

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LM005
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Name of Service:	Breffni Childcare
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Address of Service:	Breffni Family Resource Centre, Breffni Crescent, Carrick-on-Shannon, Co. Leitrim
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Eircode:	N41 X9D6
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Name of Registered Provider:	Joanna Kellett
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	24/01/2024
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No of pre-school children:	AM	31	PM	25
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Address of the Early Years Inspectorate:	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
Inspection undertaken by:	L Costello
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

This full day care service is located in an urban setting in a residential area in Carrick on Shannon, Co. Leitrim. A service is provided to children aged between 0 and 6 years of age. The service is open from Monday to Friday between 8:00 and 18:00 hours. A school age service is also provided. The premises is located in a dedicated section of a single storey, detached, family resource centre and has three care-rooms and an enclosed courtyard outdoor play area.

Staffing

On the day of inspection 11 adults were employed in the service. Eight adults worked directly with the preschool children and the person in charge covered breaks as required. One staff member worked in the Kitchen.

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 an 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.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 23, 24, 27, 28 and 32.

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, 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.

(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) (b).

There was a designated person in charge and a named person to deputise as required.

(c) In all care rooms there was a clear governance structure with clear lines of accountability.

(2)

The records of all eleven adults employed in the service were reviewed.

(a) Sixteen written and verified past employer references were available in respect of eleven adults employed in the service.

(b) Four written and verified references from a source other than a past employer were available in respect of four adults employed in the service.

(c) A garda vetting disclosure was available for eleven adults in the service dated in the previous three years.

(d) International police vetting was available for two of the adults who had lived outside the state for a period of six consecutive months or more.

(4)

Ten adults had attained major awards in Early childhood care and education at level 5 or above on the national framework of qualifications, or qualifications deemed by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) to meet the regulatory requirement.

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.*
- (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.*
- (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)
- There were an adequate number of adults working directly with children attending the preschool service. There were seven adults working directly with 29 children in the morning of the unannounced inspection and eight adults working directly with 24 children in the afternoon. The person in charge was available to cover breaks throughout the day.
- (2) The minimum ratio of adults to children ratio were provided on the day of the inspection in accordance with the required ratio considering the ages of the children and the length of time each child spent 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.*

(2) A registered provider of a pre-school service in a drop-in centre or of 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 particulars specified in subparagraphs (a), (d), (e) and (f) of paragraph (1).

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

(4) A registered provider shall ensure that a record in writing referred to in 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.

Compliance Information

(1) (a-i)

Thirteen records of the children attending the service were reviewed. The required information including the authorisation to collect the child, details of illness or special needs of the child, emergency contact and record of immunisations were fully completed for all thirteen preschool children.

(2)

All Thirteen written records included the name and date of birth of the child, the name and address of the child's parents, information on who was authorised to collect the preschool child and details of any illness or allergy with the relevant support information.

(3) (c)

The records in writing were available for review by the early years inspector.

(4)

The person in charge confirmed that the records are retained for the required period as set out in the regulations

Part VI - Safety

Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

Compliance Information

General Safety:

- The main entrance into the service was found to be secured upon the inspectors unannounced arrival to the service, which prevented persons entering unauthorised and children from leaving the building unsupervised.
- All cleaning products in the care rooms were stored on high level shelving out of the reach of children.
- Materials and resources were maintained in a good state of repair.
- The kitchen was inaccessible to the preschool children.
- There was one highchair in use with harness safety straps fitted in good condition.
- Risk assessments were completed prior to outdoor play to ensure the area was free of hazards.
- A fridge was available in all care rooms for the storage of perishable items.

Infection Control:

- There were adequate handwashing facilities provided throughout the service with warm water, liquid soap and paper towels.
- Tables were observed to be cleaned prior to mealtimes and after messy play and snack times in the care rooms.
- The materials and resources throughout the service were visually clean, with cleaning schedules displayed.
- Children were observed to wash their hands after using the toilet.
- Child friendly hand wash posters with picture instructions were placed above the wash basins.

Administration of Medication:

- No medication was administered on the day of inspection. On interview staff appeared knowledgeable about the medication policy and their responsibilities in administering medication if required.

Safe Sleep:

- Three standard cots were available for the younger children in the dedicated sleep room adjacent to the wobbler room.
- Floor beds were available for the older children.
- The room temperature of the sleep room was within the required temperature range of 16°C to 20°C

Fire Safety:

- Emergency exit door were fitted with a push bar release.
- Exit routes were free of obstruction.
- The dedicated sleep room was fitted with an emergency exit door.

Outing:

- On the day of inspection, some children were on an outing to the local hospital as part of their 'blossom together' project. Risk assessments were completed prior to outing. First aid bag and mobile phone was brought on the outing by the staff member, consent forms were in place for all children attending the outing.

Non-Compliance Information

Infection Control:

- The nappy bins provided in the service were not foot operated therefore posing an infection control risk.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

The nappy bins have been immediately replaced with foot operated mechanisms bins. Training has been provided to staff for the correct usage of foot operated nappy bins and the infection control policy.

Supporting documentation submitted

Infection Control:

Photographic evidence submitted.

Summary Comment

The corrective and preventive actions submitted by the person in charge acting on behalf of the registered provider have been reviewed and the non-compliance found on inspection in relation to regulation 23 has been resolved. This regulation is now compliant.

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.*
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*
- (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) A record was maintained of all children of their times of entry and departure in the service daily.
- (2) The person in charge is responsible for checking in and out all preschool children and this is recorded on a real time application.
- (3) The registered provider has ensured that no unauthorised person is allowed access to the preschool children and that a record is kept of any authorised person entering the service.
- (4) A visitors' book is in place within the service and the details specified in paragraph (3)(b) are recorded. On discussion with the person in charge this information is retained for the required time set out in regulation.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

On the day of inspection, supervision throughout the service appeared to be sufficient. The staffing levels across the care rooms were sufficient for the number of children in attendance. It was observed at times of nappy changing in the wobbler room, extra support was sought from the staff member to ensure all children were appropriately supervised.

Outings were arranged in line with ratios and risk assessments completed, resulting in limiting numbers for hospital visits to ensure adequate supervision.

Independence was promoted at toileting and supervision was provided both by hearing and sight as appropriate.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence of a current insurance cover valid until the 18.02.2024. The insurance provided cover for 50 Children.

Part VIII - Notifications and Complaints

Regulation 32 – Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies-*
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
 - (b) the manner in which such a complaint shall be dealt with, and*
 - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*
- (2) A registered provider shall ensure that-*
- (a) a record in writing is kept of a complaint made to the provider in respect of the pre-school service, and*
 - (b) the complaint is duly dealt with in accordance with the provider's complaints policy.*
- (3) A record in writing referred to in paragraph (2)(a) shall-*
- (a) include the nature of the complaint and the manner in which the complaint was dealt with, and*
 - (b) be open to inspection on the premises by an authorised person.*
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (2)(a) is retained for a period of 2 years from the date on which the complaint has been dealt with.*

Compliance Information

- (1)
The service had a complaints policy in place which specifies the necessary details including the procedure to be followed when making a complaint, the process to be followed when managing a complaint and how the service would keep the complainant informed.
- (2)
(a) The service had a record of a complaint received in the service.
(b) This complaint was being dealt with in line with the service policy.
- (3)
(a) This record included the nature of the complaint and the steps the person in charge had taken to deal with the complaint.
(b) This record was made available to the inspector on the day.
- (4) The person in charge was aware of the requirement that all records of complaints had to be retained for 2 years from the date of complaint.