

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LK026
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Name of Service:	Bruff Community Pre School
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Address of Service:	Bandroom, Bruff, Co. Limerick
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Eircode:	V35 V821
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Name of Registered Provider:	Jennifer Kiely
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Service type:	Sessional
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Date(s) of Inspection:	15/05/2023
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No of pre-school children:	AM	16	PM	0
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate Office, 2 nd Floor Estuary House, Henry Street Limerick
Inspection undertaken by:	M Riordan
Title:	Early Years Inspector

Authority to Inspect

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

Conditions if applicable	Not applicable
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Description of service

Bruff Community Pre-school is a sessional pre-school service, located in a community hall building in the village of Bruff in Co. Limerick. The service offers a morning sessional service from 9.00am to 12.00md. The service can cater for a maximum of 22 children at any one time.

The service operates from a public premises located next door to the primary school. It consists of a large well-resourced pre-school room with a kitchenette, a storeroom and sanitary facilities adjacent.

The children have access each day to the playground of the local primary school for outdoor play activities.

Staffing

The registered provider of the service is the chairperson of the pre-school management committee. A designated person in charge and 3 staff are employed to work at the service. All staff working at the service hold a major award in Early Childhood Care and Education at Level 6 on the National Qualifications Framework. One staff has completed the LINC programme, a course designed to enhance inclusion of children with additional needs in Early Childhood Care and Education settings.

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 announced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16, 19, 25, 26, 28.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the person in charge, 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 designated person in charge was present on the day of the inspection. There was a second person available to deputise if needed.

(b) The staff roster indicated that the provider or their deputy was always available on the premises.

(2)(a) Two written references were available for each adult working at the service.

(b) All references were from each person's previous employers.

(c) Garda vetting disclosures received from the National Vetting Bureau of An Garda Síochána were available for all adults working at the service.

(d) Police vetting was not required for any adult working at the service.

(4) All adults working at the service had an appropriate qualification in Early Childhood Care and Education.

Part III – Management and Staff

Regulation 11 - Staffing levels

- (1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.*
- (3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.*

Compliance Information

- (1) The registered provider ensures that at all times the correct number of adults are rostered to work at the service.
- (3) On the day of the inspection there were 2 adults present with 16 preschool children. The adult/child ratio was correct for a sessional service.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

- (1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:*
- (a) the name and date of birth of the child;*
 - (b) the date on which the child first attended the service;*
 - (c) the date on which the child ceased to attend the service;*
 - (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
 - (e) authorisation for the collection of the child;*
 - (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
 - (g) the name and telephone number of the child's registered medical practitioner;*
 - (h) record of immunisations, if any, received by the child;*
 - (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

Compliance Information

- (1) A sample of 11 children’s registration forms were reviewed. The service had a record in writing containing the following particulars in each of the forms examined:
- (a) The name and date of birth of the child.
 - (b) the date on which the child first attended the service.
 - (c) provision to record 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 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 received by the child.
 - (i) Written parental consent for appropriate medical treatment of the child in the event of an emergency.

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:*
- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
 - (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
 - (c) details of the adult:child ratios in the service;*
 - (d) the type of care or programme provided in the service;*
 - (e) the facilities available;*
 - (f) the opening hours and fees;*

(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.

(2) A registered provider shall ensure that-

(a) all documents and records relating to references and Garda and police vetting obtained under Regulation 9(2) are retained for a period of 5 years from the date on which the person to whom the document or record relates commences working in the service, and

(b) a record referred to in subparagraph (h), (j) or (k) of paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service, or in the case of a preschool service in a drop-in centre or of a temporary pre-school service, for a period of 2 years from the date on which the child attends the service.

Compliance Information

(1) The designated person in charge ensured that a record in writing was kept of the following information in relation to the service. This information was emailed to the parents of each child when enrolling at the school. Assistance was offered to the parents where English was not their first language.

(a) The name, position, qualifications and experience of the persons in charge.

(b) Details of the type of service in operation and the age profile of children for which the facility is registered to provide services.

(c) Details of the adult: child ratios in the service.

(d) The type of care or programme provided in the service. This was clearly displayed on the wall of the school near the entrance for parents to read.

(e) The facilities available.

(f) The opening hours and fees.

(g) A record in writing was maintained of policies and procedures required in accordance with Regulation 10 and were found to be comprehensive and detailed.

(h) Details of attendance by each pre-school child daily.

- (i) Rosters were maintained on a daily basis and available for inspection. These correlated with the numbers that were present on the day of inspection.
- (j) The service had a medication administration record template available that could be used in the event of a child requiring medication to be administered at the service.
- (k) Details of any accident, injury or incident involving a pre-school child attending the service.

(2) The service manager stated the following:

(a) All documents and records relating to references and Garda vetting obtained under Regulation 9(2) were retained for a period of 5 years from the date on which the person to whom the document or record relates commences working in the service.

(b) A record referred to in subparagraph (h), (j) or (k) of paragraph (1) was retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.

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) BASIC NEEDS:

The services objective was to ensure that each child's learning, development and well-being was supported through implementing appropriate programmes and care practices, taking all children's individual interests and needs into consideration. There was a healthy eating policy in place in the service to encourage and educate the children about the importance of good nutrition. The parents supplied healthy snacks and drinks for the pre-school children. Perishable foods were stored in a refrigerator if required. Staff sat with the children at break time and actively encouraged meal time to be a social occasion.

Children had unrestricted access to the toilets which were located next to the preschool room. Hot water, liquid soap and paper handtowels were accessible to ensure hygienic hand washing.

Foot pedal operated, lidded bins were used for the safe disposal of used tissues and handtowels. Staff were available to assist children at all times if needed.

A change of clothes was available for all children if required. Protective clothing was available for children when engaging in messy play activities.

Children had daily access to the school playground next door every day for outdoor playtime.

PHYSICAL AND MATERIAL ENVIRONMENT:

The playroom was a large bright room with many well-resourced interest areas accessible to the children, such as a construction play area with blocks, bricks and magnetic materials, a home corner with kitchen and real-life food items, an imagination play area with dress up clothes, a restful quiet reading corner with soft furnishings next to a low-level book stand and a planting area where children had planted flowers in small pots. Child sized tables and chairs were available to facilitate tabletop activities. Toys and play equipment throughout the room was organised to be visible in clearly labelled, easily accessible storage boxes. Posters were displayed to promote learning on letters, literacy, numbers, farm animals, sea creatures and healthy eating. To improve inclusion in the service simple greetings were displayed in different languages.

Materials and equipment were changed and rotated as required depending on the children's emergent interests, curriculum plans, children's preferences and their ability levels.

The outdoor facilities in the Primary school next door were available to the children each day for physical exercise and play. Children were always supervised when playing outside, with a risk assessment carried out in all outdoor spaces before children went outside.

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) Both staff present on the day of the inspection had completed first aid responder training and their certificates were in date.

(2)(a) There was a well-stocked first aid box located on the premises.

(b) The first aid box was readily available and easily accessible if required.

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-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
 - (b) an employee, and
 - (c) an authorised person.
- (3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation
- (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) Fire drills were carried out monthly. The most recent drill took place on the 19/04/2023.
- (b) A record of the number, type and maintenance of firefighting equipment and smoke alarms were available on the premises with the most recent service carried out on the 19th of October 2022.
- (4) The fire evacuation procedures were displayed on the wall at the entrance to the Preschool room.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider had a current insurance certificate which outlined that adequate insurance was available for 22 preschool children to attend the service. The insurance cover commenced on the 28th of March 2023 and expired on the 27th of March 2024.