

# Early Years Inspectorate Regulatory Report

## Pre School

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| <b>TUSLA Identifier:</b> | TU2015LH003 |
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| <b>Name of Service:</b> | Olive Tree Daycare |
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| <b>Address of Service:</b> | 28a Rosehall, Crosslanes, Drogheda, Co. Louth |
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| <b>Eircode:</b> | A92 D6PW |
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| <b>Name of Registered Provider:</b> | Barbara Clarke |
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|                      |               |
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| <b>Service type:</b> | Full day care |
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| <b>Date of Inspection:</b> | 21/08/2023 |
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|-----------------------------------|--|----|----|----|----|
| <b>No of pre-school children:</b> | <table border="1"> <tr> <td>AM</td> <td>21</td> <td>PM</td> <td>13</td> </tr> </table> | AM | 21 | PM | 13 |
| AM                                | 21   | PM | 13 |    |    |

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| <b>Address of the Early Years Inspectorate:</b> | Early Years Inspectorate, 181-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin K67 Y5C6. |
| <b>Inspection undertaken by:</b>                | S Taaffe and C Harte   |
| <b>Title:</b>                                   | Early years inspectors   |

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

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| <b>Conditions if applicable</b> | Not Applicable |
|---------------------------------|----------------|

### Description of service

Olive Tree Daycare is a privately-owned early years service which has been in operation since 2010 and which is located in a private residential housing development in Drogheda in Co. Louth. The service is registered to provide full day-care, part-time and sessional care, catering for babies and pre-school children from 6 months to 6 years of age. School aged children up to 12 years of age are also accommodated in the service which operates from 7.30am to 6.00pm from Monday to Friday for 51 weeks each year, catering for a maximum of 37 pre-school children at any one time. School aged childcare services are also provided. Eligible children can avail of the state funded early childhood care and education (ECCE) scheme from 9.00am to 12.00 midday daily. There are five care rooms provided in the service, with the Back Baby Room and the Front Toddler Room located on the ground floor whilst the Junior Pre-school Room and the Upstairs Toddler Room are both located on the first floor. The Pre-school/ Afterschool Room is conducted from a separate single-storey building located to the side of the premises. The service's sleep room contains 4 standard cots and is located in between and accessible from both the Back Baby Room and the Front Toddler Room on the ground floor of the main building. A fully enclosed outdoor play area is provided to the rear of the premises.

### Staffing

The registered provider employs 9 staff members, all of whom work directly with the pre-school children. The registered provider does not work directly with the pre-school children but engages in administrative duties both in the service and off-site on an on-going basis. Two of the 9 staff members are employed as co-managers, both of whom coordinate the day-to-day operational management of 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.

The inspection focused on an examination of compliance under regulations 9, 11, 16, 19, 23, 24 and 25. However, on inspection non-compliances which posed risk was identified under Regulation 29 - Premises. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under Regulation 16 - Record in relation to a preschool service.

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 was issued to the registered provider on the day of inspection in relation to the ambient temperature in the Front Toddler Room being 23.6°C when children were sleeping which exceeds the optimum sleep room temperature of 16 - 20°C as detailed in current national best practice safe sleep guidelines at the time of inspection. The registered provider promptly provided written assurances of appropriate immediate actions put in place to control the risk to children.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, 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

(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 two co-managers are the designated persons in charge of the service and there was a named person available to deputise as required.

(b) One of the two co-managers was present and in charge of the service when the inspectors arrived unannounced at 9.30am on the morning of the inspection. The registered provider was present in the service on the afternoon of the inspection and remained until the conclusion of the closing meeting, in conjunction with the co-manager.

(2)(a)(b) Two written references were available for the registered provider and two written, validated references were available for 7 of the 9 staff members. One written, validated reference was available for 1 of the 9 staff members.

(a) Twelve written references were from past employers.

(b) Five written references were from sources other than a previous employer.

(c) Garda vetting disclosures were available for the registered provider and for the 9 staff members employed in the service.

