

# Early Years Inspectorate Regulatory Report

## Pre School

**TUSLA Identifier:** TU2015KE114

**Name of Service:** Ryevale Montessori & Daycare

**Address of Service:** 22 Ryevale Lawns, Leixlip, Co. Kildare

**Eircode:** W23 XV58

**Name of Registered Provider:** Carol Ann Ward

**Service type:** Full Day, Part Time, Sessional

**Date of Inspection:** 28/08/2024

<b>No of pre-school children:</b>	AM	24	PM	16

**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

**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

### Description of service

Ryevale Montessori and Daycare was established in 1998 as an early year's service for pre-school children aged 2 to 6 years.

The service provides full day, part-time time and sessional childcare and education to pre-school children from 07.45 to 18.15 hours Monday to Friday. School aged childcare is provided also in the service.

The service is situated in the Ryevale Lawns Estate in the town of Leixlip and is located in a private bungalow consisting of three care rooms, a kitchen, and an office. A well-resourced outdoor play area is available for the children's use. Parking and set down facilities are available to the front of the premises in a private cul de sac.

### Staffing

The service is owned and operated by the registered provider who employs seven childcare staff. There were six adults present on the day of the inspection, four were working directly with the children, the person in charge facilitated the inspection and also provided support to the care rooms as needed and a cook to prepare food daily. The registered provider was not present.

All staff working directly with children held qualifications in Early Childhood Care and Education at Level 5 or equivalent on 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 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 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

*(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

Seven staff records were reviewed.

(2)

(a) Two written and verified past employer references were available in respect of three adults and one written and verified past employer reference was available in respect of one adult employed in the service whose records were reviewed.

(b) Two written and verified references from a reputable source other than a past employer was available in respect of one adult and one written and verified reference from a reputable source was available for one adult whose records was reviewed.

(c) Garda Vetting disclosures were available for seven 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 in place for two adults employed who had lived in a state other than the State for a period of longer than 6 consecutive months.

(4) Six 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.

#### Non-Compliance Information

(2)(a)(b) Two written and verified past employer references or references from a reputable source other than a past employer was not available in respect of two adults whose records were reviewed.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

(2) (a)(b) The two reference checks have been completed.

#### Supporting documentation submitted

(2) (a)(b) Two references.

### Summary Comment

The written response and documentary evidence submitted by the registered provider has been assessed by the Early Years Inspectorate. Regulatory compliance has been met for regulation 9.

## 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-four children attending the service being supervised directly by four 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 throughout the inspection, this was confirmed on review of the staff roster.

## 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.*

### Compliance Information

(1)

(a) – (i) A sample of ten records were assessed and all were found to be compliant.

### 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 staff members to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the care rooms. The person in charge 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 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. Written cleaning schedules were maintained for the room environments which were observed to be clean and tidy.

##### 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 in the office.

##### Safe Sleep:

There was a rest area in the care rooms for any child who wished to take a break from activities or rest. Sufficient low-level beds were available for any child in the service requiring sleep. Bed linen was stored in individual containers. The staff members were familiar with current safe sleep guidance and practice. Ten-minute sleep check observations were completed on all sleeping children and the staff documented the colour, position and breathing pattern of sleeping children in their care.

### 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, and appropriate fire signage was in place.

### Outing:

The service does not conduct outings. This was confirmed by the manager of the service.

## 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 person in charge 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 person in charge ensured that any person entering the service was approved and a record in writing was maintained.

(4) The person in charge confirmed that the records were retained in storage for the required period.