

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE129
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<b>Name of Service:</b>	Giraffe Childcare Celbridge
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<b>Address of Service:</b>	Block B, M4 Business Park Maynooth Road, Celbridge, Co. Kildare
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<b>Eircode:</b>	W23 KW6F
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<b>Name of Registered Provider:</b>	Dearbhala Cox Giffin
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<b>Service type:</b>	Full Day, Part Time
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<b>Date(s) of Inspection:</b>	25/06/2024
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<b>No of pre-school children:</b>	AM	101	PM	101
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace Road, Naas, Co. Kildare, W91 X38W
<b>Inspection undertaken by:</b>	E. Mulhern and F. Maher
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable
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### Description of service

Giraffe Childcare Celbridge is one of 23 full-day care services privately operated by the registered provider. This service caters to children aged 0 to 6 years and can accommodate up to 140 children. It operates from 7:30am to 6:00pm, Monday to Friday. The service operates from a purpose-built premises located in a business park on the outskirts of Celbridge, County Kildare. Children are allocated to one of eleven rooms based on their age and developmental stage. The facility includes three sleep rooms, and an outdoor area is available at the rear of the premises.

### Staffing

The service employs 22 staff members, including a service manager, a deputy manager, a chef, and a cleaner. Eighteen staff work directly with the children, with managers available to assist as needed. The person in charge reports to an Area Director, who in turn reports to the registered provider.

On the day of the inspection, 17 staff were assigned to work directly with the children. Two staff from another of the registered provider's services provided relief cover during lunch breaks. Both the service manager and the Area Director were present for the inspection and the closing meeting.

### 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 areas 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 inspectors wish to acknowledge the cooperation of the service manager, Area Director, 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.

#### Compliance Information

(1)

(a) The service had a person in charge and a named person to deputise.

(b) The person in charge was always on the premises during the inspection. The staff roster provided for the person in charge or a named deputy to be present at all times of opening.

(c) The service had a clear management structure, which was documented and well-communicated. Staff were aware of their roles, responsibilities, and the lines of authority.

(2) The inspection focused on the recruitment of eight staff members hired since the last inspection, except for regulation 9(2)(c) which applied to all staff. The registered provider ensured that all staff were suitable and competent prior to employment as outlined:

(a) Appropriate consideration had been given to past employer references. Two past employer references were available for each staff member with a record of verification.

(b) Not applicable as each of the staff members had two or more previous employers.

(c) Garda vetting disclosures were available for all staff hired since the previous inspection. Garda vetting disclosures had been renewed for all staff in accordance with the Early Years Inspectorate Regulatory Notice, which requires services to renew Garda vetting every three years.

(d) International police vetting was required and available for all eight staff members.

(4) The inspection focused on the qualifications of seven staff members hired to work directly with children since the last inspection. Two staff members held a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications. Five staff members held qualifications deemed equivalent by the Minister.

### 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) An adequate number of adults were working with the children. Seventeen staff were assigned to work directly with the children with the service manager and deputy manager providing help and break cover as needed. Two staff from another of the registered provider's services provided relief cover during staff lunch breaks.

(2) The minimum adult to child ratio requirement was always maintained.

(8)(a) There were at least two adults on the premises throughout the inspection. The staff roster provided for at least two adults to be present at all times of opening.

### 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

A sample of ten records for children were reviewed. The required information was available as outlined below.

- (a) The name and date of birth of each child.
- (b) The date when each child first attended the service.
- (c) A section was available for recording the date when each child ceases attending.
- (d) The name, address and telephone number of parents and information where parents can be contacted.
- (e) Names and contact details of other adults authorised to collect the child.
- (f) Medical information, allergies, dietary preferences, additional needs, and other information specific to the child.
- (g) The name and telephone number of the child's medical practitioner.
- (h) Immunisation details.
- (i) Signed parental consent for medical treatment in the event of an emergency.