(d) International police vetting was available as required for 4 of the 5 staff members in the service who had resided outside of the Irish jurisdiction for more than 6 consecutive months as adults.

(4) Eight of the 9 staff members who work directly with pre-school children in the service held a major award in Early Childhood Care and Education at Level 5 - 6 on the National Framework of Qualifications (NFQ) or had been issued with a letter of eligibility to practice following an assessment of their qualification by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

### Non-Compliance Information

(2)(a)(b) The following was not in place in relation to staff references:

- There were no written and validated references available for inspection in relation to 1 of the 9 staff members.
- A second written and validated reference was not available in respect of 1 of the 9 staff members.

(d) International police vetting was not available for 1 staff member who had resided outside of the Irish jurisdiction for longer than 6 months as an adult.

(4) On the day of inspection 1 staff member working directly with the pre-school children did not have certification to confirm that they held a major award in Early Childhood Care and Education at a minimum of Level 5 on the NFQ or a qualification deemed by the Minister to be equivalent.

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

The registered provider stated the following corrective actions and preventive actions have been undertaken:

#### **Corrective Action:**

(2)(a)(b) All outstanding references are now on file.

(d) Police vetting now on file.

(4) The relevant staff member has enrolled to complete her full Level 5 qualification in childcare in October 2023. The service has covered the cost of her course to enable her to do this in a timely manner. This staff member usually cares for the school aged children but was temporarily working in the Toddler Room to cover staff summer holidays. She will not work directly with pre-school children until her full qualification is obtained.

#### **Preventive Action:**

(2)(a)(b) Ensure all written references are kept in the file and validated.

#### **Supporting documentation submitted:**

- Copies of the three outstanding written references.
- A copy of the required international police vetting for the relevant staff member.

### Summary Comment

Assurances given by the registered provider have been accepted.

The registered provider is required to submit confirmation, when available, that the relevant staff member has achieved a major award in early childhood education and care at Level 5 or higher on the National Framework of Qualifications (NFQ) before she resumes working with pre-school children.

### 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) On the day of inspection there was an adequate number of staff members working directly with the children attending the service.

(2) The adult to child ratios were correct when the inspectors arrived unannounced to the service and remained so throughout the inspection.

The following adult to child ratios were observed during the inspection:

- In the Back Baby Room there were 4 children aged 1 year 3 months to 1 year 9 months being cared for by 1 staff member.
- In the Front Toddler Room there were 5 children aged 1 year 2 months to 2 years 2 months being cared for by 2 staff members.
- In the Upstairs Toddler Room there were 6 children (of whom 2 children were aged 2 years 6 months and 2 years 11 months and the remaining 4 children were aged 3 to 3½ years) being cared for by 1 staff member.
- In the Junior Pre-school Room there were 6 pre-school children aged 3 to 4 years and 2 school aged children being cared for by 1 staff member.
- In the Pre-school/ Afterschool Room there were 7 school aged children being cared for by 1 staff member.

(8)(a) The registered provider ensured that 2 adults were present on the premises at all times, verified by staff rosters and staff attendance records maintained at the service.

### 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;*

*(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;*

*(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) A record in writing was maintained of the policies and procedures required in accordance with Regulation 10. These were available in printed format on the premises.

(i) An up-to-date weekly staff roster was available and staff attendance records were maintained on a daily basis.

(3) The records referred to in paragraph (1) were open to inspection as requested by the inspectors as authorised persons.

#### Non-Compliance Information

(j) Details of medication that had been administered to pre-school children was not always maintained in the service. For example, the inspectors were informed that a child in attendance required a sachet of medication to be added to a drink before administration on a regular basis and this procedure was routinely carried out by staff members following verbal request by the parents, but no written records were maintained. Therefore, signed parental consent was not obtained to authorise the staff members to administer the medication nor were the parents requested to sign a record when collecting their child to confirm that they were aware that the medication had been administered to their child during the day and at what time. Furthermore, the lack of records resulted in no evidence being available to show that two staff members had checked and countersigned all medication administered to children in the service.

## Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated the following corrective actions and preventive actions have been undertaken:

### **Corrective Action:**

(j) The parent was a staff member and administered the medication to her own child.

### **Preventive Action:**

(j) Staff advised to correctly maintain medical records and advised of the procedure of administration of medication. Medical consent forms are now displayed on a whiteboard and managers to manage all administration of medicines. Medical care plans are updated daily and displayed on newly fitted whiteboard for all staff. Parents to complete and sign the updated medication consent forms. Should a child need to receive ongoing medication a care plan will be developed between the service and parent/guardian and displayed on the whiteboard in an area for all staff to see.

### **Supporting documentation submitted:**

- Completed documentation in relation to medication previously administered to a child in the service.
- Copy of medication administration template.

## Summary Comment

The registered provider demonstrated that the non-compliance identified under Regulation 16(1)(j) has been adequately 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

(1)(a) The following observations are examples on how each child's learning, development and well-being was observed being facilitated during the inspection:

### Basic needs:

- The staff members were observed interacting with the children in a warm and supportive manner. Soft tones and positive language were used by the staff members when engaging with the children.
- The children were given sufficient time to relax and enjoy their snacks and meals. Staff members sat with and chatted to the children at mealtimes.
- Nappies were changed regularly and in a timely manner and positive interactions were observed taking place between staff and children during these procedures. Prompting, supervision and assistance when using the toilet was provided as necessary to the children who were toilet trained.
- Children were placed to sleep when they showed signs of tiredness during the inspection and staff members stated that child-led sleep practices were implemented for the children attending the Back Baby Room, ensuring that these children slept when their needs dictated.

### Supporting relationships around children:

- The children seemed to be very familiar with all the staff members, frequently using their names to confidently ask questions and to request them to join in or assist them with play if required.
- Staff members were observed promptly responding to the children and reassuring and comforting any child who became upset during the inspection.
- The staff members were observed displaying anticipation and appropriate responsiveness when children experienced challenges within the environment and when children chose to change or opt out of activities. An inclusion plan was in place for a child in the service, taking account of the child's emerging interests, their needs and preferences which supported the child's participation and engagement.
- A written record of the pre-school children's meals, activities, general wellbeing and, if relevant, nappy changes and sleep was maintained for the children on a daily basis and this information was verbally shared with the parents when the children were being collected from the service.

### Physical and material environment:

- Play resources and equipment were generally available on low level shelves which facilitated choice and supported child-led play experiences.
- Play equipment and materials were grouped to provide specific interest areas with library areas, home corners and construction areas amongst the defined areas noted in the care rooms.

- Art and crafts supplies including paint, brushes, pencils, crayons, paper and craft glue were provided on wheeled trolleys in the service.
- Books were available in each care room to support the children’s language development.
- A spacious tray of water was provided in the Upstairs Junior Pre-school Room to facilitate the children to wash dolls and toys as a sensorial play activity.
- A light-up tray-top activity table was provided in the service which the inspectors were informed would be used by each room in rotation depending on the children’s preference and interest.
- Fencing was in place which divided the outdoor play area into three separate spaces, the two largest of which were surfaced with impact-absorbent material. A large wooden climbing frame with swings and slide attached was provided in the section accessed by the older pre-school children and the school aged children. A low-level plastic climbing frame with slide attached and a wooden kitchen were provided in the area used by the younger pre-school children. A range of age-appropriate push-along toys, ride-on toys, large blocks and balls were provided in both sections and suitable seating was provided for children and staff members when outdoors. The third and smallest section beside the fire escape was surfaced in artificial grass and this area was not accessed by children during the inspection, due to its unsuitability as detailed in Regulation 29(d).

