

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LK028
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Name of Service:	Busy Bees Pre School
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Address of Service:	59 Park Gardens, Corbally, Limerick, Co. Limerick
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Eircode:	V94 P407
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Name of Registered Provider:	Vivienne Vereker
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Service type:	Sessional
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Date of Inspection:	17/11/2023
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No of pre-school children:	AM	18	PM	N/A
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate, 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

Busy Bees Pre-school is a privately owned pre-school service located in a housing estate on the outskirts of Limerick city. The school can cater for a maximum of 22 pre-school children. The service operates Monday to Friday 9.00am to 12.00md. The approach to learning at the service is inspired by the Montessori philosophy of education. The service operates for a purposely designed pre-school room adjacent to the registered provider's home. It has sanitary facilities located next to the room. A well-developed outdoor play facility is available to the rear and side of the premises. A sheltered outdoor space is available to ensure children get outdoors in all weather conditions.

Staffing

The registered provider is the owner and the manager of the service. There are 2 additional staff employed to work at the facility. All staff hold a qualification in Early Childhood Care and Education. The registered provider 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 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, 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) On the day of the inspection the registered provider was the designated person in charge. There was a named person who could deputise as required.

(b) The registered provider was present in the service for the duration of the inspection.

(2)(a) There were written references from past employers available in respect of each staff, with recorded validations where required.

(b) Where past employer references were not available, references from an alternative source such as schools and colleges were provided.

(c) Vetting disclosures from the National Vetting Bureau of the Garda Síochána were available in respect of all staff members.

(d) No overseas police vetting was required as none of the staff had lived outside the jurisdiction.

(4) Both the registered provider and the 2 staff who work at the facility held a major award 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.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.

Compliance Information

- (1) The service operates a morning sessional service from 9am to 12 midday. There were 18 preschool children with 3 adults attending the morning session. This met the requirements of Regulation 11.
- (2) At all times the registered provider ensured that the minimum ratio of adults to children was adhered to in the 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) All children's enrolment forms were reviewed. The service had a record in writing containing the following particulars for each of the children.
- (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.

Compliance Information

(1) The registered provider ensured that a record in writing was kept of the following information in relation to the service:

- (a) The name, position, qualifications, and experience of the person in charge and each staff working at the facility. This was clearly displayed on the wall of the premises.
- (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 preschool.
- (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 were 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.

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

A healthy eating policy was in place at the service and parents provided children with a healthy snack each day for their lunch. All perishable foods were stored in a fridge. Childrens drinks were accessible to them at all times during the session.

All children were toilet trained and were able to access the toilets and handwashing facilities independently. Assistance from staff was on hand if required. Lots of quiet spaces were available to the children in the preschool room if they wished to rest and relax away from more active play areas. Children were observed enjoying play time in a black out tent which had lots of soft furnishings making the space a cosy corner. A well-resourced outdoor area at the rear of the premises provided a safe space for the children to play and learn. A sheltered area was accessible if protection from the weather was needed. Appropriate outdoor clothing was worn by all children while playing outside.

Physical and material environment:

Indoors the service operates from a large well-resourced pre-school room. All play materials and equipment were stored on easily accessible low-level shelving. All storage boxes were clearly labelled to assist children to select and return materials of their choosing. Low level tables and chairs were available to the children for tabletop activities and for dining at lunch time. Large tuff trays were filled with lots of art and craft materials. Toys and equipment were rotated from higher level shelves to lower levels depending on the learning themes and the children's emergent interests, their preferences, abilities and their age and stage of development.

The walls of the pre-school room had displays of the children's artwork and posters of interest to the children all located at the children's eye level. "My family" wall displayed pictures of each child's family.

Outdoors the children had access to a large synthetic grassed area which provided a safe area for active games and ball sports. A natural garden area at the rear of the garden containing a mud kitchen, a large sand play area, a planting and a gardening space. A sheltered area with tables and chairs facilitated a space for tabletop activities, art and craft activities and construction play outdoors when weather was favourable.

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.
- (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) Records were available to show that fire drills were carried out on a monthly basis. The most recent fire drill took place on the 17th of October 2023.
- (b) A record of the number, type and maintenance of firefighting equipment and smoke alarms were available on the premises. The last maintenance check for firefighting equipment was in November 2023.
- (4) The fire evacuation procedures were clearly displayed in the service and a fire assembly point was located in the outdoor area.

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 is due to expired on the 27th of March 2024.