

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KK022		
<b>Name of Service:</b>	Early Days Montessori		
<b>Address of Service:</b>	Glendine Road, Kilkenny, Co. Kilkenny		
<b>Eircode:</b>	F95 X434		
<b>Name of Registered Provider:</b>	Eileen Raggett		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	19/09/2024		
<b>No of pre-school children:</b>	AM	20	PM N/A
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child & Family Agency, Athy Road, Carlow.		
<b>Inspection undertaken by:</b>	N. Thornton, A. McNamara.		
<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

Early Days Montessori is a registered sessional preschool service located in Kilkenny city. The service operates from a purpose-built premises located on the grounds of the registered provider's private residence. The service provides a sessional early childhood care and education (ECCE) session for children aged 2 to 6 years between the hours of 09:00 to 12:30. The service is comprised of a spacious classroom, with integrated children's sanitary facilities and a spacious secure outdoor play area with sheltered outdoor areas of interest.

### Staffing

There are four staff members employed in the service, including the registered provider. All four staff members hold qualifications in early childhood care and education ranging from Level 5 to Level 8 on the national Quality and Qualifications Ireland (QQI) framework.

### 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/ safety/ premises and facilities. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under the following regulations.

Regulation 10 - Policies, Procedures etc.-of a preschool service,

Regulation 15- Record of a Preschool Child,  
Regulation 21-Equipment and Materials,  
Regulation 23 - Safeguarding Health, Safety, and Welfare of child,  
Regulation 25 - First Aid,  
Regulation 26 - Fire Safety Measures,  
Regulation 28 - Insurance.

As a result, the scope of the inspection included the classroom and outdoor play area.

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 provider, 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 registered provider was the designated person in charge on the day of inspection and there was a named person who was able to deputise as required.

(b) Both the registered provider and deputy designated person in charge were onsite during the inspection.

(c) There was a clear management structure in place which was observed by the inspectors, displayed for parents/guardians on the notice board in the entrance hall and on observation of the staff in practice.

(2) Staff files for four staff members employed to work directly with the children as part of their role in the service were reviewed by the inspector and the following observations found.

- (a)(b) There were two validated references available in each staff member’s file from either a past employer or reputable source in the case of a person who had no past employers.
- (c) Garda Vetting certificates were available on file for each staff member working directly with the children. The registered provider demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (d) No staff member employed to work directly with the children had lived outside of the State for a period of six months or longer.
- (4) Certificates of accredited qualifications were available in each of the four staff members’ files demonstrating that each staff member held a qualification at the minimum level 5 and above on the national framework of qualifications.

## 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

On review of documentation the inspector observed that the written policies, procedures and statements required under schedule 5 of the Child Care Act 1991 (Early Years Services) Regulations 2016 were available in the service and open for inspection. The service policies were specific to the service and their contents adequate.

## 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.*

*(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

### Compliance Information

(1) There was an adequate number of qualified staff members directly caring for the children throughout the inspection.

(3) There were 20 early years children aged 3 to 5 years of age, present with 3 staff members directly supervising them.

## 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) to (i) On review of a sample of 12 records of pre-school children, the inspector observed that records of the particulars (a) to (i) were maintained for each preschool child.

## Part V - Care of Child in Pre-school Service

### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The registered provider ensured that the physical environments provided for the children both indoors and outdoors contained suitable furniture, play equipment, resources and materials to invite and stimulate the children’s play imagination and creativity.

In the classroom there was an adequate supply of child sized tables and chairs and areas of interest which were clearly identified and included a rest and reading area. Kitchen/home area, dress-up area, construction area and low-level shelves which were well resourced with jigsaws, pegboards, connective and manipulative resources as well as a designated Montessori equipment and task shelf.

In the outdoor play area, there were two covered over areas, which both also contained areas of interest including outdoor mud kitchens, messy /sensory play tables, construction areas, a sand area, playhouse, play tunnel and ride on toys including diggers and tractors.

There was also a designated picnic table area where children could have their snack outside. The inspectors observed that children were also afforded opportunities to bring toys from inside out to the outdoor play area to play with.

## 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 to the service was appropriately secured with a call bell system, which staff attended to, therefore ensuring that no person could enter the service without staff authorisation and helping to prevent any child exiting the service unsupervised. The side entrance gate to the outdoor play area located at the back of the premises was also secured internally with a high lock mechanism. Inside, the outdoor play area was secured with a child sized fence and another gate.

Cleaning materials and equipment were stored appropriately in a secure storage area inaccessible to the children.

##### Infection Control:

Staff and children were observed to adhere to the service's infection control policy with handwashing observed after toileting, messy play and outdoor play and prior to snack time.

Cleaning schedules demonstrated that staff carried out regular cleaning and maintenance of the physical environment and play equipment.

##### Administration of Medication:

The staff informed the inspectors that medications were not generally administered in the service, however there was an adequate administration of medication policy in place in the service in the event that a child required administration of an anti-febrile medication or if a child centred medication plan was required for the administration of a specific medication in the event of an emergency.

## 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) On review of staff files the inspector observed that there were two staff members employed in the service with current first aid responder (FAR) training. These two staff members were rostered to be present daily with the children in attendance in the service.

(2)(a)(b) A suitably equipped first aid box was available stored on a shelf in the classroom and was always available to the children in attendance in 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) On review of fire drill records maintained the inspector observed that prior to summer closure fire drills were carried out monthly in the service. The registered provider confirmed that she planned to carry out a fire drill in the coming week with the new class.
- (b) Records were also available demonstrating that the fire fighting equipment and the smoke alarms in the service were last serviced in September 2024.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in the front entrance hall and at the back exit door of the service.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

On review of the service's current insurance certificate, clearly displayed on the notice board in the entrance hall, the inspector observed that insurance certificate detailed cover for a sessional childcare service for 22 children.