

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE082		
<b>Name of Service:</b>	Little Harvard Childcare Ltd		
<b>Address of Service:</b>	46 Captains Hill, Leixlip, Co. Kildare		
<b>Eircode:</b>	W23 T027		
<b>Name of Registered Provider:</b>	James Hargrave		
<b>Service type:</b>	Full Day, Part Time, Sessional		
<b>Date(s) of Inspection:</b>	26/06/2023		
<b>No of pre-school children:</b>	AM	45	PM 30
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child and Family Agency. Suite 7, Vista Primary Care Centre, Vista Primary Care Ballymore Eustace Road Naas, Co. Kildare W91 X38W		
<b>Inspection undertaken by:</b>	T. Duignan and F. Maher		
<b>Title:</b>	Early Years Inspectors		
<b>Authority to Inspect</b>			
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		

### Description of service

Little Harvard, Captains Hill, Leixlip opened in 2003 as a privately run childcare service for children aged 1 to 6 years. It is part of a multiple chain of services operated by the current registered provider. The early years' service is registered to provide a sessional, part- time and full day care service. A school age childcare service is provided.

The service operates from 7:00am – 18:30pm on a Monday to Friday basis.

The early years' service is located in a single storey, purpose-built building and has five pre-school rooms, a sleep room, kitchen and an office. There is an outdoor play area at the rear and side of the premises for use by children.

The service is located in an urban setting at the entrance to a private residential estate in Leixlip Co. Kildare. Set down and parking facilities are available outside the premises.

### Staffing

Ten adults are employed in the service. The registered provider does not work directly with children.

There were sixteen adults working in the service on the day of the inspection. Ten adults were working directly with the preschool children, two adults were employed to work directly with the school age children. The manager and deputy manager provided support to the care rooms in addition to managerial responsibilities and oversight of the service. A cook was employed to prepare food daily.

An area manager arrived after the inspection had commenced and remained for the duration of the 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 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 inspectors wish to acknowledge the cooperation of the registered provider, person in charge, area manager, 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) 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.
- (c) There was evidence that there was a clear management structure in the service.

The records of 17 staff members were reviewed.

- (2)
- (a) Two written and verified past employer references were available in respect of nine adults and one written and verified past employer reference were available in respect of five adults employed in the service whose records were reviewed.
- (b) Two written and verified reference from a reputable source other than a past employer was available in respect of three adults and one written and verified reference from a reputable source other than a past employer was available in respect of five adults whose records was reviewed.
- (c) Garda Vetting disclosures were available for all staff members.
- (d) Police vetting was available for five adults 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.
- (7) The manager had implemented a system of regular team meetings and one to one supervision meetings with the staff.

### 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 forty-five children attending the service being supervised directly by ten adults.
- (2) The minimum ratio of adults to children was adhered to during the day.
- (8)(a) There were at least two adults on the premises at all times for the duration of the Inspection. This was confirmed following review of the staff roster for the 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 door to the service was electronically controlled by staff members to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school room. Snap locks were in place on the perimeter fencing and gate leading into the main entrance to the service and provided additional security. The registered provider 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 managers and 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:

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. Nappy changing practices were consistent with the nappy change procedure for the service. Foot pedal operated bins were provided for the disposal of used tissues and an appropriate foot pedal operated bin was available for the disposal of soiled nappies and wipes. 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, 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 care plans were available for children requiring the administration of medication regularly and in an emergency situation.

##### Safe Sleep:

A sleep room with a total of seven cots were in place for children less than 2 years of age and sleep mats were available for all children aged over 2 years requiring sleep. There was an adequate number of cots to provide needs led sleep for young children. The staff members were familiar with current safe sleep guidance and practice. It was observed that 10-minute sleep check observations were completed on all sleeping children and the staff documented the colour, position and breathing of sleeping children in their care. The environmental temperature of the sleep room was maintained between 16<sup>o</sup>-20<sup>o</sup> Celsius. Comfortable rest areas were available for the children in the care rooms if they wished to take a break from activities and rest.

**Fire Safety:**

Monthly fire drills had been carried out and staff members were familiar with fire safety evacuation procedures from the service. The fire exits were not obstructed.

**Outings.**

The service does not conduct outings.

### 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 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 main corridor and each room had a small first aid kit.
  - (b) Suitably equipped first aid boxes for children were 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 16 May 2023.
  - (b) A maintenance record was kept of the firefighting and smoke alarm system in the premises. The firefighting equipment was serviced on 24 March 2023 and the smoke alarm system was serviced 22 June 2022.
  - (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the service.

## 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

It was observed during inspection that all children attending the service were supervised at all times.

## 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 70 children.