### Non-Compliance Information

#### Basic needs:

1. One child in the Front Toddler Room chose not to avail of the food provided for dinner, but an alternative was not offered. This child was settled to sleep after dinnertime without eating or drinking.
2. Four children in the Front Toddler Room were not provided with drinks at dinner time or when they had finished eating this meal. One of these children requested a drink on two occasions at dinnertime but was told their water bottle was not available in the room. This child was settled to sleep after dinner without receiving a drink.
3. The children in the Front Toddler Room were observed watching cartoons on a wall-mounted television when the inspectors entered the room at 9.33am and the children in this room were also observed watching television for a further 25-minute period before dinner was served at 12.05pm. This was not a meaningful play experience and minimised communication, interaction and active play opportunities for the children in attendance. Additionally, it was stated in the service’s policy on the use of the internet, photographic and recording devices (incorporating multimedia) that *“television / DVD viewing is not provided for in the service.”*

**Physical and material environment:**

4. There were no sensorial play experiences facilitated in the Back Baby Room, the Front Toddler Room or the Upstairs Toddler Room during the inspection and these rooms lacked sand tables, water trays or other sensory materials such as dried pasta, lentils or rice trays.
5. A wooden play kitchen was available in the Front Toddler Room but the supportive play materials provided for the kitchen (including plastic pots, pans, a tea set and plastic food) were stored separately in a lidded plastic box which was positioned out of reach of the children. This limited the opportunities for children in initiating and sustaining role play activities in the home corner.

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

The registered provider stated the following corrective actions and preventive actions have been undertaken:

**Corrective Action:**

**Basic Needs:**

1. The child who was not offered an alternative meal at dinner time had refused dinner as he was unwell. Child fell asleep in the Toddler Room for 15 minutes and was then collected by grandmother who is authorised to collect. Alternative meal options are readily available at all mealtimes.
2. Ensure each child has their own labelled water bottle and it is in the room at all times.
3. TV viewing kept to a minimum.

**Physical and material environment:**

4. New sand tables purchased for Toddler Rooms. Materials provided for sensory play. Colour changing sensory table in use in the Baby Room with age-appropriate sensory materials.
5. All supportive play materials in Toddler Rooms kept within children reach for use throughout the day.

**Preventive Action:**

**Basic Needs:**

1. Alternative meal options are readily available at all mealtimes.
2. Staff to ensure to bring all water bottles when children are moving rooms.
3. Policy on TV and DVD viewing updated to include limited viewing of TV.

### **Supporting documentation submitted:**

- Photographs of three tray-top tables containing sensory materials including coloured rice, homemade moon sand and shredded paper.
- A copy of the service's updated TV policy showing that a maximum of 30 minutes total per week of educational and age-appropriate screen time (television, video, and DVD) is permitted in the service; not allowing any screen time during meals and snacks; and having zero screen time (TV, video, and computer) for children under the age of two.

### **Summary Comment**

The corrective actions implemented by the registered provider has addressed the non-compliances identified under Regulation 19(1)(a).

## 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 premises was secured. This prevented a child from exiting the service unsupervised and unauthorised persons from gaining access to the service.
- The water temperature inside the premises, in the care rooms and sanitary accommodation, did not exceed the recommended maximum water temperature of 43°C. This reduced the risk of scalding for the children. The inspectors were informed that the warm water supply to these taps was thermostatically controlled.
- The kitchen was inaccessible to children on the day of inspection.
- Cleaning agents were stored safely and out of reach of children.
- Blind cords were appropriately secured.

#### **Infection Control:**

- Adequate handwashing facilities including running hot water controlled to a maximum of 43°C, liquid soap, and paper hand towels were available in the sanitary accommodation.
- Children in the Junior Pre-school Room and the Upstairs Toddler Room were observed being facilitated to wash their hands after returning indoors from the garden and before eating. Staff members were heard providing gentle reminders to children to wash their hands if they had used the toilet independently.
- Individual soothers were available to children in the Back Baby Room and the Front Toddler Room and these were stored in individual containers identified to the relevant child. The inspectors were informed that soothers were sterilised at least daily in a microwave steriliser in the kitchen.
- Up to date documented cleaning schedules were on display in the service.

