

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KY017
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Name of Service:	Brookview Childcare
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Address of Service:	86 Sundays Well, Lisloose, Tralee, Co. Kerry
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Eircode:	V92 CY62
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Name of Registered Provider:	Noreen Allen
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Service type:	Full Day, Part Time, Sessional
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Date(s) of Inspection:	03/07/2023
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No of pre-school children:	AM	28	PM	25
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Address of the Early Years Inspectorate:	Áras an Phobail, Deans Lane, Tralee, Co. Kerry
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Inspection undertaken by:	N. Reidy
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Title:	Early Years Inspector
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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	Not Applicable
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Description of service

Brookview Childcare is a private early years service that offers full day care, part-time and sessional care to children aged between 2 and 6 years. The service is in operation Monday to Friday inclusive between the hours of 8.15am and 6.30pm. The service also offer care for school aged children. The premise consists of 2 playrooms and a designated enclosed outdoor play area located to the rear of the building.

Staffing

There are 20 adults employed in the service including the registered provider who does not work daily in the service..

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.

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 person in charge, deputy 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) There is a designated person in charge and a named deputy.
 - (b) At all times during the period when the pre-school service is being carried on, the designated person in charge or the named deputy is on the premises.
- (2)
- The person in charge confirmed that 8 adults had begun working at the service since the previous inspection undertaken on 19/12/2020, therefore recruitment records in relation to these 8 adults were reviewed.
- (a) 9 references with a record of validation for each were on file from a past employer.
 - (b) 7 references with a record of validation for each were on file from a source other than a past employer.
 - (c) A Garda Vetting Disclosure was on file for the 8 adults.
 - (d) Police Vetting was on file for 1 adult who had resided outside the jurisdiction for a period of longer than 6 consecutive months.
- (4) The adults working directly with the children had attained Quality Qualifications Ireland (QQI) in childcare training at Level 5 and above and a copy of the said qualifications were on file. .

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) The registered provider did ensure that an adequate number of adults were working directly with the children at all times.

(2) The 2 playrooms were in operation on the day of the inspection.

Pre-school room

There were 2 staff caring for 13 school aged children.

Junior Pre-school room

There were 3 staff caring for 15 children aged between 2 years 6 months and 4 years and 1 school aged child.

There were 8 children attending on a full day care basis, 3 children attending on a sessional basis and 4 children attending on a part-time basis.

The adult child ratio was correct.

(8)(a) The registered provider did ensure that 2 adults are on the premises during the hours of operation

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 sample of 11 records were inspected and 6 were found to have the required detail as per(a) to (i) inclusive.

Non-Compliance Information

- (1) The following details were not maintained in writing for 5 records inspected: -
- (g) the name and telephone number of the child's registered medical practitioner
 - (h) record of immunisations, if any, received by the child;

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(g) & (h) The designated person in charge stated that: -

The service understands the need to acquire the records to ensure the health and safety of all the children in their care and relayed the urgency of this to the parents. The necessary information and documentation were obtained and added to the children's respective files. Currently ad hoc checks are carried out by management to ensure that reports and records are filled out and recorded correctly. A random checklist for children's enrolment forms has been created for management.

Supporting documentation submitted

The statement and the record submitted for the enrolment form checks conducted by management are accepted as evidence.

Summary Comment

The requirement for this regulation has been met.

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

The following records were kept:

- (h) details of attendance by a pre-school child on a daily basis.
- (i) details of staff rosters on a daily basis.
- (j) records to document any medication administered to a pre-school child attending the service with signed parental consent;
- (k) record books to detail of any accident, injury and incident involving a pre-school child attending the service.

Non-Compliance Information

- (j) Some of the entries reviewed with details of medication administered did not have a witness signature. Documented.
- (k) Some of the entries reviewed did not have parental and the Manager's signature documented.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The designated person in charge stated that: -

(j) They will ensure that parents/guardians are given a copy of the Administration of Medication policy of the service, prior consent for the administration of medication will be obtained from the parents/guardians. Staff have been shown the new book to be used when administering medication and guidance has been given to all staff on how to complete the records in full together with the necessary signatures acquired.

(k) The accident/incident record book is now up to date with the required signatures from parents and management.

Going forward the administration of medication record book will be used and will be checked by management as part of the newly devised management check list.

The policies and procedures will be reviewed and updated accordingly.

Supporting documentation submitted

(j) & (k) The statements and the written checklist record completed by management have been accepted as evidence.

