

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KY097				
Name of Service:	Naionra Gaelscoil Aogain Teoranta				
Address of Service:	College Road, Castleisland, Co. Kerry				
Eircode:	V92 HD27				
Name of Registered Provider:	Jason Fleming				
Service type:	Full Day, Part Time, Sessional				
Date(s) of Inspection:	27/09/2024				
No of pre-school children:	<table border="1"> <tr> <td>AM</td> <td>19</td> <td>PM</td> <td>4</td> </tr> </table>	AM	19	PM	4
AM	19	PM	4		
Address of the Early Years Inspectorate:	13 Market Square, Mallow, Cork, P51DD5Y				
Inspection undertaken by:	F. Collins & S O'Brien				
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

Naíonra Gaelscoil Aogáin Teoranta is community based early years service located on the premises of the Gaelscoil on College Road in Castleisland. The premises are located at the rear of the school building and are single storey and consist of two care rooms with adjacent sanitary facilities for adults and children, a storeroom and a kitchen.

The service offers full day care, part time and a sessional care and education.

The sessional service facilitates the Early Childhood Care and Education programme. The children have access to a large outdoor play area and access to the artificial grass surface enclosed area when the area is not being used by the school children.

The service operates between the hours of 08:00-18.00 hours, Monday –Friday. The service caters for children aged 2 years and 8 months to six years and has a registered afterschool service.

Staffing

There are eight people employed in the service, six of the eight staff hold relevant qualifications in Early Childhood Education and Care.

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.

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*
- (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 person in charge and a person able to deputise in the service, both were identified on the day of inspection.
- (b) The person in charge or the deputy were on the premises at all times. When both staff are not working the service had named a further staff member who was able to deputise as required.
- (c) The roles and responsibilities for each staff member was outlined.
- (2) Eight staff were identified as working in the service and all eight staff files were assessed.
- (a) Sixteen references were required for the eight staff and of these ten were available from past employers, all ten were validated.
- (b) Of the 16 references required four were available from a source other than and past employer, all four were validated.
- (c) Garda Vetting disclosures were available for all eight staff. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (4) Six of the eight adult working in the service held appropriate qualifications in Early Childhood Education and Care from level 5 to level 8 on the National Qualifications Framework. The remaining two staff worked with the pre-school children on a supernumerary capacity only.

Non-Compliance Information

- (9) (2)
- (a) /(b) Two references for the adults were not available on file on the day of inspection.
- (d) It could not be determined if seven of the eight staff required police vetting as there were gaps in the curriculum vitae for greater than six months.

Not appropriately vetting staff prior to them starting in the service may allow for an adult that is not suitable to care for children have access to them.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(2) (a) / (b) Two references are now on file for each staff member and the registered provider has committed to ensuring that they will ensure the staff files are correct for all staff.

(2) (d) The registered provider has committed to ensuring the curriculum vitae are updated and will ensure there are no gaps to assess for the need for police vetting.

Supporting documentation submitted

(2) (a) / (b) Two references have been received.

(2) (d) Six CV's have been received.

Summary Comment

The requirements for this regulation have not been met as staff on leave have not updated their curriculum vitae and therefore complete assessment of the requirement for police vetting could not be completed.

Staff files will be assessed again on the next inspection.

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

The services policies, procedures and statements were detailed, the following policies were assessed on the day of inspection and contained the required details:

- The infection control policy inclusive of the nappy changing procedures.
- The healthy eating policy.
- The outdoor play policy.

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) Both care rooms were in operation on the day of inspection and the registered provider ensured that there were adequate staff available at all times to the children during the operation of the service.

(2) The adult child ratios were correct in the care rooms as observed throughout the day.

- Room 1, catered for children aged from 2-3 years and had three staff, two of whom were qualified, caring for eight children, in the morning and caring for four children in the afternoon.
- Room 2: this room had ten children aged between 3-4years attending in the morning and these were cared for by two adults. The children who were remaining on for full day care or part time day care were all cared for together in Room 1 in the afternoon.

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.*

- (3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*
- (c) an authorised person.*

Compliance Information

(1) On the day of the inspection there were 18 children attending the preschool service and an enrolment form was available for all 18 children. For the 18 children attending the service on the day of inspection, 12 records were assessed.

