

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015KY119
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Name of Service:	Stepping Stones Childcare & Pre-School
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Address of Service:	Lee Drive, Ballinorig, Tralee, Co. Kerry
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Eircode:	V92 T26C
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Name of Registered Provider:	Mary Stepney
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	27/03/2024
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No of pre-school children:	AM	45	PM	42
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Address of the Early Years Inspectorate:	13 Market Square, Mallow, Cork. P51 5DDY
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Inspection undertaken by:	E. Friel
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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	N/A
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Description of service

Stepping Stones Childcare and Pre-school is a privately owned full day care service in operation since 2008. While registered to open from 8.00 am to 6.00 pm, current opening times are from 8.00 am to 5.30 pm, Monday to Friday, fifty weeks of the year. The Early Childhood Care and Education (ECCE) Scheme is facilitated between the hours of 9.00 am until 12 noon, thirty-eight weeks of the year. The service is registered to accommodate children from 0 to 6 years of age, children currently attending are aged from 12 months to 6 years old.

Stepping Stones Childcare and Pre-school is located within a residential estate in the townland of Rathass, outside the urban town of Tralee in County Kerry. It operates from a single storey building consisting of an entrance hallway, office space, two separate kitchen areas, four care rooms namely; Senior Pre-school, Waddlers and Toddlers located within the building and Junior Pre-school located in a wooden cabin situated in the outdoor play area at the rear of the service. An additional care room is available however, this is currently not in use. There is a dedicated sleep room adjoining the Waddler care room and the Toddler care room is also in use as a sleep area after lunch. The service has both adult and child sanitary facilities. Car parking is available at the front of the service.

Staffing

There are sixteen staff employed in the service including two AIM Support Workers. The registered provider does not work 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. 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 inspector wishes to acknowledge the cooperation of the registered provider, designated person in charge, depute, 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 ensured that there was a person in charge and a deputy person available in the service.
 - (b) On the day of inspection, both the person in charge and the deputy person were working in the service, when the inspector arrived. The registered provider arrived on site after lunch. The staff roster confirmed that either the person in charge or the deputy person were in the service during the hours of operation.
 - (c) There was a management structure in place on the day of inspection, staff were aware of their roles and responsibilities and there each room had a room leader.
- (2) All recruitment files, including those of the 16 staff and the registered provider, were reviewed;
- (a) (b) There were 18 references and validations from past employers and 12 references and validations from sources other than past employers.
 - (c) Garda vetting disclosures had been obtained for all seventeen adults. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
 - (d) International police vetting disclosures were on file for three adults who had lived outside the State for a period of six months or long as adults.

(4) Certificates were available to evidence that all 16 staff, working directly with the children, held 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.

Non-Compliance Information

- (2)
- (a) (b) There were two references and validations missing in regard to one staff member and one reference and validation missing for two additional staff members. Inadequate vetting of adults, working directly with children, poses a risk of unsuitable adults having contact and access to the children in the service.
- (d) The inspector was unable to assess whether two staff members required international police vetting due to gaps in their curriculum vitae.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2)
- (a) (b) All missing references and validations are now on file for each staff member. Management will ensure that all references and validations are in place before commencement of employment.
- (d) The curriculum vitae for both staff members have been updated. Management will ensure that there are no gaps in CVS's prior to commencement of employment in the future.

Supporting documentation submitted

- (2)
- (a) (b) Copies of the missing references and validations were received in the office of the inspectorate.
- (d) Copies of the two staff members updated curricula vitae were received in the office of the inspectorate which indicated that no international police vetting was required.

Summary Comment

The non-compliances identified under Regulation 9 (2) (a) (b) and (d) have been addressed.

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) There were an adequate number of adults working directly with the children throughout the day.

(2) There were four care rooms in operation on the day of inspection. The adult/child ratios were maintained throughout the course of the day as detailed below.

Waddler (12 months – 2 years)

There were five full day care children and one part-time child in attendance with two adults in the morning and eight children in attendance with three adults in the afternoon.

