

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE106			
<b>Name of Service:</b>	Early Days Creche and Daycare			
<b>Address of Service:</b>	Collegewood Manor, Clane, Co. Kildare			
<b>Eircode:</b>	W91 ND76			
<b>Name of Registered Provider:</b>	Tanya Montgomery			
<b>Service type:</b>	Full Day			
<b>Date of Inspection:</b>	27/03/2024			
<b>No of pre-school children:</b>	AM	28	PM	28
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate TUSLA Child & Family Agency Suite 7, Vista Primary Care, Ballymore Eustace Road, Naas Co. Kildare W91 X38W			
<b>Inspection undertaken by:</b>	F. Maher			
<b>Title:</b>	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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Early Days Crèche is a full day care service also offering part time and sessional care and education to children aged 0-6 years old. The service is registered to provide school aged childcare also. The service operates from a purpose built premises in a private residential estate on the outskirts of Clane town. Five pre-school rooms, a sleep room, office and a kitchen are provided. Outdoor play areas are located to the rear and side of the premises. Currently, four of the five pre-school rooms are operational.

### Staffing

There were twelve adults present in the service, this included the registered provider, person in charge, supervisor, six adults working directly with the pre-school children, two adults working with the school age children and one chef.

### 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

This inspection was triggered by information received by the inspectorate 20 March 2024.

### 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
- (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.*

*(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.*

*(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)

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.

The files of 16 staff members were reviewed.

(2)(a)(b)

Two written and verified past employer references or references from a reputable source other than a past employer, were available in respect of sixteen adults employed.

(c) Garda Vetting disclosures were available for sixteen adults employed.

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 available for eight adults who had resided outside the state for a period of longer than 6 consecutive months whose records were reviewed.

(3)

The procedures specified in paragraph (2) had been completed prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4)

Seven adults 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 three adults were in possession of a letter of qualification recognition issued by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and the qualifications of three adults were on the list of recognised qualifications published by the (DCEDIY).

(7)(a)

Staff members working in the service advised the inspector they had received, read and were familiar with the policies of the service, there was supporting documentary evidence that that staff had been reissued the behaviour management policy of the service and a recent team discussion/meeting had taken place regarding same.

There was evidence of continuing professional development including Children First training for all staff members and of recent training completed with certificates of completion documented in each staff file.

A comprehensive induction process was in place and implemented for staff when commencing employment in the service, this was documented in each staff file record and signed by management and each staff member. Monthly team meetings had taken place, and the documented agendas/minutes were reviewed on inspection.

Supporting documentation indicated staff support and supervision meetings take place on a monthly basis.

### 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
- Child safeguarding policy
- Accident and Incident policy
- Staff supervision and training policies including induction training
- Risk management policy

Through a review of the documentation, conversation with staff and observation by the inspector, the practices in the services did align with the policy requirements as set out by 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.*

*(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 twenty children attending the service being supervised directly by seven 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 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

(1)(i)

The staff roster was displayed and included the relevant details outlining each staff members' allocated room, hours of work, relief cover for breaks and the staff members trained in first aid response (FAR).

(k)

The registered provider ensured that records in writing were maintained regarding any incident that had occurred in the service to date, this was supported by the documentary evidence reviewed for a sample size of 10 accident and incident reports completed electronically between February -March 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 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 younger children were observed being held and cuddled as the staff members caring for them interacted with them in a playful, caring manner. There was emphasis placed on positive praise and encouragement and this was observed throughout the inspection. The staff in the service were very confident in their ability to manage children's behaviours appropriate to the children's relevant age and stage of development.

The staff present, in conversation with the inspector, were also very clear on what are and are not acceptable ways of responding to behaviours that they may find difficult if a child becomes upset or distressed and advised they are very familiar with the ABCD conflict resolution process used across the service. The children in each pre-school room 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 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.

Daily indoor room and outdoor risk assessments were completed and maintained to ensure a safe play and work environment for the children and staff.

Staff members in the pre-school rooms, advised the inspector they immediately cut/chop any food provided that may pose a choking risk to a child and would remove any necklace/beads if observed that a child may be wearing same. The staff members, caring for sleeping children, in conversation with the inspector, advised that ten minute sleep checks were recorded to check the colour, position and breathing pattern of sleeping children and a staff member remains in the room when children over two years old are sleeping on the low level beds.

The service met the necessary safety requirements in respect of the toys and equipment and safe storage of cleaning agents which were stored out of the children's reach.

### 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)  
A number of staff members were trained in 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, in the outdoor play area and when sleeping.

## Part VIII - Notifications and Complaints

### Regulation 31 - Notification of incidents

*A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:*

*(d) a serious injury to a pre-school child while attending the service that requires immediate medical treatment by a registered medical practitioner whether in a hospital or otherwise;*

#### Compliance Information

(d)

The registered provider notified the Agency in writing on 20 March 2024 with details of an incident which had occurred on 19 March 2024.

## 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.