

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE087
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Name of Service:	Busy Bee's Playschool
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Address of Service:	Pluckerstown, Kilmeague, Naas, Co. Kildare
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Eircode:	W91 FV59
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Name of Registered Provider:	Susan Leeson
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Service type:	Sessional
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Date of Inspection:	17/06/2024
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No of pre-school children:	AM	19	PM	N/A
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Child and Family Agency Suite 7 Vista Primary Care Centre Ballymore Eustace Road Naas Co. Kildare W91 X38W
Inspection undertaken by:	F. Maher
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	N/A
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Description of service

This private service offers sessional care and education to children between the ages of 2-6 years old. The service opens Monday-Friday from 08:40am-11:40am and from 12:00pm-15:00pm for 38 weeks of the pre-school year. The service is located in a purpose built premises to the rear of the private home of the registered provider. One large pre-school room with sanitary facilities is provided and a large outdoor play area is located to the side of the pre-school.

Staffing

There were five adults present in the service and working directly with the children, this included the person in charge and the registered provider who arrived to the service at 10:00am 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, health, welfare and development of child, safety, premises and facilities. 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, 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.

Compliance Information

(1)(a),(b)

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

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

(2)(a),(b)

Ten written and verified past employer references or references from a reputable source, in the absence of a past employer, were available in respect of five adults whose files were reviewed.

(c) Garda vetting disclosures had been obtained for all employed staff members.

The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was not required as no staff member who had lived in a state other than the State for a period of longer than 6 consecutive months.

(4)

Four 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 and one staff member was in possession of a letter of qualification recognition issued by the Department of Children Equality, Disability, Integration and Youth (DCEDIY).

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) and, where applicable, the person referred to in Regulation 24(2), shall not be taken into account.

Compliance Information

- (1)
There were 19 children attending the service being supervised directly by 5 staff members during the inspection.
- (3)
The minimum ratio of adults to children was adhered to during the day as specified in column (3) of Part 2 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.

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

(1)(a)-(i)

Ten child records were assessed and contained the relevant written details outlined in (a)-(i) of the regulation.

(3)(c)

All child records were available for inspection.

Part V - Care of Child in Pre-school Service

Regulation 20 – Facilities for rest and play

(1) Subject to this regulation, a registered provider shall ensure that-

(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

Compliance Information

(1)(a)

The pre-school room was bright and spacious for the children to move about, work and play during their time spent in the service. Areas of interest included dress up, kitchen/home corners, construction, small world and mark making. The outdoor play area had defined interest areas that included a planting patch, large grass area with picnic benches, covered area, digging area, and plenty of space for children to use the assortment of ride on equipment that was available. Gross motor activities were supported with the provision of a wooden climbing frame with slide and a rope climbing frame.

(b)

A rest area was available should a child wish to take a break from activities for some quiet time, rest or read a book and consisted of a long cushion on a seating bench with cubbies for book storage underneath.

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Compliance Information

The service had a healthy eating policy in place and parents provided the morning snack for their child. Snacks observed included a variety of sandwiches with healthy fillings, cheese, crackers, yoghurts, fromage frais and fresh fruit pieces. Staff advised they bring in various foods throughout the year for children to experience different flavours and textures. The registered provider advised that if any child forgets their snack or would like extra food, this is always available and provided.

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 main entrance gate to the service was secure and controlled by staff to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school service.

The staff advised they supervise the children during snack time and immediately cut/halve any foods that have the potential risk of choking.

No hazards were observed indoors or in the outdoor area.

The service met the necessary safety requirements in respect of the toys and equipment and safe storage of cleaning agents.

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 in the pre-school room.

(2)
Not applicable as this was not a drop in service.

(3) (a),(b)
The person in charge 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)

Two staff members present were trained in first aid response (FAR) 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 pre-school room.

(b) A suitably equipped first aid box for children was available at all times 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 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 record in writing was kept of all fire drills that took place in the premises. The last recorded fire drill was dated 14 May 2024.

(b)

There were records available detailing the maintenance of the firefighting equipment in the service dated 21 August 2023.

(4)

A notice was displayed detailing the procedures to be followed in the event of fire.

Non-Compliance Information

(b)

There was no documentary evidence available for the maintenance of the smoke/fire detection system in the pre-school.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Fire detection equipment has been serviced, reminder to put in work diary

Supporting documentation submitted

Document x 1

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 to be supervised at all times both indoors and outdoors by the staff members caring for them during the inspection.

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 2025. The insurance provided cover for 22 children.