

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE177			
<b>Name of Service:</b>	Tots Creche & Daycare Nursery Ltd			
<b>Address of Service:</b>	The Bungalow, Moorefield Road, Newbridge, Co. Kildare			
<b>Eircode:</b>	W12 KT93			
<b>Name of Registered Provider:</b>	Annette Akerlind, Audrey Murray			
<b>Service type:</b>	Full Day, Part Time, Sessional			
<b>Date of Inspection:</b>	03/07/2024			
<b>No of pre-school children:</b>	AM	36	PM	35
<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			
<b>Authority to Inspect</b>				
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			

### Description of service

Tots Creche & Daycare Ltd is one of eight full-day care services privately operated by the registered providers. This service caters to children aged 0 to 6 years and can accommodate up to 90 children. It is registered to operate from 7am to 6:30pm, Monday to Friday. The service operates from a single storey adapted premises in Newbridge town. Children are allocated to one of five rooms based on their age and developmental stage. They were accommodated in three rooms on the day of inspection (Baby, Wobble/Toddle and Preschool 1 room). A designated sleep room is provided for the children attending the Baby room. The children attending the Wobble/Toddle room were accommodated in the Pre-school 2 room to sleep. Outdoor areas are available at either side of the building.

### Staffing

The service employs 22 staff members, including a service manager, a deputy manager, cooks, and staff who work with school-aged children. Fifteen staff are employed to work directly with the pre-school children. The service manager reports to an Area Manager and Operations Manager, who in turn report to the registered providers. Nine staff members were assigned to work directly with the pre-school children on the day of inspection.

### 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, safety and premises and facilities. 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 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*

*(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.

(2) The registered provider ensured that all staff were suitable and competent prior to employment as outlined:

(a) & (b) Appropriate consideration had been given to the references of all adults. Each adult had a minimum of two references available. These were provided from past employers and from other sources where the staff member had only one or no previous employers.

(c) Garda vetting disclosures were available for all adults and were dated within the last three years.

(d) In so far as was practicable, international police vetting was sought for adults whom this was required.

(4) All adults working directly with children held at least a major award in Early Childhood Care and Education at Level 5 on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

### 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 directly with the children. Nine staff members were assigned to work directly with 36 children in the morning and 35 children in the afternoon. The service manager was available to help as needed.

(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 records detailed the required information as outlined.

- (a) The name and date of birth of each child.
- (b) The date when each child first attended the service.
- (c) Not applicable, as the records reviewed pertained to children who were still in attendance.
- (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 providers 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.
- (i) A staff roster detailing the start and finish times for all staff members.
- (j) A sample of eight records documenting medication given to children was reviewed. Records included appropriate details and were 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 V - Care of Child in Pre-school Service

#### Regulation 20 – Facilities for rest and play

(1) Subject to this regulation, a registered provider shall ensure that-

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

#### Compliance Information

(1)(b) The inspection focused on the suitability of the facilities for children's sleep. Children from the Baby Room were accommodated in a designated sleep room equipped with five cots. The cots were in good condition, with appropriately fitting mattresses and linen, and were spaced more than 50 cm apart. Each child was allocated an individual cot. Ten children from the Wobble/Toddle Room who required sleep were accommodated in the Preschool 2 Room, which was laid out with ten low beds, spaced more than 50cm apart. The inspector observed that the rooms where children slept were quiet, calm, and conducive to rest.

### 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:

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 cleaning products, medicines, and loose cables, were secured 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 assembly points, 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. The premises and equipment were adequately cleaned and maintained. Soothers and beakers were individually labelled, to ensure each child used their own personal items. Individually labelled boxes were available for appropriate storage of soothers. Sterilising equipment was readily available for use as needed. Infant formula was made up by parents/guardians and stored appropriately in the fridge on arrival.

Individual bed linens were provided, and comprehensive cleaning schedules provided for these to be laundered twice weekly. Staff were aware of guidelines for when children and staff should stay home due to illness, including symptoms such as fever, diarrhoea, vomiting, and contagious conditions.

### Administration of Medication:

Medications were stored in their original packaging. They were kept out of reach of children while remaining readily accessible to staff. Staff demonstrated an 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/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 medication, and the appropriate follow-up steps to ensure the child's well-being and safety.

### Safe Sleep:

Appropriate measures were taken to safeguard children during sleep time. Children slept in cots or low beds 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. Staff always remained in the room where children slept on low beds, providing appropriate supervision.

### Outing:

The person in charge and staff members reported that the children are not taken on outings.

### Non-Compliance Information

#### General Safety:

1. The registered providers did not ensure that heavy furniture was secured. The inspector observed freestanding, tall, heavy shelving units in the Preschool 1 room and in the corridor where children from the Wobble/Toddle room passed to reach the preschool 2 room for sleep. These posed a risk of tipping and injury to the children.

#### Infection Control:

2. The registered providers did not ensure that handwashing procedures were consistently followed. The inspector observed that children from the Wobble/Toddle room did not have their hands washed after nappy changes and children attending the Baby room did not have their hands washed before eating. This posed a risk of spreading germs and infection within the service.

3. The registered providers did not ensure that hygienic procedures were followed to dispose of sanitary waste. The inspector observed the lid of the nappy changing bin being handled repeatedly during nappy changes, despite the bin being pedal operated. This posed a risk of spreading germs and infection within the service.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

1. The furniture had been moved as the building was being painted. Training has been carried out with the manager, staff and maintenance people with regards to free standing units and safety. A maintenance checklist has been put in place to prevent steps from being missed in future.

#### Infection Control

2 & 3. Staff have been thoroughly trained in relation to the service Hand Hygiene policy. An unannounced inspection was carried out by the manager, in relation to handwashing and infection control practices including nappy changing and toileting. The management team will carry out periodic unannounced inspections and take appropriate actions as needed.

#### Supporting documentation submitted

#### General Safety:

1. Supporting documents and images were submitted in keeping with the actions stated.

#### Infection Control:

2 & 3. Supporting documents were submitted in keeping with the actions stated.

## Summary Comment

The actions submitted have been deemed to appropriately address the non-compliance findings.

## Part VII - Premises and Space Requirements

### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*  
*(e) equipped with adequate and suitable sanitary facilities.*

### Compliance Information

(e) The premises were equipped with suitable sanitary facilities for the number of children attending as follows.

- Eighteen children attending the Preschool 1 room, aged over three years, had access to sanitary facilities equipped with two toilets and two wash hand basins.
- Thirteen children attending the Wobble/Toddle room, aged one to four years, had access to sanitary facilities with two toilets, two wash hand basins and one nappy changing unit.
- Five children attending the Baby room, aged seven to twenty months, had access to two nappy changing units and two wash hand basins.
- All wash hand basins were equipped with thermostatically controlled warm water, liquid soap, and paper towels to support handwashing.
- All sanitary facilities were equipped with pedal operated lidded bins for the appropriate disposal of waste.
- Separate sanitary facilities were available for adults.