

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KY067			
<b>Name of Service:</b>	Little Angels Pre-school			
<b>Address of Service:</b>	54 Cill Mhuire, Kenmare, Co. Kerry			
<b>Eircode:</b>	V93 R224			
<b>Name of Registered Provider:</b>	Patricia Harrington			
<b>Service type:</b>	Sessional			
<b>Date of Inspection:</b>	19/09/2023			
<b>No of pre-school children:</b>	AM	31	PM	13
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Social Work Dept, Hospital Grounds, Coolnagarrane, Skibbereen, West Cork P81 PD78			
<b>Inspection undertaken by:</b>	M Carney			
<b>Title:</b>	Early Years Inspector			
<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

Little Angels Pre-School is a private service which is registered to provide an early year setting for children aged from 1 to 6 years on a sessional basis.

It operates both a morning and afternoon session from 08:45am to 15:15pm.

The service is situated on a perimeter road in a residential estate in Kenmare in Co. Kerry. It comprises of a purpose-built, detached, single storey property which provides 4 playrooms, toilet facilities, kitchen, office and a secured outdoor play area.

Ample car parking space to the front of the premises allows for the arrival and departure of the children.

### Staffing

There are 6 adults attached to the service and this includes the registered provider who works directly with the children, a deputy and an additional 4 childcare professionals.

Quality Qualifications Ireland (QQI) in childcare training, ranging from Level 5 to Level 9 were on file for each adult.

### 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.

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.

### Additional Information

An Immediate Action Notice (IAN) was issued on the 02 October in relation to Safety: On the 19 September there was an absence of an adult on the premises with First Aid Responder training (FAR).

The manager reverted within the timeframe and provided information to address the non-compliance, details of which are described in the report under Regulation 25 – First Aid.

### Acknowledgments

The inspector wishes 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 worked within the service and was the person in charge. A childcare professional had been appointed to deputise as required.

(b)

Both the registered provider and the deputy were on the premises on the day to facilitate the inspection. Review of the staff roster informed that both were on the premises during service operation.

(2)(a) & (b)

Each staff members file was examined, 6 in total and the following information was obtained -

There were 12 written past employer references available with 10 records of validation attached.

(c)

There were 6 up to date Garda vetting disclosures on file.

(d)

Police vetting was required and available for 1 adult who had worked outside the jurisdiction of Ireland for a period longer than 6 consecutive months.

(4)

Quality Qualifications Ireland (QQI) in childcare training were on file ranging from Level 5 to Level 9 for each staff member.

### Non-Compliance Information

(2)(a)

Two written references did not have records of validation attached in respect of 1 adult.

### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action & Supporting Documentation Submitted:**

The registered provider stated that both references had been correctly validated.

A scanned copy of the validated reference was submitted to evidence that the non-compliance had been addressed.

Going forward the service stated they will ensure all references are to be validated prior to the adult works in the service.

### Summary Comment

The Requirement has been adequately met.

### 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.*

#### Non-Compliance Information

The following policies were reviewed in line with information provided verbally by the staff members and practices observed –

1. Whilst there was a healthy eating policy on file it did not include the following information; it did not detail how children are supervised whilst eating and drinking.
2. Whilst the service had a policy on managing behaviour it was inadequate as it did not contain information on how support is offered to staff members to support behavioural and emotional needs.
3. Although the service had a policy on the administration of medication it was insufficient as it did not set out the procedure for dealing with administering prescribed and ‘over the counter’ OTC medications and sunscreens.
4. The policy on accidents and incidents was incomplete as it did not state that notifiable incidents will be reported to the Early Years Inspectorate and secondly, that a risk assessment is to be conducted following any incident or accident that occurs in the service.

#### Corrective & Preventive Action submitted by the Registered Provider

##### **Corrective and Preventive Action & Supporting Documentation Submitted:**

The registered provider stated that the above policies have been amended and updated with the assistance of both the staff members and an agency associated with providing support to child care service

#### Summary Comment

Documentation in the form of updated policies were submitted to the early years office. They were examined and found to satisfactorily meet the Requirements of the non-compliant elements of Regulation 10 – Policies, procedures of a pre-school service.

## 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 a generous ratio of adults working with the children, as described below -
- (3)  
In the junior pre-school room, there were 13 children aged from 2 to 3 years attending on a sessional basis from 08:45am to 11:45am with 3 adults in attendance.  
During the afternoon session from 12:00pm to 15:00pm there were 8 children with 3 adults in attendance.  
In the pre-school room there were 17 children aged from 3 to 4 years attending on a sessional basis from 09:00am to 12:00pm with 2 adults in attendance.  
In the afternoon there were 5 children present from 12:15pm to 15:15pm in this room with 2 adults in attendance.  
The adult child ratios were correct.

## 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)

Each of the children's enrolment forms from the junior pre-school room were examined, a total of 24 and the following elements of Regulation 15 was compliant –

(a), (b), (c), (d), (f), (g), (h), (i).