### Administration of Medication:

- Medications were stored out of the reach of children.

### Safe Sleep:

- Ten-minute sleep checks including the children's colour, position and breathing were conducted on all sleeping children in the service.
- Adequate space of at least 50cm was left between the individual cots in the sleep room and sleep mats set up in the Front Toddler Room after dinner.
- An air conditioning unit was in place in the sleep room which maintained the ambient air temperature in this room between 18 - 20°C during the inspection, within the safe sleeping temperature range. A digital thermometer was provided in this room to facilitate staff members to monitor the air temperature when children were sleeping in the cots.

## Non-Compliance Information

### General Safety:

1. The hot water supply provided at the tap beneath the kitchen window in the outdoor play area which was accessible to pre-school children exceeded the maximum safe water temperature of 43°C. The water was recorded at a temperature 48.6°C at 11.40am. When the inspectors highlighted to the staff members that there was a risk of scalding from this tap, a staff member tightly turned the tap off and children were denied access to the tap for the remainder of the inspection.
2. In the sleep room a corrugated foil-covered ducting tube which lead from the air conditioning unit was in place across the floor in front of the doorway from the Back Baby Room, leading onwards underneath a

cot in which a child was observed sleeping and up the wall directly adjacent to the top end of the cot before extending out an open window. This posed a risk that a child could make contact with and tear the flimsy foil covering and gain access to the inner coiled wire frame. It also posed a trip hazard for staff members and mobile children.

### Infection Control:

3. Some children's hands were not washed before they ate dinner or after they had their nappies changed which posed a risk of cross infection.
4. A staff member was observed returning to the Back Baby Room whilst still wearing the apron she had worn during nappy changing. This posed a risk of cross infection.
5. Some staff members described inadequate procedures in relation to the management of soothers and mouthed toys in the service. For example, the inspectors were informed that these items would not be always washed in warm soapy water to remove any food particles or secretions in advance of sterilisation.
6. There was no bin available in the children's toilet in the sanitary accommodation on the ground floor. Children were observed placing used paper towels on the windowsill.

### Administration of Medication:

7. There was no documented care plan available for a pre-school child to authorise staff members to administer antihistamine medication provided to the service by the parents for use in the event that the child would become exposed to an allergen and develop signs of a reaction.

### Safe Sleep:

8. The ambient air temperature in the Front Toddler Room was 23.6°C at 12.40pm when children were sleeping on sleep mats after dinner. This exceeded the optimum sleep room temperature of 16 - 20°C as detailed in current national best practice safe sleep guidelines at the time of inspection. This posed a risk in relation to the safety and comfort of the children in attendance.

### Action submitted by the Registered Provider

The registered provider stated the following corrective actions have been undertaken:

### **Corrective Action:**

#### **General Safety:**

1. Outdoor tap switched to cold water only. Temperature now showing at 16°C.
2. Corrugated foil raised to avoid trips and out of reach of children. Corrugated foil removed from sleep room as cooling unit no longer required. Air conditioning unit for cooling to be installed before May 2024.

#### **Infection Control:**

3. Staff reminded of the importance of children's hand washing after nappy changes.
4. Staff advised of the importance of disposal of aprons prior to leaving nappy change areas to avoid cross infection or contamination.
5. Staff advised of the importance of mouthing toy policy and procedure and importance of washing soothers in soapy water to remove any food particles prior to sterilisation.
6. New bin provided in children's toilet. Extra bins purchased to ensure immediate replacement.

#### **Administration of Medication:**

7. Care plan for parent/guardian to authorise staff to administer antihistamine medication given to parents for authorisation.

#### **Safe Sleep:**

8. Temperature reduced to 21°C by opening additional windows to ensure the temperature is in range.

### **Supporting documentation submitted:**

- Copy of a care plan template to be completed as required to authorise staff members to administer prescribed medication in the event that a child attending the service would become exposed to an allergen and develop signs of a reaction.

