

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KE140
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Name of Service:	Kiddies Choice Creche
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Address of Service:	1 Elm Park, 38 Maynooth Road, Celbridge, Co. Kildare
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Eircode:	W23 TH72
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Name of Registered Provider:	Sean Tuohy, Mary Tuohy
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	13/05/2024
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No of pre-school children:	AM	43	PM	24
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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:	T. Duignan and F. Maher
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
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Description of service

Kiddies Choice Creche provides full day and part time care and education to children aged between 2 and 6 years of age. The service is open from Monday to Friday. A school age service is also provided.

The service is located in two premises close to each other adjacent to the main road into Celbridge. One is a two-story building, and the other is a ground floor building located in a commercial unit. There are three preschool rooms and a kitchen in the Maynooth road address and one preschool room in the Elm Park address. The office has temporarily relocated to the Maynooth road address. Two separate outdoor play areas are available at the rear of each of the premises.

Staffing

There were ten adults present on the day of inspection; eight adults were working directly with the children in the care rooms including the designated person in charge who was providing support to the care rooms. The office manager and cook were present on site. The registered provider was present during the inspection but did not attend the feedback 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 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 inspectors wish to acknowledge the cooperation of the registered providers, 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.

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.

(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.

Fourteen staff records were reviewed including the files for two workplace students.

(2)

(a) Two written and verified past employer references were available in respect of nine adults and one written and one verified past employer reference was available in respect of two adults 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 three adults and one written and verified reference from a reputable source was available for two adults whose records was reviewed.

(c) Garda Vetting disclosures were available for fourteen staff members and two workplace students.

Garda Vetting disclosures were available for fourteen adults, twelve of which were in the dated within the last three years. However, the service did not adhere to the re-vetting timeframes 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 in place for four adults employed who had lived in a state other than the State for a period of longer than 6 consecutive months.

(4) Nine 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)(d) Police vetting was not available for one adult employed, who had lived in a state other than the State for a period of longer than 6 consecutive months.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action:

(2)(d) International police vetting has been applied for the adult. Our preventive action is to ensure that we use a standardized checklists for all staff records. To ensure that each employee's file includes all necessary documents and use the checklist to verify completeness regularly.

Supporting documentation submitted:

(2)(d) Documentary evidence of application.

Summary Comment

The written response and documentary evidence submitted by the registered provider have been assessed by the Early Years Inspectorate. Regulatory compliance is not met for regulation 9 as police vetting remains outstanding.

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 forty-three children attending the service being supervised directly by eight adults.

(2) The minimum ratio of adults to children was adhered to during the day.

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 two entrance doors to the service were electronically 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, paper towels and hand air dryers 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. Written health care plans were available for children requiring the administration of medication regularly and in an emergency situation.

Safe Sleep:

There was a rest area in each of the care rooms for any child who wished to take a break from activities or rest. The Beehive room was transitioned to accommodate children requiring sleep for a period of the day. 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. The environmental temperature of the care room

when used for sleep was maintained between 16^o-20^o Celsius as there was a portable air conditioning unit available to control the environmental room temperature.

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.

Outing:

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

Non-Compliance Information

General Safety:

- Garda vetting was available for two staff members; however, this vetting disclosure was 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 application has been completed to renew the current vetting for two adults. Our preventive action is to schedule a regular review of staff records to ensure they are always up to date. By implementing this action, it will significantly reduce the risk of staff records expires ensuring a better management and compliance.

Supporting documentation submitted

General Safety:

- Renewed Garda vetting documents for two adults.

Summary Comment

The written response and documentary evidence submitted by the registered provider have been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 23.

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 registered providers ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained.
- (2) Not applicable.
- (3) (a),(b) The registered providers ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The records are retained for the required period.

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 each care room.

(b) Suitably equipped first aid boxes for children was available to the children attending the service.

Part VI - Safety

Regulation 26 - Fire safety measures

(1) A registered provider shall ensure that a record in writing is kept of-

(a) any fire drill that takes place in the premises, and

(b) the number, type and maintenance record of firefighting equipment and smoke alarms in the premises.

(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Compliance Information

(1)

(a) A written record was available of fire drills completed in the service; the last recorded fire drill was 17 April 2024.

(b) A maintenance record was kept of the firefighting and smoke alarm system in the premises. The firefighting equipment was serviced 3 July 2023 and the smoke alarm system was serviced on 28 June 2023.

(4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in 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 and in the sanitary areas. The children in the Lions Loft room on the first floor were supervised by the two staff members when using the stairs.

Part VI - Safety

Regulation 28 - Insurance

A registered provider shall ensure that the pre-school service is adequately insured.

Compliance Information

There was evidence of current insurance cover valid until 27 March 2025. The insurance provided cover for 63 children.