### Non-Compliance Information

(1)(e)

Three enrolment forms were not completed adequately as they did not provide details authorising collection of the child.

### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action & Supporting Documentation Submitted:**

The registered provider stated that the enrolment forms that had omitted information have been updated.

A copy of an updated form was submitted to evidence that this had been actioned.

Going forward, the service stated that they would check each enrolment form when returned to ensure that all the information is recorded.

### Summary Comment

A document in the form of a completed enrolment form was submitted to the early years office. It was reviewed and found to meet the Requirements of Regulation 15.

## 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

(h) Both the junior pre-school and pre-school rooms had maintained registers to detail each child's daily attendance.

(i) Staff rosters were maintained and displayed.

(j) The administration of medication recording book was examined in the junior pre-school. There were no entries to date; it was observed that a non-prescribed medication had been correctly documented in readiness for use as required.

(k) The service had an accident/incident recording logbook that had been developed by an agency affiliated to childcare settings. The most recent entry was dated 24 05 2023, this involved a minor accident which was suitably managed. A parental signature evidenced that the information had been passed on.

## 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, and*

#### Compliance Information

- The parents and guardians supplied their children with all their food and drink items whilst attending the service.

- The lunch meal was eaten in a timely manner mid-session at approximately 10:30.
- Lunch time was observed to be a sociable event with the children seated in comfortable and companionable way talking to their peers. It was unhurried and the children were given ample time to finish their meals.
- Adults were observed assisting the children in the junior pre-school room to organise their lunches, open packages and peel fruits.
- Toileting was gently supervised by staff members and children encouraged to independently wash hands, flush toilets and discard of paper towels.
- Childrens belongings such as coats and bags were stored on child height hooks so as to encourage independent dressing and organisation of their bags and works to be taken home.
- Each care room had comfortable rest areas for children to use if they wished to opt out of the scheduled activities.
- The generous adult child ratios allowed for individual attention as required so challenging behaviours were not witnessed.

### Physical and Material Environment –

- Little Angels occupied a modern, detached, purpose-built property which was well maintained, clean, airy and bright. It had many openable windows which allowed for natural light and ventilation.
- A welcoming lobby and office area provided a secured area for the children’s arrival and departure, with displayed pertinent information regarding the service for their families to view.
- Both playrooms were expansive and were furnished with sufficient table sized tables for the children to sit safely and enjoy tabletop activities and their lunches.
- The rooms had many low open display units storing equipment and materials that the children could easily access and practice fine motor skills with items such as the peg boards, puzzles, jigsaws, threading boards, matching games, small figurines, animals and small construction.
- Both the junior preschool and preschool rooms had an interlinked smaller playroom which were designed to offer imaginative play materials, equipment and pretend play opportunities such as home corners with well-equipped kitchens, dolls, buggies, dress up, ice-cream cart, shop with cash till, office and medical/nursing play materials.
- Sensory play items included table trays of sand, play dough, and a table of small bricks with straws and cylinders to entice children to master construction.

- Wall displays included family trees with photographs of the children with their families, posters depicting colours, shapes and numbers, my body, and an eye-catching collage illustrating different home types such as boats, caravans, castles and yurts.
- Rest areas were well furnished with clean matting, low couches and cushions positioned by book displays to encourage quiet reading time.
- Although the outdoor play area was not used on the day of the inspection due to inclement weather it was observed that the children had direct access to a secured garden which was laid with critical fall matting, and artificial grass. It was suitably furnished with age-appropriate gross motor skill play equipment such as playhouse, picnic benches, seesaws and slides.

### Supporting Relations Around the Children

- The staff members were observed to be friendly and relaxed, confidently carrying out their duties and engaging positively with the children. In turn, the children were familiar with their environment, happily engaging and participating in the wide range of activities offered.
- Staff members used low tones whilst facilitating play and caring practices such as supervision of toileting and preparations for lunch.
- The registered provider and staff members worked in partnership with the parents, and this was evidenced by the attendance of parents who had visited the service to share information with the children about their job roles and talents for example, a vet and a doctor.
- An animal road show and a balloon and puppet show had provided fun and entertainment to the children during the past year.
- Communication with parents about service issues was conducted via digital applications both in group and individual form.

### Implementation of Programme of Care.

- It was reported by the registered provider that the children followed a play-based programme which allowed flexibility for child led and the children's emergent interests.
- A visual daily timetable displayed in both playrooms informed that there was sufficient time allocated for free play, scheduled activities, outdoor play, lunch and circle time.
- Activity books and records of observations were maintained.

- Activities enjoyed by the children on the day included sensory play, free play and circle time when sharing news and stories included the Gruffalo were enjoyed.
- Although the children could not play in the outdoor gardens due to wild and wet weather, they were observed robustly enjoying music and dance.