Toddler (2 years – 3 years)

There were fourteen full day care and one part-time child in attendance with four adults in the morning and twelve children in attendance in the afternoon with two adults.

Junior Pre-school (2 years 8 months – 5 years)

There were twelve full day care children and one part-time child in attendance with three adults in the morning and eight children in attendance with one adult in the afternoon.

Senior Pre-school (4 years – 5 years)

There were ten full day care children and one part-time child in attendance with two adults in the morning and fourteen children in attendance with two adults in the afternoon.

(8)

(a) The staff roster indicated that there were at least two adults on the premises at all times.

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) A sample of ten records of the children attending the service were the focus of the review. The following particulars were available for all ten children: a, b, c, d, f, g, and i.

(3) (c) The records referred to in paragraph (1) were open to review by the inspector.

Non-Compliance Information

- (1)
(e) One authorisation for collection record was missing in respect of one child.
(h) One record of immunisation was missing in respect of one child.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The following statements were received from the registered provider;

- (1)
(e) (f) Management spoke with the parents/guardians and the missing information was submitted and stored on each child's record.

Supporting documentation submitted

- (1)
(e) (f) Copies of one child's immunisation passport and a second child's authorisation for collection were received in the office of the inspectorate.

Summary Comment

The non-compliances identified under Regulation 15 (1) (e) (f) have been addressed.

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:

- (i) details of staff rosters on a daily basis;*

Non-Compliance Information

- (1)
(i) The inspector noted, at the opening meeting with the person in charge, that there were no staff names on the staff roster to cover during breaks, posing a risk that there was potentially not sufficient staff to cover. In conversation with the person in charge it was stated that breaks were organised with staff on a daily basis and may need to be cut short due to staff absence.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)

(i) The staff roster will reflect the names of staff covering all breaks.

Supporting documentation submitted

(1)

(i) The statement from the registered provider has been accepted.

Summary Comment

The non-compliance identified under Regulation 16 has been addressed.

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:

- The service promoted healthy eating. Food and snacks were provided by the service at regular intervals. Children in the Waddler room were observed eating breadsticks and banana at 10.30 am for mid-morning snack, staff stated an oatmeal cereal was available before 9.00 am for breakfast. Lunch in the care rooms was served at 12.30 pm and consisted of beef casserole, vegetables and mash. Children in the Senior Pre-school room were observed eating food, which was fully formed, while children in the Waddler care room had food which was pureed to suit their age and stage of development. Alternative food including a vegetarian option was available if required, and afternoon snack was served from 3.00 pm and consisted of custard and fruit.
- Water was supplied in appropriate beakers and cups in the Waddler care room and children in the Toddler care room could easily access water in cups from the top of a nearby cupboard.

- Each care room was observed to have age and stage appropriate cutlery and crockery. Adults sat with the children at lunch time in the care rooms and children in the Waddler care room were assisted with spoon feeding, as required.
- Children in the Waddler, Senior and Junior Pre-school care rooms had access to rest/quiet areas which were supplied with soft furnishings including mats and cushions where the children could sit quietly away from noisy areas. They had access to age and stage appropriate books to read while sitting/resting from nearby from book cases.
- Staff in the Waddler care room ensured that each child had a bib on while eating to protect their clothing.
- Nappy changing in the Waddler room was observed to be carried out regularly and when required. Staff were observed speaking to the children during this time and the nappy changing was handled in a sensitive and positive manner.
- Children in the Junior Pre-school room were observed accessing the sanitary area just off the main care room independently, staff were available nearby to provide assistance if required.
- A sensory area had been created in the Junior Pre-school room since the last inspection. This area provided an alternative space for children's individual needs with various sensory materials designed to stimulate the senses.

