provider ensured that issues requiring maintenance or repair were promptly addressed.

Infection Control:

There was an infection control policy in place. 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. Written cleaning schedules were displayed and maintained for the room environment which was observed to be maintained in a clean and hygienic condition. Facilities for nappy changing were available.

Administration of Medication:

Medication was not given at the time of the inspection. Written parental consents were available should medication be required to be administered to children. The staff members were familiar with the safe practice when administering medication in the service. Medication was safely stored out of the reach of children. Written care plans were available for children requiring medication to be administered during school hours.

Safe Sleep:

There was a comfortable rest area available in each care room for any child who wished to read quietly or take a break from activities for a while.

Fire Safety:

The staff members were familiar with fire safety evacuation procedures from the service. Assembly point signage was clearly displayed. The fire exits were not obstructed.

Outings:

The service conducts outings. An outings policy was available.

Non-Compliance Information

Fire Safety:

1. The service did not complete fire evacuation drills on a monthly basis. There was a record of two fire evacuation drills since September 2022.
2. The smoke alarm was not serviced yearly as the last maintenance records available was 19 April 2022.

Action submitted by the Registered Provider

The registered provider stated in the written response submitted that:

Corrective & Preventive Action

Fire Safety:

1. A decision was made at a staff meeting on Wednesday 24th May to discuss the Inspection that the last Friday of every month would be the dedicated day for Fire drills which should act as a reminder. A fire drill has since taken place on Friday 26th May. A second person has also been shown how to run the fire drill.
Our Fire Safety Policy and Risk assessment policies have been updated to include this decision. A second member of staff has been identified as Fire Warden and is booked to attend the appropriate training as well as in house training on how to run a fire drill.
2. The fire alarm was tested on the 18 April 2023, but the invoice and certificate of service had not been received. The relevant certificates are now available on site.

Supporting documentation submitted

Fire Safety:

1. Fire Policy and Monthly risk assessment
2. Current service record for the fire alarm.

Summary Comment

The written response and the documentary evidence 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.
- (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.
- (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 written attendance records maintained in each care room.
- (2) Not applicable.
- (3) (a), (b) The registered provider ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The registered provider confirmed that the records were retained in storage for the required period.

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 the care room.
 - (b) A suitably equipped first aid box for children was available to the children attending 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 was 8 February 2023.
 - (b) A maintenance record was kept of the firefighting and smoke alarm system in the premises. The firefighting equipment was serviced on 8 December 2022 and the smoke alarm system were serviced on 19 April 2022.
 - (4) There was a notice of the procedures to be followed in the event of a fire was conspicuously 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 44 children.