

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LK029		
Name of Service:	Busy Kids Creche		
Address of Service:	Ballycummin Village, Raheen, Co. Limerick		
Eircode:	V94PX06		
Name of Registered Provider:	John Mangan		
Service type:	Full Day		
Date(s) of Inspection:	19/07/2023		
No of pre-school children:	AM	41	PM 37
Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate Office, 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 Kids is a full day, childcare service located a short distance from Limerick city centre. It offers a service for children of all age groups. A facility for school age children is offered each afternoon.

The premises has a Baby/ Wobbler room, 2 Toddler rooms and 3 Pre-school rooms. Also located on the ground floor is a manager's office, a kitchen/dining room, sanitary accommodation and nappy changing areas. There is a sleep room located next to the Baby/Wobbler room.

There is a large, well-resourced outdoor play area located at the rear of the service. The area is sub divided by low level dividers into 3 smaller spaces to accommodate the different age groups. A sheltered area outside is also available.

Staffing

The registered provider has appointed a manager to oversee all day-to-day activity in the service. There are 20 staff employed to work at the facility. Relief staff are available to cover staff meal breaks and absenteeism when required. All staff have achieved a major award in Early Childhood Care and Education or a qualification deemed to be equivalent and comparable to the award.

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 inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16, 19, 20, 24, 25 and 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*
- (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.

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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.

(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:

(a) the policies, procedures and statements of the service specified in Schedule 5;

(b) Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act, and

(c) these Regulations.

Compliance Information

(1)(a) A designated person in charge of operating the service was present on the day of the inspection. There was a named person available who was able to deputise if required. An area co-ordinator was also available on the day of the inspection.

(b) During the period of the inspection, the designated person in charge was present and the staff roster indicated that this person or their deputy were always available on the premises.

(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 member of the management team.

(2)(a) Two written and validated references were available for all staff members employed to work at the service.

(b) References were submitted by staff from either their past employers or from other reputable sources.

(c) Garda vetting disclosures received from the National Vetting Bureau of An Garda Síochána were available for all staff employed to work at the service.

- (d) Police vetting was available for 10 staff members who had resided outside of Ireland for longer than 6 consecutive months.
- (3) All vetting procedures were carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.
- (4) All adults working directly with children held an appropriate qualification in Early Childhood Care and Education or an equivalent such qualification.
- (7) All staff had induction training and were supervised on
- (a) the policies, procedures and statements of the service.
 - (b) Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act, and
 - (c) Childcare Act 1991 (Early Years Services Regulations 2016)

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.

Compliance Information

(1) On the day of the inspection there were 41 pre-school children and 10 adults on the premises working directly with the children. The adult child ratio was correct overall in the facility.

There were 10 preschool children and 3 staff in the Baby/Wobbler Room

There were 6 preschool children and 2 staff in the Toddler Room 1

There were 5 preschool children and 1 staff in the Toddler Room 2

There were 12 preschool children and 2 staff in Preschool Room 2

There were 8 preschool children and 2 staff in Preschool Room 3

There were 10 school aged children and 2 staff in the Preschool Room 1

Relief staff were available to replace staff while taking meal breaks. A designated person was available to prepare, cook and serve food to all children attended 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) A sample of 14 children's registration forms were reviewed with samples selected from all rooms of the service. There was a record in writing containing the following particulars for each of these 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. Details of the child's likes and dislikes were also recorded.

- (g) The name and telephone number of the child's registered medical practitioner where the family has registered with a general practice.
- (h) Record of each child's immunisation.
- (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 providers ensured that a record in writing was kept of the following information in relation to the service. This information was shared with all parents in the services.

- (a) The name, position, qualifications and experience of the persons in charge. A staff identity wall with photos and details of each staff member was displayed at the entrance door of the service.

- (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 programme provided in the service.
- (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. This was recorded manually and electronically.
- (i) Staff 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.

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:**

Healthy eating was promoted within the service. Nutritious hot meals and snacks were prepared fresh each day and were served at regular intervals to the children in their individual rooms. On the day of the inspection chicken curry and rice was offered for dinner. A second hot snack is offered each afternoon. Childrens drinks were easily accessible all day in each room and were offered with their meals and snacks. Children who didn't eat at designated mealtimes had their food offered to them at a later stage when hungry. Rice cakes, fruit and snacks were available throughout the day.