SUPPORTING CHILDREN'S RELATIONSHIPS:

- During mealtimes staff in the Senior Pre-school room were observed engaging in conversation with the children, the atmosphere was relaxed and calm.
- In the Toddler care room staff supported children to engage positively with the group and each other. An example included one staff member speaking to a child who was knocking pretend food and play resources onto the floor of the care room while another child was placing them on the shelves in the home corner at tidy up time.
- A visual timer was in use in the Senior Pre-school alerting children of an oncoming transition between activities.
- Staff in the Waddler care room work in partnership with the parents. A communication book was presented to the inspector which evidenced that staff send home information daily recording the sleep times, eating patterns and toileting of each child. Staff also include information regarding the requirement for nappies and other personal items to be replenished when required.

- Informal meetings between staff in rooms was stated as taking place daily and staff meetings were stated as taking place on a six-monthly basis. The inspector was provided with minutes of the last four staff meetings with topics including policy revision, staff protocol for absence and inspection recommendations.
- Communication with parents was observed at drop off and collection times with staff exchanging information with the parents/guardians. Staff stated a newsletter is also sent and text messaging is used as a regular form of communication.

PHYSICAL AND MATERIAL ENVIRONMENT:

- The indoor areas of each of the care rooms were clearly laid out providing playful opportunities to enhance the learning needs of the children across all developmental areas. Examples included a variety of sensory materials in the Waddler care room including musical instruments, push and pull along toys and a home corner providing opportunities for imaginary play.
- Equipment and resources were placed in baskets and shelving which were easily accessible and offered choice particularly to children in the Waddler and Toddler care room who were mainly on the floor.
- A range of age and stage appropriate books were available in the Junior and Senior Pre-school care rooms and in the Toddler care room that promoted and supported the children’s language development. Staff in the Senior care room were heard reading “The President’s glasses” to the children who were actively engaged in the story and a second story of “The President’s cat” was read by the adult, as requested by the children. Staff in the Toddler room read a bunny puppet book and enacted the sleeping bunnies on the floor.
- The walls in all of the care rooms were decorated with photographs, and seasonal artwork. Examples included children’s hand prints on flowers in pots on the “Hands up to Spring” display in the Waddler room and feathers stuck onto two little birds in the Toddler care room which had been completed by each child.
- The outdoor play area provided a range of developmentally appropriate equipment and resources including a wooden pirate ship, slide and a variety of spring riders encouraging gross motor skills. A separate area with stumps was available for the children to sit while listening to storytelling and a grass area to the side of the building was also available for the children to use.

Non-Compliance Information

BASIC NEEDS:

- (1) The inspector observed that there was no rest/quiet area available in the Toddler care room. In conversation staff explained that the sofa had been removed because the children were jumping on it, however it had not been replaced with more suitable soft furnishings preventing the children from being able to sit quietly away from noisy activities.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The following statement was received from the registered provider;

- (1) Soft furnishings, including two children's sofa's and rainbow cushions, have been reintroduced to the rest/quiet area of the Toddler care Room. This is to ensure that there is a quiet area where children can sit away from noisy activities or rest throughout the day. Management have spoken with staff in the room in regard to the requirements for this area.

Supporting documentation submitted

- (1) A photograph of the new furnishings in the Toddler room rest/quiet area was received in the office of the inspectorate.

Summary Comment

The non-compliance identified under Regulation 19 has been addressed.

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

- There were adequate and suitable furniture, play and work equipment available in the Junior and Senior care rooms.
- Children in the Waddler care room were observed sitting on wooden seats with their feet on the floor. Each chair was fitted with a table at meal times which was removed when the children were finished eating.

Non-Compliance Information

- (1) Out of the 16 books available in the perspex book box in the Waddler care room 12 were observed to be damaged. The books were torn, crumpled and pages were missing, potentially reducing the children's enjoyment in being able to see the pictures and follow the full story.
- (2) The inspector observed that a table in use in the home corner of the Toddler care room was in a poor state of repair. There were several areas where the paint had flaked on the table making it difficult for the children to use the table effectively during play.
- (3) Two shatter proof wall mirrors in the Waddler care room were worn and ineffective, reducing the children's ability to explore their own appearance.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The following statements were received from the registered provider;

- (1) The books in the Waddler care room have been replaced. Management will meet, on a monthly basis, with room leaders to discuss the replacement of used and broken resources.
- (2) The table in the Toddler care room has been covered with vinyl contact to enable the children to be able use the table.
- (3) The worn mirrors were removed from the Waddler room and replaced with a new mirror.

