

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE088
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Name of Service:	Kidz Akademy
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Address of Service:	Unit 1-2 Hillcrest Main Street, Kilcullen, Co. Kildare
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Eircode:	R56 DK53
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Name of Registered Provider:	James Moore
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	30/01/2024
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No of pre-school children:	AM	73	PM	64
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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:	F. Maher and T. Duignan
Title:	Early Years Inspectors

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

Description of service

Kidz Akademy is a privately run childcare service for pre-school children aged 0 to 6 years. The service provides full day care, part-time and sessional education and care to pre-school children from 7:30am – 6:30pm, Monday to Friday. School aged care is provided also. The service is located in a purpose built premises in Kilcullen, Co. Kildare. Six pre-school rooms and a large enclosed outdoor play area are provided along with a kitchen, staff room and office.

Staffing

There were twenty adults present in the service including the person in charge on the day of the inspection. An area manager arrived after the inspection commenced. The registered provider was not present. Of the twenty adults present, sixteen were working directly with the children; the person in charge and deputy person in charge were available to provide support and relief to care rooms as needed and a cook was employed to prepare food each day. Eighteen adults employed and working directly with the pre-school children in the service had documentary evidence available of completion of a major award in Early Childhood Care Education as per the National Framework of Qualifications.

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.

Additional Information

13 January 2024 - Information was received by the inspectorate. The content of the information received, when assessed, triggered an inspection.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the 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;

Compliance Information

(1)(a),(b)

There was a designated person in charge and a named person to deputise when needed and both were present on the premises.

(c) There was a clear management structure in the service that identified the lines of authority and accountability in the service and the specific roles and responsibilities of each employee. All staff were familiar with the management structure when asked.

Twenty-three staff members' files were reviewed.

(2)(a),(b)

Forty 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 twenty three staff members whose records were reviewed.

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

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

(4)

Thirteen members of staff employed to 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. Five members of staff employed and who work directly with the children whose records were reviewed were in possession of a letter of qualification recognition issued by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

(7)(a)

Team meetings took place regularly throughout the past year, the last meeting was held in November 2023; this was evidenced by written documentation which included meeting minutes.

All staff commencing employment in the service received an induction programme and recently updated policies for the service had been distributed to all staff; this was evidenced by written documentation from all staff members. Ongoing training and development for staff was evidenced with a documented schedule of training dates with an outside agency commencing February 2024, part of this training included the childcare regulations in relation to practice and dignity and professional practice in the workplace.

Non-Compliance Information

(4)

Documentary evidence was not available of a full award in Early Childhood Care and Education for one staff member working directly with the children.

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

The employee will now be rostered exclusively to work with the afterschool children until the required certification is obtained.

Preventive Action

Moving forward, upon the arrival of certifications, we will conduct thorough checks to ensure that the full award, including all required modules, have been obtained.

Supporting documentation submitted

Documents X 2

Summary Comment

The requirement for Regulation 9 (4) has been met and will be reviewed at the time of the next inspection.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

The registered provider ensured that the required written policies, procedures, and statements specified in schedule 5 were in place in the service. The content of the following policies was reviewed and met the requirement of the regulations:

- Behaviour Management policy
- Employee Code of Conduct policy
- Children Supervision policy
- IT and Social Media policy
- Complaints policy
- Staff training policy
- Induction policy
- Child Safeguarding Statement
- Statement of Purpose and Function

A Child Protection and Welfare policy also available in the service.

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.

Compliance Information

- (1)
There were 73 children attending the service being supervised directly by 16 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.

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:

(i) written parental consent for appropriate medical treatment of the child in the event of an emergency.

Compliance Information

Comprehensive medical care plans were in place for any child attending the service with a specific medical need or food allergy. All staff were aware of the content and location of each file and any emergency procedures to be followed if required.

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:

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

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

Compliance Information

(i)
The staff roster was available for inspection and included the break times for staff members , relief cover and reflected the person(s) trained in first aid response on duty in the service.

(k)
A sample of seven out of twelve completed accident and incident forms, for a three-month period, October 2023- January 2024 were reviewed on the electronic application used to record the information in the Baby room. The records were fully completed and either electronically signed or ‘seen by’ the parent as indicated on the electronic record.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.