Summary Comment

The requirement for this regulation has been met.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child,

Compliance Information

The Junior pre-school room was assessed in relation to this regulation.

BASIC NEEDS

- The main meal offered to the children is supplied by an outside catering company who deliver the meals each week to the service.
- Drinking water was accessible in their respective water bottles located within easy reach throughout the day and at mealtimes.
- The service promoted healthy eating and encouraged the parents/guardians to supply nutritious foods for the children's meals. The children's snacks observed included for example sandwiches, rice cakes, blueberries, sliced apples and bananas.
- The children were given ample time to eat the food at the mealtime observed whilst sitting at the low-level tables.
- The children's sanitary facilities and the nappy changing facilities were located adjacent to the room which allowed ease of and unlimited access by the children to the toilets.
- Nappy changing was carried out in a timely manner as was required during the session.
- Within the playroom the children had free movement within the room to move about freely and access the toys provided on the open low-level shelving.
- The designated outdoor play area was accessible directly from the playroom and since the previous inspection a covered area was installed in the area.
- Rest facilities designated for the children attending consisted of soft matting and cushions on the floor. There was a designated room adjacent to the playroom that was used on inspection for 1 child who slept on a low-level bed with an adult present in the room supervising him. Low-level beds were available for any child who required to rest/sleep.

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 main entrance/exit doors were secured to prevent unauthorised access and preventing a child exiting while unsupervised.
- The outdoor play area was fully enclosed.
- The cleaning products seen on inspection were stored out of the children's reach on high level shelving and within secured cupboards out of the reach of the children.

Infection Control:

- The perishable food items were stored in the fridge.
- The playroom was ventilated on the day by means of the open windows and the sanitary accommodation were ventilated by means of mechanical and natural ventilation.

Non-Compliance Information

General Safety:

1. Within the outdoor play area, a high-level playhouse that was installed since the last inspection was in use. The top of the boundary concrete wall was accessible from the top of the playhouse posing a risk to children of falling and causing injury.

Infection Control:

2. The large rug on the floor in the Junior pre-school room was unclean posing a risk to the children of cross infection.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The designated person in charge stated that: -
Plans have been made to raise the height of the wall and put a fence enclosure one meter above the top of the wall, all around. The said works commenced week beginning 25/07/'23. Until the works are complete, the service has taken the action to temporarily block off access by the children to the area, a board has been secured at the bottom of the steps to prevent children going up to the playhouse.

Staff have been made aware of the importance of supervising this area while using the outdoor space to make sure the children do not climb up the steps. A safety review will be carried out by a manager before and after any future alterations or additions to the play area are approved and implemented. The policies and procedures will be reviewed and updated accordingly.

Infection Control:

2. The designated person in charge stated that: -

A new mat has been provided in the room; the frequency of cleaning the mat has been increased from weekly to daily. A wipeable gymnastics mat was purchased and placed in the cosy area, a second mat will be purchased to replace the carpeted mat if they feel it adequately provides a comfortable cosy area for children to relax. The policies and procedures will be reviewed and updated accordingly.

Supporting documentation submitted

General Safety:

1. A copy of the invoice for materials purchased for the proposed works and the statement submitted are accepted as evidence.

Infection Control:

2. The statement and photographs of the new mats in place are accepted as evidence.

Summary Comment

The requirement for this regulation has been met.

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) 9 adults working in the service had current First Aid Responder training with the certifications on file.

(2)

(a) An adequately equipped first aid box was provided, it was stored on a high-level shelf in the playroom.

(b) The first aid box was accessible to the adults and out of the reach of the children.

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 fire fighting 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) The service had maintained in writing a record of the following: -

(a) Each fire drill had taken place in the service. The last recorded fire drill took place on 12/06/2023.

(b) A record of the number, type and maintenance checks of the firefighting equipment and the smoke alarm. The records on file demonstrated the last check for the smoke alarm was 09/01/2023 and the firefighting equipment was March 2023.

(4) A notice of the procedures to be followed in the event of fire was displayed in the service.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

A copy of the insurance certification for the service was on file. The information provided on the insurance certificate included:

- the contact details for the insurance provider.
- the name and address of the service insured.
- the type of service covered was: -
 - sessional with after school.
 - the number of full day care children at any one time was 14 children.
 - Maximum number of children at any one time was 44.

The expiry date of the current insurance cover was 27/03/'24.