Supporting documentation submitted

The following photographic evidence was received in the office of the inspectorate;

- (1) New books in the Waddler care room.
- (2) New vinyl cover on the table in the Toddler care room.
- (3) New mirror for the Waddler care room.

Summary Comment

The non-compliances identified under Regulation 21 have been addressed.

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 external door was secured with a buzzer, preventing any unauthorised adult from accessing the service. An electronic switch was located on the inside of the door, out of reach of the children, preventing children leaving the service unsupervised. Parents/guardians were heard pressing the buzzer alerting staff to their presence at the door.
- Low-level windows in the Junior Pre-school room were decorated with stickers as a safety precaution to prevent children banging into them.
- Toys and equipment in the Senior and Junior care rooms were in good condition and a new wooden play kitchen was noted in the Senior Pre-school care room.
- Heavy equipment and storage units were secured to prevent tipping or falling.
- All flexes and cables were stored out of reach of the children.
- Blinds cords were secured with hooks placed out of reach of the children in the Waddler and Toddler care rooms and sleep areas.
- Cleaning agents were stored on high shelves, inaccessible by the children.
- The kettle was stored in the kitchen which was closed.
- The outdoor area was secured with two bolted gates and wooden panelling preventing unauthorised adults from entering the area. Safety matting was provided under the climbing equipment aiding the prevention of an injury should a child accidentally fall while climbing.

Infection Control:

- Wash hand basins in use for adults and children were supplied with thermostatically controlled hot water, dispensing soap, automatic dispensing roll and pedal bins for the disposal of waste.
- Nappy changing in the Waddler room was observed to be carried out in line with the service's nappy changing policy. Staff wore disposable gloves and aprons which were disposed of after each change, children's nappies were disposed of in a lidded, sealed and pedal operated bin, the area and mat were sanitised after use and the children's personal belongings were located nearby.
- Children's coats and belongings were stored on hooks, off the floor area.

- Pedal operated bins were available for the disposal of the paper hand roll in the Junior and Senior Pre-school care rooms.
- Cleaning rotas were observed to be completed and up to date in all care rooms.

Administration of Medication:

- Anti-febrile medication was stored in its original container and placed out of reach in the kitchen.

Safe Sleep:

- There were six children in the Waddler room aged between 18 months and 2 years, all sleeping in cots. The cots were placed 50 cm apart and each cot was fitted with a waterproof mattress protector and cellular blanket.
- Physical sleep checks were observed being carried out in the Waddler sleep room and recorded every ten minutes. These were presented to the inspector during the inspection.
- The sleep room temperature in the Waddler sleep room was recorded as 16.7°C, in line with the recommended requirements.
- Twelve children were resting/sleeping in the Toddler sleep room, all over 2 years of age were observed sleeping in a combination of floor mats, stackable beds and sleep pods.

Fire Safety:

- Fire doors in the Senior, Junior and Toddler rooms were unobstructed.
- Firefighting equipment was secured by brackets on the walls.
- The fire assembly area in the outdoor play area was known to staff in each care room.

Non-Compliance Information

General Safety:

- (1) The window in the Waddler sleep room opened out fully onto a concrete path, posing a safety risk should a child gain access to the window.
- (2) The lock on the laundry room door, where the washing machine, buckets, mops and dirty linen were stored, was not working. The door was ajar when the inspector walked into the sanitary area of the Toddler toilet area, making it accessible to the children. In discussion staff from the room stated that the door lock had been broken since last summer when the door got jammed with the heat and had to be forced open.
- (3) The inspector observed three double buggies lying on the floor of the Waddler sleep room, posing a tripping hazard. In conversation, staff stated that these are used to take children for a walk and for ease of use they are being stored on the floor of the sleep room near an exit doorway.