Compliance Information

(3)
The staff members in each pre-school room were observed being very kind and respectful towards the children in their care. First names, appropriate eye contact and gentle vocal tones were used during all interactions with the children. Children were observed being listened to and encouraged to express their thoughts and feelings. The staff members in the Baby room were observed to hold, cuddle and comfort the babies and were observed interacting in a playful, kind and gentle manner with the babies in their care.

There was emphasis on positive praise and encouragement as observed in all rooms throughout the inspection. All staff in the service were very clear and very confident in their ability to manage children’s behaviours appropriate to their age and stage of development. They were aware of prohibited practices and unacceptable ways of

responding to behaviours that they may find difficult if a child becomes upset or distressed. All staff advised they were very aware of reporting to management any concern they had regarding any of the children in their care. The children were observed to be comfortable and relaxed in their environments and were heard to use the staff members first names when speaking to them.

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 door to the service was electronically secured with an electromagnetic lock release and fingerprint scanner for staff use only. Entry and exit 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. Daily indoor room and outdoor risk assessments were completed and maintained to ensure safe play and work environments for the children and staff. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and fridges were available for the safe storage of bottled formula, baby food and perishable food items provided for the morning snack by parents.

Infection Control:

The premises were observed maintained in a clean and hygienic condition and cleaning schedules were completed for all room environments.

Hand washing routines were well established, and children washed their hands before all meals and snacks, after toilet use, nappy changing, outdoor and messy play and as needed; this was consistent with the hand washing practices observed during the inspection.

Thermostatically controlled hot water was supplied at all sinks and liquid soap, paper hand towel dispensed from wall mounted units were available for hygienic handwashing and drying. Foot pedal operated bins were available throughout the service for the hygienic disposal of paper towel, tissue and waste.

Procedures were in place for the cleaning and sterilisation of soothers and mouthed toys in the younger care rooms and children's bed lined was individual to each child and laundered weekly and as needed.

Administration of Medication:

Medication was not given at the time of the inspection and during conversations with various 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.

Safe Sleep:

Staff advised the inspector that 10-minute sleep check observations were completed on all sleeping children and the colour, position and breathing pattern of sleeping children in their care was documented.

Fire Safety:

Regular monthly fire drills were carried out and records maintained. All fire exits were easily identifiable and unobstructed.

Outing:

Outings do not take place from the service, this was confirmed by staff and the person in charge.

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 for children and First Aid Response (FAR) and were immediately available to the children attending the service.

(2)(a),(b)

The first aid boxes were suitably equipped and stored in conspicuous positions in the service and immediately available for the children at all times.

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

Children were observed being supervised at all times throughout the inspection by the staff caring for them both indoors in their care rooms, in the sanitary areas and in the outdoor play area.

Part VIII - Notifications and Complaints

Regulation 32 – Complaints

(1) A registered provider shall ensure that the complaints policy of the service specifies-

- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
- (b) the manner in which such a complaint shall be dealt with, and*
- (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

(2) A registered provider shall ensure that-

- (a) a record in writing is kept of a complaint made to the provider in respect of the pre-school service, and*
- (b) the complaint is duly dealt with in accordance with the provider's complaints policy.*

(3) A record in writing referred to in paragraph (2)(a) shall-

- (a) include the nature of the complaint and the manner in which the complaint was dealt with, and*
- (b) be open to inspection on the premises by an authorised person.*

(4) A registered provider shall ensure that a record in writing referred to in paragraph (2)(a) is retained for a period of 2 years from the date on which the complaint has been dealt with.

Compliance Information

(1)

The complaints policy referred to the procedures outlined in (1)(a)(b)(c).

(2)(a)

A record in writing was available of a recent complaint reported to the person in charge of the service.

(b) The complaint procedures as outlined in the complaints policy had been followed by management.

(3)(a)(b)

There was a record in writing available which clearly indicated the nature of the complaint and outlined how it was dealt with; this was available for review by the inspector.

(4)

The registered provider ensured that a record in writing of the complaint will be retained for a period of 2 years.

This was stated in the complaints policy for the service.

Part IX - Inspection and Enforcement

Regulation 33 – Furnishing of information to agency

A registered provider shall furnish the Agency with such information as the Agency may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form, if any, as may be specified by the Agency.

Compliance Information

The registered provider furnished all information as reasonably required by the Agency for the purpose of enforcing and executing these Regulations.