Sanitary accommodation was located close to each room in the service. Nappy changing facilities were provided near the Baby/Wobbler and Toddler rooms. Easily accessible waist high changing units were available. Steps for older children to access the units were provided. All toiletries for the children were safely stored and clearly labelled and were located within easy reach of the staff when changing the children's nappies. Nappy changing policies were clearly displayed on the wall and all practises observed were in line with the procedures in the policy. Sanitary accommodation for the older children was located next to each of the pre-school rooms. Each room had a supply of tissues and wipes within easy reach of the children. Lidded bins were accessible for the safe disposal of waste.

There was a separate sleep room available with a sufficient number of standard cots accessible at all times to the children in the Baby/Wobbler room. Low level sleep mats were used for sleep for children over 2 years. Children were closely observed during all sleep periods and all sleep checks were recorded.

Relaxation areas were provided in all rooms of the service with comfortable seating, soft floor mats, blankets and cushions accessible. These rest areas provided cosy spaces for children to relax and take time out and away from active play areas when tired. Staff throughout the service encouraged quiet periods during the day to facilitate each child's need for comfort, rest and relaxation. Main room lights were switched off for periods each day and soft fairy lights helped create a relaxed atmosphere in the service.

The children had regular change of environment. They spend long periods of time outdoors in a well-resourced play area to the rear of the premises. Younger children had exclusive access to their own space for safe outdoor play time.

PHYSICAL AND MATERIAL ENVIRONMENT:

The service operated from a purposely designed building. Throughout each room of the service the physical layout was designed to be stimulating, challenging and interesting for children.

Each room in the service was planned to meet the developmental needs of the age group in the room. The rooms accommodating the younger children had lots of soft floor coverings to facilitate floor play and activities. Low level wash hand basins facilitated regular handwashing for the children. Low level tables and chairs were used for tabletop activities and for dining at mealtimes. Low-level open shelving was used to store and display all equipment. Family pictures were displayed at children's eye level. Small world spaces, construction areas, home corners, imaginative play areas and messy play areas were noted in all rooms. Each group had access to their own outdoor play spaces and weather permitting children had uninhibited access to this area of the service throughout the day.

The outdoor areas provided space and opportunities for children to run, jump, climb steps, balance, play ball games, set plants and use ride on toys and equipment. Lots of play equipment made from natural materials were used outside with big tyres and timber blocks used as balance steps, mud kitchens and timber pallets created an imaginative play area, pot and pans were used to build a music wall. A large, sheltered area was provided outside for children to use in all weather conditions. Lots of outdoor seating facilitated children to bring many of the indoor activities to the outside area when weather permitted.

Part V - Care of Child in Pre-school Service

Regulation 20 – Facilities for rest and play

(1) Subject to this regulation, a registered provider shall ensure that-

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

Compliance Information

(1)(b) There were 10 standard cots provided in the Baby/ Wobbler sleep room located next to the Baby/Wobbler room at the service. All cots were in a proper state of repair and all mattresses appeared clean, firm and the correct size. There was sufficient space between all cots. Staff were all aware of the safe sleep guidelines and were observed closely monitoring all children while sleeping. All observations were recorded in writing. No duvets, pillows or fleece blankets were used in the cots. All children were facilitated to sleep when tired and not just at prescheduled sleep times. An air conditioning unit was available in the cot room and the room temperature on the day was recorded at 16 degrees Celsius. The toddlers over 2 years were allowed sleep on sleep mats in Toddler room 1. All sleep mats had sheets and covers supplied. Blinds were pulled, soft music was played and staff sat with the children while they settled down to sleep. Information on children's sleep times were shared with parents.

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.*
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

Compliance Information

- (1) All adults dropping children to the facility checked them in with the staff in the relevant room of the service. At home time children were checked out of the service in a similar manner. The staff documented the children's arrival time and their departure time each day both manually and electronically.
- (3)(a) The service ensured that only children attending, the person who drops and collects the children and the employees gain access to the premises.
- (b) All visitors to the service must be signed in and signed out by a staff member. Details of the reason for the visit was recorded. Contact details of each visitor was also recorded.

Part VI - Safety

Regulation 25 - First aid

(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.

(2) A registered provider shall ensure that a suitably equipped first aid box for children-

(a) is safely stored in an easily accessible and conspicuous position on the premises, and

(b) is available to the children attending the pre-school service at all times.

Compliance Information

(1) There were 14 staff available at the service who had an up-to-date certificates in first aid.

(2)(a) A first aid box was observed to be wall mounted in each room of the service. A person was assigned responsibility to check and restock the contents of these boxes on a regular basis.

(b) The first aid box was always available to the children.

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 98 preschool children to attend the full day care service. The insurance cover commenced on the 28th of March 2023 and expired on the 27th of March 2024.