- (4) The inspector observed, in the Toddler sleep room, where all of the children were aged two years to three years old, that a child's legs were lying beyond the length of the sleep pod, posing a tripping hazard. The manufacturers guidance suggested that the sleep pod was suitable for children aged from six months. In conversation staff stated that all of the stackable beds and mats were already in use and that five children from the Toddler room slept in the available sleep pods.
- (5) The fire door in the hallway located between the Waddler and Toddler care rooms, which lead directly out to the car park, posed a safety risk from children being able to access the push bar mechanism and potentially leave the building unsupervised.
- (6) A nail observed protruding from a broken wooden slat, lying on the grass of the outdoor play area, posed a potential safety risk should a child fall on the rusty nail on the wet grass.
- (7) There were exposed hinges on the wooden dresser in use in the home corner in the Toddler care room, posing a safety hazard should a child catch their clothing or fingers on the hinges. The broken doors of the dresser were lying at the bottom of the unit.

Infection Control:

- (8) In contrast to the service's infection control policy the cots in the Waddler care room were not being sanitised between shared use. The inspector observed that the cleaning of shared cots was not recorded on the cleaning schedule. In conversation staff stated that the cots were not cleaned between use.
- (9) The inspector observed that there were no disposable cloths available in the Waddler or Toddler care rooms for cleaning, posing a risk of cross infection and or contamination. The inspector observed cotton cloths left in a corner of the Waddler sluice room and in an overflowing box at the sink in the Toddler care room. Staff in both rooms stated that cotton cloths are in use on a daily basis.
- (10) The infectious disease policy outlined that mouthed toys and soothers be placed in a sterilising as soon as is practical after use. On two separate occasions during the inspection, in the Waddler care room, the inspector observed that staff did not place mouthed toys or soothers into a sterilising solution when the children were finished using the toys or soothers, posing a significant risk from cross infection. In conversation with staff, they stated that the sterilising solution is not made up every day and is only made when the room is quiet, and staff have the time.
- (11) The pedal on the pedal bin in use in the Waddler sluice room was broken preventing the lid from closing properly, posing an infection risk from the number of adults lifting the lid with their hands to insert waste.

(12) Contrary to the handwashing procedure detailed in the infectious disease policy procedures for hygienic handwashing were not carried out in the Toddler care room. The inspector observed an adult squeeze dispensing soap on to each child's hands and wash the soap straight off the child's hands by putting their hands directly under the running water. In conversation, the staff member was aware of the correct method of hygienic handwashing however, this was not observed in practice.

(13) The inspector observed that children's sleep linen was not individually labelled or stored hygienically as per the service's safe sleep and infectious disease policies. In discussion, staff stated that between use the children's linen is rolled up and left on the window sill until it is next required to be used.

Safe Sleep:

(14) Contrary to the service's policy on safe sleep the inspector observed, in the Toddler sleep room, that there were no ten-minute physical sleep checks being carried out on the twelve resting/sleeping children. In conversation, staff in the room stated that they did not record the children's colour, position or breathing, along with the name of the staff conducting the check and the time of the check.

Action submitted by the Registered Provider

Corrective & Preventive Action

The following statements were received from the registered provider;

General Safety:

- (1) The windows in the sleep room of the Waddler care room have been secured in order that no child could exit from them. A monthly health and safety check will be carried out with staff in the future to identify any issues.
- (2) A new lock has been installed on the laundry door to ensure no child can access the area.
- (3) The buggies are now stored in the playground shed outdoors.
- (4) Stackable beds have been brought from storage to accommodate the children requiring to sleep or rest in the Toddler sleep area.
- (5) The alarm on the fire door in the hallway located between the Waddler and Toddler care rooms has been reinstated.
- (6) The wooden slats have been made safe and the fencing has been secured on both sides.
- (7) The wooden dresser had been removed from the Toddler room.