### **Summary Comment**

An immediate action notice was issued to the registered provider on the day of inspection in relation to the raised ambient air temperature when children were sleeping. The registered provider submitted written assurances to the Inspectorate detailing appropriate immediate actions undertaken in the service to control the risk to children within 24 hours of the inspection.

The Inspectorate has accepted the assurances given by the registered provider in relation to how each of the non-compliances identified under Regulation 23 have been addressed in the service. These will be reviewed at the next inspection.

### Part VI - Safety

#### Regulation 24 - Checking in and out and record of attendance

*(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*

*(3) A registered provider shall ensure that-*

*(a) no person other than-*

*(i) pre-school child attending the service,*

*(ii) a person dropping or collecting such a child,*

*(iii) an employee, or*

*(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

#### Compliance Information

(3)(a)(b) A system was in place to ensure that no person other than the children's parents / guardians, employees or authorised visitors could enter the service. A visitor's book was maintained and on arrival the inspectors were requested to record their attendance on the premises and the purpose of their visit.

#### Non-Compliance Information

(1) A record of the children in attendance was not maintained in the care rooms which posed a risk of the children not being counted under the daily supervision routines or in the event of an evacuation emergency. Instead, the children's attendance was recorded in documentation which was retained in the manager's office throughout the day. The registered provider and the staff members confirmed that this practice occurs on a daily basis.

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

The registered provider stated the following corrective action has been undertaken:

##### **Corrective Action:**

(1) Daily attendance records kept in each room.

#### Summary Comment

The Inspectorate has accepted the assurance given by the registered provider in relation to how the non-compliance identified under Regulation 24(1) was addressed in the service. This will be reviewed at the next inspection.

## 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) A person who held in-date First Aid Response (FAR) training was at all times immediately available to the children attending the service. This was confirmed by the registered provider and evidenced in staff members' training records and in the staff roster.

(2)(a)(b) The first aid boxes available in the service were suitably equipped and stored in conspicuous locations on the premises and these were available for the children in attendance, in the event of an emergency.

## Part VII - Premises and Space Requirements

### Regulation 29 - Premises

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

(b) safe and secure,

(d) cleaned, maintained and repaired, as required, and

### Compliance Information

(b) The external doors were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the service. A doorbell was provided at the front door to allow parents or visitors notify staff members of their arrival to the service. Glass panels at the doorway facilitated staff members to see visitors before facilitating their entry to the premises. The outdoor play area fully enclosed by walls, gates and high-level fencing.

### Non-Compliance Information

- (d)
1. The brackets supporting two fire extinguishers had become detached from the wall exposing rough plaster and screw holes, in the sanitary accommodation on the ground floor and in the hallway at the back door. These areas could not be cleaned properly. Additionally, the two fire extinguishers were standing freely and unsecured which posed a risk of injury if this heavy equipment was over-turned by a child.
  2. Children could potentially gain access through an unlocked gate to an area beside the fire escape in the outdoor play area which was cluttered with plastic chairs, metal chair frames, water trays and discarded toys. Some of these items were stacked insecurely and posed a risk of causing injury should a child enter the space.
  3. An enclosed narrow area located between the Pre-school/ Afterschool Room and the adjoining boundary wall contained a high pile of discarded logs, disintegrating wooden pallets, a bag of compost and layers of leaves which posed a risk of harbourage for pests.

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

The registered provider stated the following corrective actions have been undertaken:

#### Corrective Action:

(d)

1. Both fire extinguishers re-mounted to the wall.
2. Area cleared and tidied.
3. Area cleared and cleaned.

**Supporting documentation submitted:**

- Photograph of fire extinguishers mounted on wall brackets.
- Photographs showing the areas beside the fire escape in the outdoor play area and the enclosed narrow area located between the Pre-school/ Afterschool Room had both been decluttered and in a clean condition.

## Summary Comment

The registered provider demonstrated that the non-compliances identified under Regulation 29(d) have been adequately addressed.