- (a) All records assessed contained the names and dates of birth for the children.
- (b) All records assessed contained the date on which each child first attended the service
- (c) All records assessed had the capacity for a service to record the date that each child ceased attending the service.
- (d) All records assessed had a record of the names and contact numbers of parents and guardians if required.
- (e) Eleven of the 12 records assessed had a record of those authorised to collect each child.
- (f) Nine of the 12 records assessed had a record of any illness, disability, or allergies each child may have.
- (g) Ten of the 12 records assessed had a record of the registered medical practitioner for each child.
- (h) Ten of the 12 records assessed had a record of immunisations, if any, received by each child.
- (i) All records assessed had written parental consent for the service to provide emergency medical treatment if required in the event of a medical emergency.

(3)

- (c) Written records for all 18 preschool children were available to the inspector for inspection.

Non-Compliance Information

- (1)
- (e) One of the 12 records assessed did not have adequate information for the authorisation of collection of a child.
- (f) Three of the 12 records assessed did not have a record of any illness, disability, or allergies recorded, if any.
- (g) Two of the 12 records assessed did not have a record of the registered medical practitioner for each child.

(h) Two of the 12 records assessed did not have a record of immunisations, if any, received by each child.

Not having children's records complete may hinder the care and safety of children in the service if this information is needed for the provision of care.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider has stated that all children's enrolment files are now updated and provide the required information of

(e) Authorisation to collect a child,

(f) All records are updated to include records of illnesses.

(g) All records have the GP name and contact details.

(h) All records have been updated to include the immunisation details for each child.

The registered provider has committed to reviewing all children's files on a regular basis and make sure they are up to date.

Supporting documentation submitted

The assurances received from the registered provider are accepted as proof that these records have been updated.

Summary Comment

The requirements for this Regulation have been met and will be reviewed on the next inspection.

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:

(g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;

(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.

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

Compliance Information

(1)

(g) The service had records of policies, procedures and statements required under Regulation 10.

(h) The service recorded the time of entry and departure of each child who attends the service.

(i) Details of the staff roster was available.

(j) The medication administration records were reviewed, and 4 records were assessed. Of these 4 records, all were signed by parents and guardians. Two of the 4 records had witness signatures. Three of the 4 records had the child's name and type of medication administered.

(k) The accident and incident book were reviewed, and 10 records were assessed and six were completed correctly with all relevant details recorded.

(3) The above records assessed were available on the premises for inspection.

Non-Compliance Information

(j) Two of the four medication administration records had no witness signature. One of the four records had no child's name or type of medication administered recorded. Medication records not completed correctly may hinder

the care and safety of children in the event of incorrect medication, incorrect dosage being administered or administering medication to the incorrect child.

(k) Four of the 10 accident and incident records had no date of births recorded. Accident and incident records not completed correctly impacted on determining the age of the children and may hinder the appropriate first aid treatment required especially in the event of a child requiring medical treatment from a medical practitioner.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(j) The registered provider has stated that all medication administration forms have been completed correctly and has committed that a review of the policy has been undertaken with all staff.

(k) The registered provider has stated in the corrective and preventive action form that the date of birth has been included on all accident and incident records.

Supporting documentation submitted

(j) A copy of an administration of medication form has been received.

(k) A copy of an administration of medication form has been received to indicate the correct means of completing the forms.

Summary Comment

The requirements for this Regulation have been met and will be assessed on the next inspection.

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

Basic Needs:

- Staff supported the children with toileting when required and supervised children when handwashing. Handwashing was observed before morning snack in Room 2 and before dinner in Room 1. Children were encouraged to develop self-help skills which supported personal care and hygiene.

- Staff were observed carrying out nappy changing on a regular basis throughout the day in a caring and mannerly way by chatting and singing to the children.
- Drinking water was available to the children both during and outside of mealtimes. Children were reminded to have some water during mealtimes.
- Food and drinks for the children were provided by the service and by their parents and guardians. Crockery was available for the children during morning snack. Children were supported with placing their snack on the plates if needed.

Supporting Relationships

- Each staff member was assigned to a care room. The children were accustomed to the staff and knew their carers by name. The children were observed to seek the support of the staff as required.
- The children were observed to play alone and play in small and large groups. The play activities in the rooms were led by the adults but also allowed for the children play alone.
- Parents were spoken to at drop off and collection and photographs were posted to each individual parent/guardian on the services care application.
- The staff appeared to work well together and supported each other with the plan of the day.

