

Early Years Inspectorate Regulatory Report

Pre School

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| TUSLA Identifier: | TU2015KE089 |
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| Name of Service: | Bright Sparks Childcare Centre |
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| Address of Service: | Station Road, Allenwood, Naas, Co. Kildare |
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| Eircode: | W91 EF29 |
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| Name of Registered Provider: | Donrina Shorunke |
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| Service type: | Full Day, Part Time, Sessional |
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| Date of Inspection: | 16 April 2024 |
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|-----------------------------------|----|----|----|----|
| No of pre-school children: | AM | 72 | PM | 40 |
|-----------------------------------|----|----|----|----|

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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: | T. Duignan, F. Maher |
| Titles: | 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).

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| Conditions if applicable | n/a |
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Description of service

Bright Sparks Childcare Centre opened in 2005. It is a non-profit based service and has a charitable status. The childcare service provides Full Day Care, Part-time and Sessional education and care to pre-school children aged 0-6 years of age. After school services are also provided to school aged children.

The service operates from a large purpose-built premises situated within a rural location There are six pre-school rooms, two sleep rooms with cots available for children aged 0-2 years requiring sleep and nappy changing facilities in the sanitary areas attached to each care room. The service has two designated outdoor areas – one to the side suited to the younger children and a larger space rear of the property which provides more space for the older children to run and play games.

Staffing

The service employs eighteen adults including the registered provider.

Sixteen adults including the registered provider were present on the day of the inspection. There were eleven adults working directly with the preschool children. The other adults present included the registered provider, the administrator for the service, an adult who works with school age care children and two cooks.

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.

A sampling process was used to assess compliance under:

- Regulation 16 (1)(i),(j),(k) – Record in relation to pre-school service.
- Regulation 19(3) - Health, welfare and development of child.
- Regulation 23 – Safeguarding Health, Safety and Welfare of child.
- Regulation 27 – Supervision.

As a result, the scope of the inspection included Wobbler and Toddler rooms.

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

27 March 2024 - Information was received by the Feedback and Concerns department. The content of the information received, when assessed, triggered an inspection.

Acknowledgments

The inspectors wish 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
- (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.

The record for one staff member employed since the last inspection was reviewed.

(2)(a),(b) Two written and verified past employer references or references from a reputable source, in the absence of a past employer, were available in respect of one record reviewed.

(c) Garda Vetting disclosures were available for nineteen adults of which fifteen were dated within the last three years. However, the service did not adhere to the re-vetting time frames as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

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

(4) One recently employed staff member working directly with the children whose record was reviewed held a major award at Level 5 or higher in Early Childhood Care and Education on the National Qualifications Framework.

(7)(a) The registered provider facilitates regular team meetings and one to one supervision with the staff. This was evidenced by written documentation which included team meeting agendas, minutes of meetings and the staff supervision individual record.

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.
- Accident and Incident policy
- Staff Supervision policy.
- Complaints policy.
- Risk Management policy.

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 seventy-two children attending the service being supervised directly by eleven 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.

(8)(a) The staff roster indicated that they were at least two adults on the premises at all times

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.

(j) details of any medication administered to a pre-school child attending the service with signed parental consent.

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

Compliance Information

(i)

1. The registered provider maintained details of staff rosters on a daily basis.

(j)

2. The registered provider ensured that a record with details of medication administered to a child with signed parental consent was available; this was supported by the documentary evidence reviewed for a sample size of 10 completed administration of medicine forms across the service.

(k)

3. The registered provider ensured that a record in writing with details of any accident, injury or incident involving a child attending the service was available; this was supported by the documentary evidence reviewed for a sample size of 10 accident and incident reports completed between 31 January 2024 -10 April 2024 across the service.

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 the Wobbler and Toddler rooms were observed being 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. There was emphasis on positive praise and encouragement as observed throughout the inspection.

The staff in the Wobbler and Toddler rooms were clear and confident in their ability to manage children's behaviours appropriate to their age and stage of development.

Transitions were well managed in the care rooms, and the staff members prepared the children in advance when moving from one activity to another and from the Wobbler room to the sleep room. The children were observed to be comfortable and relaxed and went to the staff member caring for them for reassurance or comforting.

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 controlled by the staff members to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access the premises.

There was a risk management policy for the service. The registered provider had completed daily indoor and outdoor environmental risk assessments to promptly manage any risk identified, and to ensure a safe play and work environment for the children and the staff. The service had a system in place to manage maintenance issues.

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

Non-Compliance Information

General Safety:

- Garda vetting was available for four staff members; however, the vetting disclosures were not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

- Garda Vetting has been updated and submitted for required staff members and will be submitted to Early Years Inspectorate once that have been received.

Supporting documentation submitted

General Safety:

- Evidence of Garda Vetting application for four staff members.

Summary Comment

The written response and documentary evidence submitted has been reviewed by the Early Years Inspectorate. Regulatory compliance is met for regulation 23.

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 care rooms.
 - (b) Suitably equipped first aid boxes for children were available to the children attending 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

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)(b) This is stated in the complaints policy for the service.
- (3)(a)(b) This is stated in the complaints policy for the service.
- (4) The registered provider ensured that a record in writing of any complaint made will be retained for a period of 2 years. This is stated in the complaints policy for the service.