Infection Control:

- (8) Staff have been reminded of the importance of sanitising cots between shared use and retraining has taken place in regard to the infection control policy and safe sleep policy. Review of infection control policy to be carried out regularly with staff.

- (9) All cleaning cloths have been removed and replaced with disposable towels.
- (10) A steriliser is now in use in the Waddler care room for mouthed toys and soothers.
- (11) The pedal operated bin in the Waddler sluice room was replaced with a new pedal operated bin.
- (12) Staff in the Toddler care room have been reminded of the importance of effective handwashing and a handwashing song is now sung as each child washes their hands allowing an appropriate amount of time for same.
- (13) Sleep linen in the Waddler care room is now being stored in line with the service's safe sleep policy and staff have been retrained on same.

Safe Sleep:

- (14) Staff in the Toddler care room have been reminded to include all physical aspects including breathing, colour and position of the ten-minute sleep checks. The sleep check record has been amended to reflect these changes.

Supporting documentation submitted

The following photographs, statements and copies of receipts were received in the office of the inspectorate;

General Safety:

- (1) A copy of a receipt for the hardware necessary to ensure the windows in the Waddler sleep room are secured.
- (2) A copy of a receipt for the sliding bolt for the laundry door to prevent children accessing unsafe areas.
- (3) The statement from the registered provider has been accepted.
- (4) A photograph of the additional stackable floor beds.
- (5) A photograph of the maintenance person reinstating the alarm on the fire door along the corridor between the Waddler and Toddler care rooms.
- (6) A photograph of the wooden slats replaced on the fencing.
- (7) The statement from the registered provider has been accepted.

Infection Control:

- (8) The statement from the registered provider has been accepted. Copies of the safe sleep and infection control policies, including the information that cots will be cleaned after each use.
- (9) A photograph of the two paper towel dispensers in the Waddler and Toddler care rooms and a copy of the infection control policy with the new wording regarding drying with a disposable paper towel.
- (10) The statement from the registered provider has been accepted.
- (11) A photograph of the new bin in the Waddler sluice room.
- (12) and (13) The statements from the registered provider have been accepted.

Safe Sleep:

(14) The statement from the registered provider has been accepted.

Summary Comment

The non-compliances identified under Regulation 23 have been addressed.

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) Certificates were available to evidence that six staff members had completed First Aid Responder (FAR) training and a seventh staff member had completed paediatric first aid. The staff roster confirmed that a person trained in first aid was available at all times.

(2) (a) (b) A first aid box, located above the fridge in the kitchen, within reach of the adults in the service, was available 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 firefighting 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) Written records of monthly fire drills were available in the service. The last fire drill recorded was dated 6 March 2024, with previous date noted as 20 February 2024.

(b) Written records were available recording the number, type and maintenance records of the firefighting equipment and the smoke alarms. The firefighting equipment and the smoke alarm certificates were both dated 28 April 2023.

(2)

(c) All records referred to in paragraph (1) were open to review by the inspector.

(4) Fire drill routines were available for each care room.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

A certificate of insurance was available to evidence that the registered provider had insurance for the service. The expiry date of the insurance was recorded as 28 February 2025. The certificate stated that the service is insured for 82 full day care children.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated*

Compliance Information

- (a) The building appeared of sound and stable structure.

Non-Compliance Information

- (b) Two window handles, out of reach of the children, were missing on windows in the Senior Pre-school and the Toddler care room leaving the windows unsecured.
- (c) Air vents in the Waddler nappy changing area and the Toddler sanitary area were full of dust impeding the circulation of fresh air.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (b) The two broken window handles in the Senior Pre-school and the Toddler care rooms have been replaced.
- (c) The air vent in the Waddler nappy changing room has been cleaned. Staff have been reminded of the importance of keeping air vents free from dust.

Supporting documentation submitted

- (b) A photograph of the new window handles.
- (c) A photograph of an adult cleaning the air vent in the Waddler nappy changing unit.

Summary Comment

The non-compliance identified under Regulation 29 (b) and (c) have been addressed.