Physical And Material Environment

- Each of the two care rooms had a variety of toys and resources. The resources were specific to encourage the development of each child, i.e. colouring pencils for fine motor development.
- Tabletop activities of jigsaws, bricks and shape sorters allowed for cognitive development and fine motor development.
- Circle time when stories were told, allowed the children to talk and encouraged speech development.
- Dress up clothes were not accessible on the day of the inspection due to an outbreak of an infectious illness but space for these was observed.
- All shelving was accessible to the children and they were able to choose their activities as required.

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

- Children had their own morning snack, provided by their parents and guardians. This consisted of crackers, raisins, brioche rolls, yoghurts, cheese, apples, watermelon and bananas. Water was available to the children in their own individual water bottles. Staff were observed giving two children cups of water as they did not have their own water bottle.
- Dinner was prepared and served by the service and on the day of inspection consisted of pasta, mixed vegetables and fish fingers.
- A weekly menu plan was available in the kitchen. This demonstrated suitable foods being offered to the children.

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:

- An electromagnetic lock and keypad were in place at the entrance door which reduced the risk of unauthorised entry.
- All emergency exits and fire doors were clear from any obstructions.
- All internal doors were secured to prevent children accessing unsafe areas such as the kitchen and storage areas.
- Doors were fitted with door hinge protectors to prevent injury.
- Blind cords were secure and out of reach of children.
- All toys and play equipment assessed were safe for the age group using them and were in good condition.
- All electrical flexes and cables observed were checked and in good condition.

Infection Control:

- The practice of hand washing was promoted through the availability of warm water, liquid soap and paper towel dispensers at the children's wash hand basins.
- Water temperatures were recorded in the care rooms and sanitary areas ranging from 38.5°C to 39.4°C allowing for children to safely wash their hands.
- Gloves were worn by an adult during nappy changing. The changing area was cleaned between uses with disinfectant cleaner. Both the adult and the child washed their hands after nappy changing.
- Staff were observed cleaning the care rooms and sanitary areas throughout the day.
- The care rooms were naturally ventilated through open windows.

Administration of Medication:

- On discussion of medicines, the person in charge said the service does not store medicine on site.
- A medication administration book was completed if a child required medication in the service and in line with the administration of medication policy.

Safe Sleep:

- No child was observed to sleep in the service on the day of inspection.

Fire Safety:

- The fire exit doors were not obstructed and were accessible.
- The fire extinguishers were safely tethered to the wall.

Non-Compliance Information

General Safety:

1. A window in a care room was easily accessible to children by a table and a radiator and could pose a risk to children climbing up and exiting or falling.
2. A television on a low-level shelf was easily accessible to children and was not securely mounted posing a risk of injury to the children should it fall or be pulled down on them.

Infection Control:

3. During nappy changing, a staff member was observed not wearing a disposable apron posing a risk of cross infection to both the staff member and child.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

1. The table in the care room under the window has been moved to ensure the safety of the children where they cannot climb up to the openable window.
2. The television has been removed and is now stored in the storeroom. This has been added to the daily risk assessment to ensure the safety of the children.
3. The aprons for use at nappy changing are now stored in that area and staff have been informed to always wear an apron when changing nappies. Staff have been informed at a staff meeting and have signed agreeing the procedure.

Supporting documentation submitted

The assurances received from the registered provider are accepted as proof that the above actions have been taken.

Summary Comment

The requirements for this Regulation have 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) There were four staff trained as First Aid Responders (FAR) available to the children. This ensured there was a staff member with appropriate first aid training available to the children should they be required.

(2)

(a) The first aid box was stored on the wall.

(b) The first aid box was available to the children at all times.

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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (c) an authorised person.
- (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) There was a record of the fire drills completed by the service available for inspection. The date of the last fire drill completed was recorded as being completed on 19.09.2024.
- (b) There was a record of the number type and maintenance of the firefighting equipment, the fire extinguishers were last serviced on 01.2024.
- (2) (c) The fire extinguisher certificates were available for inspection by an authorised person.
- (4) The fire evacuation procedure notice was displayed in both care rooms.

Non-Compliance Information

- (1) (b) The fire alarm certificate for servicing was not available for review. Not ensuring that the fire alarm is serviced may hinder it working correctly in the event of a fire.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1) (b) The registered provider has submitted a certificate for the servicing of the fire alarms however the certificate is out of date with the date of servicing observed to have been completed on 13.02.2023, greater than one year previously.

Supporting documentation submitted

- (1) (b) The most recent fire alarm certificate has been received.

Summary Comment

The requirement for this Regulation has not been met as the fire alarm certificate remains out of date.