

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LK094			
<b>Name of Service:</b>	Kilfinny School Childcare			
<b>Address of Service:</b>	Kilfinny National School, Kilfinny, Adare, Co. Limerick			
<b>Eircode:</b>	V94 A8P6			
<b>Name of Registered Provider:</b>	Marion Geary			
<b>Service type:</b>	Part Time, Sessional			
<b>Date of Inspection:</b>	19/09/2023			
<b>No of pre-school children:</b>	AM	14	PM	5
<b>Address of the Early Years Inspectorate:</b>	Tusla Early Years Inspectorate 2 <sup>nd</sup> floor Estuary House Henry Street Limerick			
<b>Inspection undertaken by:</b>	J Ryan E Griffin			
<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).

**Conditions if applicable** Not applicable

## Description of service

This parttime service was established in 2014. The service provides both sessional and part-time care and caters for children from 2 to 6 years. It operates a morning session from 09:00 – 14.00hrs, Monday – Friday for 38 weeks a year. The service offers a play-based curriculum and is operated from a designated room in the national school in a rural setting. The children have access to one room, the hallway, sanitary accommodation area and two outdoor play facilities. A school aged service also operates from the service.

## Staffing

The service currently employs 5 staff including the person in charge/service manager. There were 4 staff working directly with the children on the day of inspection including the manager. All staff hold a major award in Early Childhood Care and Education on the National Qualifications Framework and engage in on-going professional development including first aid training. The registered provider does not work directly in the service and was not present on the day of inspection.

## 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. 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 inspectors wish 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 registered provider had ensured that there was a designated person in charge and a named person who was able to deputise as required.

(b) The designated person in charge was present in the service on the day of the inspection.

(2) The registered provider had ensured that each employee working in the service was suitable and competent as the following documents were available on file for the five staff employed.

(a) References from the person's past employers and in particular the most recent employer.

(b) References from reputable sources in the case of a person who had no past employers.

(c) Vetting disclosures received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the five staff.

(d) Police vetting was available for one member of staff who had lived in another state for a period of longer than 6 months.

(4) All five staff working with the children had childcare qualifications.

## Part III – Management and Staff

### Regulation 11 - Staffing levels

*(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

(2) On the day of the inspection there were 4 staff working directly with 14 preschool children for the morning sessional ECCE service. There were 2 staff available to supervise the 5 children who remained on in the service until 14.00hrs.

At all times during the period of the inspection the registered provider ensured that an adequate number of staff were working directly with the children.

### 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. The snacks and drinks provided were adequate, suitable, nutritious, and varied for each pre-school child attending the service. The children were given sufficient time to eat and enjoy their snacks and drinks without being rushed. Staff were observed to sit with the children and enjoy their own snack also.

Sanitary accommodation was located close to the play room in the service and children were observed to toilet independently.

A supply of tissues and wipes which were accessible to the children. Lidded bins were available for the safe disposal of waste.

The children were encouraged and supported to manage their own personal care appropriate to their level of independence. There were child friendly visual aids to help the children to wash their hands effectively.

The rest area with comfortable seating and cushions was accessible to all children.

The staff responded to the children's cues for assistance in a prompt and sensitive manner. The children were supported as they played individually and as part of a group.

##### Physical and Material Environment:

The playroom was laid out with uncluttered, clear floor spaces for the children to play safely. Designated areas of interest were available with appropriate supporting play materials and equipment.

Children played outdoors in both play areas where one area was sheltered and roofed and the other area consisted of grass, a tunnel and messy play activities.

The outdoor play areas was safe, secure and children were supervised by staff at all times.

### Part IV – Information and Records

#### Regulation 15 – Record of pre-school child

*(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:*

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child’s registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

#### Compliance Information

A sample of 10 records for a preschool child were reviewed on the day.

The following information was available on these records.

- (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.
- (i) Written parental consent for appropriate medical treatment of the child in the event of an emergency.

### Non-Compliance Information

The following information was not available on 6 of the 10 records for a preschool child sampled.

(h) Record of immunisations, if any, received by the child.

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

#### **Corrective and Preventive Action**

All childrens registration forms were checked for their immunisation dates. Parents have provided a copy of the immunisations records where required.

#### **Supporting documentation submitted**

Photographic evidence was submitted.

### Summary Comment

The actions as stated by the person in charge demonstrate that the regulatory requirements of Regulation 15 have been met.

## 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

(1) Each pre-school child attending the service was checked in and out of the service by staff. This record was available on the attendance register.

(3)(a) The person in charge ensured that no person other than the following were allowed enter the service.

- (i) Pre-school child attending the service.
- (ii) A person dropping or collecting such a child.
- (iii) An employee.
- (iv) An unpaid worker, can enter the premises without his or her entry being approved by an employee.

### Non-Compliance Information

(3)(b) A daily record in writing was not kept of persons who entered the preschool.

The visitor's logbook did not contain the following details.

- The persons contact number.
- Their reason for entry.
- The name of the person who approved access.
- The check in and out times.

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

#### **Corrective and Preventive Action**

A visitor logbook which contains designated areas for recording for phone numbers, sign in and out times, the person who approved access and reason for entry is now in use in the service since.

The manager demonstrated how to fill in the visitor logbook correctly with each staff member.

#### **Supporting documentation submitted**

Photographic evidence was submitted.

### Summary Comment

The actions as stated by the person in charge demonstrate that the regulatory requirements of Regulation 24 have been met.

## 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 4 staff working in the service who had up to date training in first aid response for children.

(2) (a) The first aid boxes were safely stored in easily accessible in a conspicuous position at the premises.

(b) The first aid boxes were available to the children attending the pre-school service at all times.

## Part VI - Safety

### Regulation 26 - Fire safety measures

*(1) A registered provider shall ensure that a record in writing is kept of-*

*(a) any fire drill that takes place in the premises, and*

*(b) the number, type and maintenance record of firefighting equipment and smoke alarms in the premises.*

*(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) Documentation was available to demonstrate that fire drills were practiced monthly.

(b)The number, type and maintenance record of the firefighting equipment was up to date. Fire extinguishers were last serviced in April 2023.Smoke alarms were serviced in November 2022.

(4) A notice of the procedures to be followed in the event of fire was displayed in prominent positions at the premises.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

Adequate insurance was available to cover the number of children who attended.