

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LK107
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Name of Service:	Lios Na Si Broadford Community Childcare
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Address of Service:	Broadford Community Childcare, Broadford, Charleville, Co. Limerick
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Eircode:	P56 RX25
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Name of Registered Provider:	Marie O'Donnell
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Service type:	Full Day, Part Time, Sessional
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Date(s) of Inspection:	20/04/2023
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No of pre-school children:	AM	58	PM	47
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate Office, 2 nd Floor Estuary House, Henry Street Limerick.
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Inspection undertaken by:	M Riordan
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Title:	Early Years Inspector
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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

Líos Na Sí Broadford Community Childcare is a full day community childcare service located in Broadford in Co. Limerick. It caters for pre-school children of all ages. A service for school aged children is offered each afternoon during school terms. The service is open Monday to Friday, 7.30am to 5.30pm.

The service operates from a large single-story purpose-built facility. The premises consists of 6 Pre-school rooms, 3 designated sleep rooms, sanitary facilities, a kitchen and an office space. It has large well-resourced outdoor play areas to the side and rear of the premises. A modular structure located on the same grounds is used to accommodate the school aged children during school terms.

Staffing

The registered provider is the chairperson of the pre-school committee. There is a designated person in charge who manages the service. All staff hold a qualification in Early Childhood Care and Education.

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, 10, 11, 15, 16, 19, 24, 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 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.*

(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.

Compliance Information

(1)(a) The registered provider was present on the day of the inspection. There was a person available who was able to deputise if required.

(b) During the period of the inspection, the registered provider was present and the staff roster indicated that a person in charge was always available at the service.

All staff records were viewed and the following findings were documented.

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

- (b) Where past employer references were not available, there were references from reputable sources available.
 - (c) Garda vetting disclosures received from the National Vetting Bureau of An Garda Síochána were available for all staff members employed at the service.
 - (d) Police vetting was available for the 1 staff who had lived outside the Irish jurisdiction.
- (3) All of the above documentation was furnished to the registered provider prior to each staff taking up employment at the facility.
- (4) All adults working directly with children held an appropriate qualification in Early Childhood Care and Education.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

The service has a comprehensive and detailed list of policies and procedures which impact the operation and the management of the facility. The policy on the Administration of Medication, Infection Control. Behaviour Management, Safe Sleep, Outings, Accidents and Incidents and Healthy Eating were viewed. Each policy clearly outlines the steps for staff to follow to ensure safe procedures are supported. All staff have access to the policies and parents can view each policy online. The services Statement of Purpose and function was clearly displayed in the front hallway of the building.

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.

(4) Subject to paragraph (5), where a registered provider contemporaneously provides-

(a) a sessional pre-school service, and

(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).

Compliance Information

(1) On the day of the inspection there were 58 pre-school children present with 12 staff members during the morning. In the afternoon there were 47 pre-school children present with 11 staff members. The adult/child ratio was correct both in the morning and in the afternoon.

(2) The registered provider always ensured that the number of adults present in the service met the requirements of the regulations. Relief staff were available to cover while staff took their meal breaks. Separate staff worked in the kitchen preparing and serving foods at mealtimes.

(4)(a) The adult child ratio was correct each morning while the sessional ECCE programme was in operation.

(b) When the sessional service was over the ratio relevant to full day care and part time care were maintained as specified under the regulations.

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 12 children’s registration forms were reviewed with the 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.
- (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

- (a) The registered provider ensured that a record in writing was kept of the following information in relation to the service and was displayed on the wall in the reception area of the service. Information was also available for parents to view on an app used by the service for communicating information with parents.
- (b) The name, position, qualifications and experience of the person in charge and of each employee.
- (c) Details of the type of service in operation and the age profile of children for which the facility is registered to provide services.
- (d) Details of the adult: child ratios in the service.
- (e) The type of care or programme provided in the service.

- (f) The facilities available.
- (g) The opening hours and fees.
- (h) A record in writing was maintained of policies and procedures required in accordance with Regulation 10 and were found to be comprehensive and detailed.
- (i) Details of attendance by each pre-school child daily.
- (j) Staff rosters were maintained on a daily basis and available for inspection. These correlated with the staff that were present on the day of inspection.
- (k) 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.
- (l) 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) **BASIC NEEDS:**

Children's basic needs were met in the service each day with a clear focus on the importance of healthy eating, coupled with time allocated for adequate exercise, play time and rest. Nutritious hot meals were prepared fresh and were served to all rooms at regular intervals throughout the day. A menu plan was shared with parents via the parental communication app. A healthy dinner of chicken curry was served on the day of the inspection. Staff had completed a course on facilitating safe snack and mealtime and were observed attentively supervising the children while they enjoyed their dinner.

Sanitary accommodation and nappy changing facilities were located next to each room. Children's toiletries were stored close to each changing unit and within easy reach of the staff. Hot water was available in all wash hand basins. Lidded bins that were foot pedal operated were used for the safe disposal of soiled nappies. Staff had completed training on safe nappy changing procedures.

Sleep facilities were available next to the Baby and Toddler room, with an adequate supply of cots available for the number of children present. Low level beds were used for the older children.

Children were closely monitored while sleeping and all checks were documented. Staff had completed training on safe sleep procedures. Black out blinds to reduce lightening and promote a rest environment were recently purchased for the playschool room so children could sleep easily during the day when tired. Rest areas with soft couches, cushions and blankets were accessible in each of other rooms accommodating the older children to rest at any stage during the day when tired.

Children spend long periods of time outside every day with each age group having access to their own outdoor space. The large outdoor area for the Babies, Toddlers and Preschool children has lots of equipment and materials which support children's play, movement, learning and exploration exclusive to outdoors. Sheltered space outside facilitated play in all weather conditions. Low level tables and chairs outside were available for tabletop activities and for dining at break times when the weather was favourable. Children could explore and experiment with nature outdoors with lots of areas for digging and planting. Bikes, trikes, cars and scooters were available outside with opportunities for children to develop their gross motor development.

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) All adults dropping children to the service checked the child 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.

(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.

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 always staff on duty who had up to date first aid training. On site first aid training was recently completed with all staff certified until 2025.

(2)(a) There was a first aid box located in each room of the service.

(b) The first aid box was readily available and accessible to all staff if required. A staff member was assigned responsibility to regularly check the contents in each first aid box. All items were removed when expired and all boxes were regularly restocked.

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) Fire drills were carried out monthly. The most recent drill took place on the 11/04/2023.

(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 in January 2023.

(4) The fire evacuation procedures were displayed clearly in the service. Fire assembly points were clearly visible in the outdoor spaces.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

An insurance certificate was available which stated that cover was in place for a maximum of 100 children. The commencement date of the insurance was the 28th of March 2023 and the expiry date of the insurance was the 27th of March 2024.