

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D:	TU2015MH072							
Name of Service:	Headfort Montessori School							
Address of Service:	Headfort Demense, Headfort Estate, Kells, Co. Meath							
Email Address:	headfortmontessori2020@gmail.com							
Name of Registered Provider:	Olivia Carry and Susan Baugh							
Type of Proposed Service:	Sessional	✓	Part-Time	✓	Drop-In			
	Full Day Care		Childminding		Temporary			
Proposed change:	Increase in number of children accommodated from 33 to 44.							
Proposed Number of Children:	44 children							
Registered change:	Change in number of children from 33 to 44							
Date of Inspection:	1	8	0	8	2	0	2	2
Inspection undertaken by:	Anne Marie Cunningham							
Title:	Early Years Inspector							
Tusla Early Years Inspectorate Address:	Family Resource Centre							
	Commons Road							
	Navan Co. Meath							

Rationale for Inspection: Proposed Change of Circumstance

Note: For Office use only, to be completed by Registration Office

Registration Status:	Registered Part time and Sessional service for 44 children
Date of Registration	29 th August 2022

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	Headfort Montessori School was first opened in 2007. The childcare service provides Sessional and part time education and care to pre-school children aged 2 years 8 months to 6 years. The service is currently operating from 9am to -12.00pm each weekday and caters for a maximum of 33 children per day. The service proposes to accommodate 44 children and operate from 9am to 12md for a sessional service and offer parttime day care from 12md to 14.00hrs.
Premises	The service is situated on the grounds of the Headfort School on the outskirts of Kells. There are 3 care rooms, namely Room A, Room B and Room C. A kitchenette for staff and sanitary accommodation is available in the service. The service has access to an outdoor play area to the front of the service.
Staffing	Four staff members are employed by the service, including the two registered providers.
Methodology	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes; Governance, Health welfare and development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the Inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered providers, who were present on the day of the inspection.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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.

Requirement met:

(1)(a) The requirement has been met. The service has a designated person in charge and a named deputy.

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.

Requirement met:

(1) The service is currently registered to cater for a maximum of 33 pre-school children. The registered provider was aware of the minimum ratio of adults to children specified in Part 1 of Schedule 6 to ensure that an adequate number of adults work directly with the pre-school children in the service. There are four staff members who provide direct care to children employed in the service to care for the proposed 44 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 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.

(2) A registered provider—

(b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—

(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises.

Requirement met:

The requirement has been met.

(1)(a) The three pre-school rooms are laid out with some defined interest areas including a home corner, construction area, arts and crafts area, and a library area.

	<p>Equipment and play materials available are easily accessible and visible to the children on open low-level shelves.</p> <p>(b) Soft matting is provided in the library areas of the preschool rooms to create rest areas should a child wish to take a break from play activities to rest during the course of the day.</p> <p>Two stackable beds are available.</p> <p>The registered providers also demonstrated an awareness of the requirement to carry out and document physical checks on all sleeping children at least every 10 minutes, in keeping with national best practice safe sleep guidelines. The registered providers are aware that the ambient air temperature of the pre-school rooms must be maintained in the safe range of 18-22°C when all children are awake and between 16-20°C when a child is sleeping.</p> <p>(3)(a) An outdoor play area is available to the front of the service which is equipped with a range of outdoor play materials including a mud kitchen, a large digging patch, wooden shelters, wooden blocks, trees, fairy garden, and seating for adults and children.</p>
--	--

Part V - Care of Child in Pre-school Service

Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Requirement Met:	Children attending on the ECCE programme will bring their lunch from home and if they are attending for part time care also, the children will take in an extra snack.
-------------------------	--

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.

Requirement Met:	<p>The front door will be secured and opened solely by a member of staff to control access to the service. A bell is present to alert staff if someone is at the door. Gates at the outdoor area are secured, fencing and walls of the building surround the outdoor area. Emergency exits are unobstructed.</p> <p>All storage areas have been made inaccessible to pre-school children in the kitchenette which is locked at all times.</p> <p>The water supply to wash hand basins serving children is thermostatically controlled. The radiators are covered and the wall mounted storage heaters have a lock system to control the surface heat temperature.</p>
-------------------------	---

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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

Requirement met:

The requirement has been met.

(1) The service provided evidence that staff members had up to date First Aid Responders (FAR) course.

(2)(a) A suitably stocked first aid box is provided in the service and is located in a secure and accessible place.

(b) The first aid box is available to the pre-school children 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 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.

Requirement met:

The requirement has been partially met.

(1)(a) A record sheet is available to record fire drills.

(b) A maintenance certificates for the fire extinguishers and smoke alarms are available. The fire extinguishers maintenance certificate was dated May 2022 and the smoke alarms were last serviced on the 15th February 2022.

(4) A notice of the procedures to be followed in the event of a fire is displayed.

Requirement not met:

The fire assembly point is not clearly identified.

Response from Provider:

Fire Assembly point is now in place. Photograph attached.

Summary Comment:

This requirement has now been met. Photographic evidence of fire assembly point in place submitted to the Inspectorate and accepted.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28

Part VII – Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated,*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Requirement met:

The requirement has been met.

(a) The premises appears to be in good condition throughout.

(b) The entrance doors leading into the service are kept secured at all times during the operational hours of the service. A bell is present on the main entrance door.

(c) Lighting

The premises is adequately lit by means of natural lighting supplemented by artificial lighting.

Heating

The premises is heated by means of electricity heating systems. The ambient temperatures of the care rooms and the sanitary accommodation are within the optimum care room temperature range of 18-22°C on the day of inspection.

Ventilation

Ventilation is predominantly provided by means of openable windows. All rooms benefitted from openable windows.

(d) Up to date documented cleaning schedules are on display in the service.

(e) A total of 6 toilets serviced with 6 wash hand basins provide adequate and suitable sanitary accommodation for children in the service.

Liquid soap and paper hand towel is available for the pre-school children's and staff members' use.

Separate sanitary accommodation consisting of 1 staff toilet and 1 wash-hand basin is provided for the staff members employed.

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.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

Requirement met:

The requirement has been met.

(1) There is adequate clear floor space available for the safety, play and movement of the children currently attending the service.

(2) The minimum space regulatory requirement can be met for the proposed increase to 44 pre-school children enrolled at the service.

The registered provider is aware of the minimum clear floor space requirements as specified in Schedule 7.

- The clear floor space in Room A measured 31.6m² which meets the space requirements for the proposed maximum number of 11 pre-school children aged 2 years 8 months to 5 years attending the service on a sessional basis or 8 preschool children attending on a part time basis, being cared for by a minimum of 1 member of staff.
- The clear floor space in the Room B measured 31.3m² which meets the space requirements for the proposed maximum number of 11 pre-school children aged 2 years 8 months to 5 years attending the service on a sessional basis and 8 pre-school children on a part-time being cared for by a minimum of 1 members of staff.
- The clear floor space in Room C measured 63.4 m². This meets the space requirements for 22 pre-school children aged 2 years 8 months to 5 years attending the service on a sessional basis or for 16 pre-school children aged 3 to 5 years attending the service on a part-time basis being cared for by 2 staff members.