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

#### Regulation 22 – Food and drink

*A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.*

#### Compliance Information

- Little Angels had a healthy eating policy on file stipulating that parents and guardians provided their children with all their food and drink items.
- Lunches observed being eaten were seen to be healthy, sufficient, nutritious and varied meals eaten at lunch time, for example, wraps, sandwiches, fruits, chopped vegetables, rice cakes and yogurts.
- The children had easy access to their labelled water bottles which were stored on low counters which allowed them to access and help themselves to drinks when they were thirsty.

#### Non-Compliance Information

1. The children were not provided with plates or cutlery during their lunchtime meal.

#### Corrective & Preventive Action submitted by the Registered Provider

#### **Corrective and Preventive Action & Supporting Documentation Submitted**

The registered provider stated that cutlery and plates are now provided.

A photograph of the items was submitted.

#### Summary Comment

A photograph of cutlery and crockery was submitted to the early years office to evidence that the non-compliance had been suitably addressed.

The Requirement has been met.

## 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 service was suitably secured, admittance was by electronic entry only, thereby ensuring that unauthorised access was restricted and the children could not leave the premises unsupervised.
- Internal doors to the staff areas and office were suitably secured with high locks out of reach of the children.
- Emergency exits were unobstructed.
- Staff members personal belongings were stored in the staff kitchen out of reach of the children.
- Cables and flexes were not accessible to the children.
- Openable windows had child safety latches applied to prevent a child from climbing out of the window.
- Cleaning products were out of reach of the children.
- A checklist for the inspection of the outdoor play area was displayed and maintained to ensure the children's safety.

##### Infection Control:

- The service was clean and well maintained. It was reported that the staff members were responsible for cleaning duties during the week and a cleaner was employed to deep clean the service at the weekends.
- Sanitising units were placed in both the lobby and in the care rooms for the adults and out of reach of the children for adult use.
- Good hand washing practise were observed with children washing hands after toileting, messy and craft play and prior to lunchtime.
- Both care rooms had adjoined toilet facilities providing 2 child sized toilets and a suitable number of wash hand basins.
- There were step ups and toilet seats which were clean and well maintained.
- Both toilet facilities had clean and well maintained nappy changing units with intact clean changing mats. Non-contact nappy bins were in use.
- Cubby space was available for the correct storage of the children's labelled toiletry items such as nappies, barrier creams and spare clothes.

- There were additional sink units and wash hand basins situated in the care rooms for clean up after messy play and hand washing.
- Thermostatically controlled hot water was available and reregistered at 36.6 degrees Celsius throughout the service.
- Liquid soap, and paper towels were available for hand washing purposes and strategically places hand washing posters were visible to the children to prompt the correct hand washing technique.
- The staff members had access to a wheelchair access toilet, this was also equipped with additional nappy changing facilities and was well maintained.
- Tissues were available for nose hygiene.
- Lidded and non-contact pedal bins were in operation.

### **Administration of Medication:**

- It was reported that the staff members were familiar with the procedures that are to be followed in the event of a child requiring medications.
- There were currently no children attending the service that required medications

### **Fire Safety:**

- The fire door was unobstructed.
- Fire cylinders were tethered to the walls.
- In conversation with the person in charge it was reported that staff were familiar with the procedures that are required to be followed in the event of a fire.

### 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)  
The person in charge stated and evidenced that each staff members were currently undergoing first aid responder training (FAR) with a completion date on 11 June 2024.

(2)(a) & (b)

Each care room had their own first aid boxes. They were stored out of reach of the children on high shelving but accessible to the staff members. On review of the first aid boxes, it was observed they were suitably stocked with the required requisites. Medications were not stored in the first aid boxes.

#### Non-Compliance Information

(1) It was established that there was no adult on the premises on the 19 September with the required First Aid Responder training (FAR)

An Immediate Action Notice was issued to the registered provider on the 02 October 2023.

#### Corrective and Preventive Action& Supporting Documentation Submitted

(1) The manager responded to the IAN within the 24-hour allocated time frame and stated that a course has been booked for 2 staff members to attend first aid responder training on the 28 October 2023.

An invoice was attached to evidence booking details and payment.

#### Summary Comment

Documentation in the form of an invoice was submitted to the early years office to indicate that 3 staff members would be attending the necessary training. More importantly it informed that at any given time there would be enough trained adults on the premises to ensure the children's safety.

The Requirement has been met.

### 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) Little Angels maintained a record of their monthly fire drills which was displayed in the office. The last drill was carried out on the 15 September 2023 both during the morning and afternoon session. Drills had been completed in 2 and 3 minutes.
- (b) A record was in place which detailed the number, type, and maintenance record of the firefighting equipment and smoke alarms. The most recent service had been conducted recently in September 2023.
- (4)
- Fire evacuation plans were displayed to provide visual guidance of the procedures that are to be followed in the event of a fire. Staff and children were familiar with the fire assembly points.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

An up-to-date insurance certificate was on file to indicate that up to 40 children were adequately insured to attend the service on a sessional basis.

The expiry date was 27 March 2024