

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015LS044		
<b>Name of Service:</b>	Durrow Community Playgroup Ltd.		
<b>Address of Service:</b>	Durrow Community Playschool, Kilkenny Road, Durrow, Co. Laois		
<b>Eircode:</b>	R32 Y67V		
<b>Name of Registered Provider:</b>	Caroline Kelly		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	29/02/2024		
<b>No of pre-school children:</b>	AM	16	PM N/A
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, Primary Care Centre, Church Avenue, Tullamore, Co. Offaly.		
<b>Inspection undertaken by:</b>	K. Murphy		
<b>Title:</b>	Early Years Inspector		
<b>Authority to Inspect</b>			
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).			
<b>Conditions if applicable</b>	Not applicable		

### Description of service

The service is registered as a sessional service for children aged between 2 to 6 years. The service is open Monday to Friday between the hours of 09:15 and 12:45. The Early Years' Service is located in a community facility. A pre-school room, a breakout room and a kitchenette are provided. An outdoor play area is attached to the rear of the service. The service is located on the outskirts of the village of Durrow, County Laois. Onsite parking and set down facilities are available.

### Staffing

The person in charge and two other adults were present and working directly with the children. The registered provider does not work directly with the children and was not present during the 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/ 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 co-operation 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.*

*(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 person in charge and a named person to deputise was available in the service.

(b)

The person in charge was present for the duration of the inspection.

Four staff files and the file of the registered provider were reviewed and the following was noted:

(2)(a)

The required number of written validated references were available from past employers in respect of the staff members and the registered provider.

(b)

The required number of written validated references were available from a source other than a past employer in respect of the staff members and the registered provider.

(c)

A Garda Vetting disclosure was available in respect of the four staff members and the registered provider.

In respect of three of the four staff members and the registered provider the service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d)

Police vetting was available in respect of one staff member who had lived outside the state for a period of longer than six consecutive months.

(4)

All staff members held a major award at level 5 or 7 in Early Childhood Care and Education on the National Framework of Qualifications.

### 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.*

*(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.*

#### Compliance Information

(1)

The ratio of adults to children was maintained during the inspection.

(3)

There were sixteen children attending the session supervised directly by three adults.

### 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)  
In a review of all twenty-child records information relating to (a)(b)(c)(d)(e)(f)(g)(h) and (i) was available in respect of the children attending the service.

## 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;*
- (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 service kept and maintained written records of information in relation to the service in accordance with Regulation 16 (1)(a)(b)(c)(d)(e)(f)(h)(i)(j) and (k).

## Part IV – Information and Records

### Regulation 17 – Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information referred to in subparagraphs (a) to (g) of Regulation 16(1).*

#### Compliance Information

Information for parents was available in a parent handbook and shared with parents prior to commencement in the service in respect of Regulation 16 (1)(a) to (g).

## Part IV – Information and Records

### Regulation 18 – Copy of Act etc.

*A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-*

- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker or contractor, and*
- (c) an authorised person.*

#### Compliance Information

The person in charge ensured a copy of the of Part V11A (inserted by section 92 of the Child and Family Agency Act 2013 (No.40 of 2013) of the Act and Regulations was available for inspection by (a)(b)(c).

### 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)

During the inspection the children were engaged and enjoyed play activities that included free play, story time, music and movement and circle time supported by the staff members. A key person system was in operation in the service. The staff were positive towards the children and were familiar with each child, their personalities and their daily routines. Children were happy and content with their carers. Seamless transitions were noted as the children were given a five-minute lead in time to change from one activity to another. Children were encouraged to be independent, washing their hands before the mid-morning snack, putting on and taking off coats and hats for outdoor play.

The pre-school room was bright and colourful with children's artwork displayed. A range of developmentally appropriate experiences to meet children's learning needs was available. Age and stage appropriate toys and equipment were accessible to children on low level shelving.

The service works in partnership with parents and guardians. Parents were observed to collect their children from the outdoor area after the ECCE session. A verbal handover was provided to parents at this time. A parent notice board was displayed in the entrance area of the service. A social media application is used as a platform to provide regular updates during the year which highlights the children's general play activities or any projects and events taking place in the service.

Each child had their own learning journal depicting their play and work activities since September 2023.

Evidence indicated that the curriculum planning that supported the Early Childhood Curriculum framework was being implemented. The service was currently engaging in a four week "rainbow food" project to augment the existing knowledge and skill of the children.

## 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-*

*(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child 19 to play indoors and, where required by these Regulations, outdoors, during the day, and*

*(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.*

*(4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.*

### Compliance Information

(1)(a)

Suitable play equipment was provided indoors and outdoors which included toys and equipment for construction, tabletop activities, arts and crafts, sand play, water play and home corners.

(b)

Soft furnishings were available in the pre-school room for children to rest and relax.

(4)

The outdoor play area located to the rear of the premises consisted of concrete and natural grass surface areas. The area was equipped with freestanding basketball hoops, a digging area, dinosaur land, a construction area and multi-purpose activity trays for sensory play and seed planting. A concrete wall and wooden gate secured the perimeter of the outdoor area.

### 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 door was secure to ensure the safety of the children within. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

##### Infection Control:

Cleaning schedules were available and reviewed. All toys and materials were easily cleanable.

Warm running water, liquid soap and hand towel dispensers were available in the sanitary accommodation.

Foot operated pedal bins were available in the pre-school room and in the sanitary accommodation for the hygienic disposal of waste. Openable windows were provided in the pre-school room.

Refrigeration facilities were available in the service for the storage of perishable food stuffs.

##### Administration of Medication:

No medication was administered during the inspection. Temperature reducing medication was available in a secure location in the service if a child presented with a high temperature.

##### Fire Safety:

The emergency exit routes were unobstructed from the premises. A fire assembly point was noted to the front of the service.

##### Outing:

The person in charge stated that outings were not carried out from the service.

#### Non-Compliance Information

##### General Safety:

The most recent Garda vetting disclosure presented by the person in charge in respect of one staff member was not dated within the previous three years in adherence with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### General Safety:

The garda vetting disclosure for one staff member has been returned to the service and is available on file.

(Garda Vetting Disclosure submitted)

As a preventive action measure a yearly check of staff files will take place. This will ensure compliance on this matter.

### Supporting documentation submitted

#### Summary Comment

In respect of the corrective action taken documentary evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

## 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)

Two staff members were qualified in First Aid Response (FAR) and rostered to be available on the premises.

(2)(a)

A first aid box was available in an accessible and conspicuous location in the service.

(b)

A first aid box was accessible to children in the pre-school service.

## 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)

A written record for the completed monthly fire drills was available on the premises. The most recent fire drill took place on 19 February 2024.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. The smoke alarms were serviced in February 2024. The firefighting equipment was serviced in September 2023.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in the entrance hall and in the pre-school room.

## 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

Children were supervised by staff during play activities both indoors and outdoors. A staff member supervised the children's use of the toilet and handwashing. Staff were observed to hand over each child to their parent/guardian at the end of the morning service.

## 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 current insurance cover for the number of children attending the service and the expiry date noted as 27 March 2024.

## Part VII - Premises and Space Requirements

### Regulation 30 - Minimum space requirements

*(1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*

*(3) A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*

#### Compliance Information

(1)  
The main pre-school room with an area of approximately 61 m<sup>2</sup> ensured that the minimum amount of clear floor space was available in respect of the 20 children that can be enrolled in the service on a sessional basis.

(3)  
A minimum of 1.818 square metres was available for up to 22 children to attend on a sessional basis.