## 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:*

- (h) details of attendance by each pre-school child on a daily basis;*
- (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

(1) The registered provider ensured that a record in writing was kept of required information as outlined:

- (h) Details of children's attendance, including their arrival and departure times at the service, were readily available.
- (i) A staff roster was available detailing the start and finish times for all staff members.

(j) A sample of ten records documenting medication given to children was reviewed. Each record included appropriate details and was accompanied by signed parental consent.

(k) Records detailing accidents, injuries, and incidents involving children were readily available. A sample of ten records was reviewed. Each record contained appropriate details.

## 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:

Appropriate measures had been taken to safeguard the children. Entrances and exits were secured to prevent unauthorised access or children leaving unsupervised. Equipment was properly maintained, and items that could pose a hazard to children, such as medicines, loose cables, and cleaning products, were securely stored out of their reach.

Emergency exits were kept clear to ensure the prompt evacuation of children in case of a fire. Staff demonstrated an understanding of fire safety measures, including the locations of fire extinguishers, fire alarm procedures, and the importance of maintaining an up-to-date attendance record for each child for reference during an evacuation.

##### Infection Control:

Measures were taken to reduce the risk of infection spreading. Children were required to wash their hands after outdoor play and before meals to minimise the risk of spreading germs and infections. The premises and equipment were consistently clean and well-maintained. Beakers and soothers were individually labelled, and soothers were stored in separate containers to ensure each child used their own personal items. Sterilising equipment was readily available for use as needed.

Waste management practices included the use of pedal-operated lidded bins to ensure proper containment. Individual bed linens were provided, and comprehensive cleaning schedules provided for these to be laundered at least weekly. Staff were aware of guidelines for when children and staff should stay home due to illness, including symptoms such as fever, vomiting, diarrhoea, and contagious conditions.

### **Administration of Medication:**

Medications were stored in their original packaging out of reach of children while remaining readily accessible to staff. Staff demonstrated a clear understanding of procedures to safeguard children when administering medicine. This included obtaining written consent from parents or guardians, having a second staff member present as a witness during administration, and maintaining detailed records shared with parents or guardians upon collection.

Documented action plans were available for children who may require emergency medicine including for anaphylaxis. Staff responsible for these children were able to describe the signs of anaphylaxis, how to administer the required medication, and the appropriate follow-up steps to ensure the child's safety and well-being.

### **Safe Sleep:**

Measures were taken to safeguard children during sleep time. Children slept in cots or on sleep mats suitable for their age and developmental stage. The cots were maintained in good condition, equipped with well-fitted mattresses to ensure safety. Staff demonstrated knowledge of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS), such as maintaining room temperatures between 16 and 20° Celsius and using appropriate bedding to prevent overheating. They conducted checks on children at 10-minute intervals during sleep periods, which were documented for monitoring purposes.

### **Outing:**

Management and staff reported that the children are not taken on outings.

## Non-Compliance Information

### Infection Control:

The registered provider did not ensure that infection control procedures were consistently followed. The inspector observed the following issues:

- Staff in the Wobbler Acacia and Wobbler Masimara rooms re-dressed children, cleaned the changing mat, and handled items while wearing gloves that had been used to change the children's nappies.
- Children in the Wobbler Acacia room did not have their hands washed after nappy changes.
- Children in the Pre-School Kenya room were not reminded to wash their hands after using the toilet.

These oversights posed a risk of cross-contamination and the spread of infection within the service.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### Infection Control:

Staff in the Acacia, Masimara and Kenya rooms have had refresher training including completing full demonstrations of the nappy changing procedure. All staff will ensure they follow the procedure, and the importance of infection control has been highlighted to eliminate cross contamination.

The children in Preschool Kenya have been spoken to about the importance of handwashing and posters have been displayed in the toilet areas to remind them. The service will monitor practices and management will complete spot checks to ensure the policy and practice is followed. Management will continue to refresh training, complete skill demonstrations with staff and continue to promote best practice.

### Supporting documentation submitted

#### Infection Control:

Documents were submitted in keeping with the actions stated.

## Summary Comment

The actions and supporting documents were reviewed and deemed to appropriately address the non-compliance.