

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015MH089		
<b>Name of Service:</b>	Kiddy Academy		
<b>Address of Service:</b>	Academy Square, Academy Street, Navan, Co. Meath		
<b>Eircode:</b>	C15 k266		
<b>Name of Registered Provider:</b>	Linda Russell		
<b>Service type:</b>	Full Day		
<b>Date of Inspection:</b>	07/05/2024		
<b>No of pre-school children:</b>	AM	46	PM 29
<b>Address of the Early Years Inspectorate:</b>	Tusla Early Years Inspectorate Family Resource Centre, Commons Road, Navan, Co. Meath		
<b>Inspection undertaken by:</b>	D. Murray & AM. Cunningham		
<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

Kiddy Academy is a privately owned service which provides full day, part time and sessional care and education to children from 1 to 6 years. The service operates from 8am to 6pm and participates in the Early Childhood Care and Education Programme (ECCE). A school aged service is also provided.

The service is purpose built and is located on the ground floor of an apartment block.

The service consists of 3 care rooms in the main building, an additional care room is located in a separate unit to the rear of the premises, staff room and sanitary facilities.

The rooms in the service are as follows:

The **Bumblebees Room** provides care to children from 1 to 2 years.

The **Ladybirds Room** accommodates children from 2 to 3 years.

The **Caterpillar Room** provides care and education to children from 2 years 8 months to 4 years.

The **Butterflies Room** also provides care and education to children from 4 to 6 years. This room provides a school aged service in the afternoons.

An outdoor space is located adjacent to the service.

### Staffing

The registered provider employs 2 managers, 8 childcare staff and 1 administration staff member. Present on the day of inspection was 1 manager and 8 childcare staff. The registered provider arrived when the inspection had commenced but does not work directly with the children.

### 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 inspectors wish to acknowledge the cooperation of the registered provider, manager, 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 service had a designated person in charge and a named person to deputise as required.

(b) A designated person in charge was on the premises when the inspectors arrived unannounced to carry out the inspection.

(2) (a)&(b) Twelve staff files were reviewed.

Twenty -four validated written references were available either from a past employer or from a reputable source.

(c) Garda vetting disclosures had been obtained for 12 staff. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

(d) Police vetting was available for 3 staff members who had resided outside the jurisdiction for a period of more than 6 consecutive months as an adult.

(4) Eight childcare staff members had a major award in Early Childhood Care and Education at Level 5 and above on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.

## Non-Compliance Information

(4) The registered provider did not ensure that all staff working directly with the children held an appropriate childcare qualification-

1. One staff member did not have a major award in Early Childhood Care and Education at Level 5 and above on the National Framework of Qualifications or a qualification deemed by the Minister to be equivalent.
2. One staff member did not have adequate supporting documentation to demonstrate that they had a childcare qualification.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

1. One staff member will have completed her level 5 in Early Childhood Care and Education in July 2024. The certificate will be forwarded to the Inspectorate when received.
2. When this staff member receives her supporting documentation, it will be forwarded to the Inspectorate.

No Staff member will be employed in future unless qualifications are fully verified.

### Supporting documentation submitted

None.

## Summary Comment

The registered provider in the Corrective Action and Preventive Action plan has not addressed the non-compliances for regulation 9 (4) as no documentation has been received to the Inspectorate. This non-compliance remains outstanding.

### 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.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times.*

#### Compliance Information

(1) On the morning of the inspection there was, 1 manager and 8 staff working directly with the 46 children attending the service. The registered provider arrived after the inspection had commenced.

(2) The following adult to child ratios were observed when the service was operating at capacity:

The **Bumblebees Room** had 1 staff member with 5 children ranging in age from 1 to 2 years all attending on a full day care basis.

The **Ladybird Room** had 2 staff members with 12 children ranging in age from 2 to 3 years all attending on a full day care basis.

The **Caterpillar Room** had 3 staff members with 13 children ranging in age from 2 years 8 months to 4 years attending the ECCE programme with 7 children staying on to avail of the full day care.

The **Butterflies Room** had 2 staff members with 16 children ranging in age from 4 to 6 years attending the ECCE programme with 5 children staying on to avail of the full day care.

(8) (a) According to the staff roster 2 adults were present on the premises at all times.

### 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) The following observations were made on how each child's learning, development and well-being was facilitated within the daily life in the service:

##### Basic needs:

- The adults were observed promoting positive behaviour and supported children to find positive solutions when they experienced challenge in sharing play equipment and materials. In the Bumblebee and Ladybirds rooms any child who became upset were nurtured and cuddled until they settled. The children showed confidence around the staff members and sought out staff members for reassurance, comfort and support.
- Staff members were observed changing children's nappies regularly and in a timely manner with warm one-to-one interactions observed. The older children were encouraged to become independent and self-caring, suitable to their age and stage of development which included using the toilet, hand washing, caring for their belongings and tidying away after activities and play.
- The service embraces outdoor play and learning with all children observed enjoying meaningful, sustained play with their peers. The theme of the week in the Bumblebees and Ladybird rooms was "Music" with the children enjoying singing songs and doing art and crafts to reflect this theme. The theme of the week in the Butterfly room was "Summer" with activities such as artwork and story telling reflecting the theme. The theme of the week in the Caterpillar room was "Under the sea", staff spoke about who lived in the sea and made blue playdough for their sea activity.
- The staff members sat and chatted with the children at mealtimes, helping the children when required whilst encouraging and supported language development.
- All children were placed to sleep at the service's designated sleep time after dinner.

##### Supporting relationships around children:

- The service showed a positive regard towards the families of the children and family links were nurtured in the service with family photographs displayed on “The Family Tree’ in the care rooms.
  - Staff members meet the parents at pick-up time and any issues pertaining to the child was discussed.
- Overall, the children appeared comfortable, happy and relaxed in their environment.

## Non-Compliance Information

(1)(a) The following observations were made on how each child’s learning, development and well-being was not facilitated within the daily life in the service:

### Basic needs:

1. In the Bumblebees room at morning snack, cheese and crackers were placed directly on the table, no plates were provided. Mealtimes should be a learning experience for children with utensils that are age appropriate and developmentally suitable to encourage the child’s gross and fine motor skills.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

1. Plates will be provided at all mealtimes. All staff have been informed that plates/ utensils are to be used at every meal.

### Supporting documentation submitted

None needed as plates seen on the day of inspection but not used.

## Summary Comment

The registered provider in the Corrective Action and Preventive Action plan has addressed the non-compliances for regulation 19 1(a), the response received has been reviewed and accepted.

### 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-
- (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.
- (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,

#### Compliance Information

- (1)(b) The cot room had 5 cots for children under 2 years requiring sleep. The Bumblebees room had sleep mats placed on the floor for the children over 2 years to sleep on. Within the care rooms there were soft furnishings, mats and cushions for children to take a break from activities and rest, if needed.
- (3)(a) An outdoor space was located adjacent to the building, which was enclosed with fencing, had an artificial grass surface with 2 secure side gates.

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

- The care rooms were well resourced with play materials and equipment which were laid out in interest areas which were spacious and uncluttered. The play materials and equipment incorporated natural/sensorial materials, art and crafts, a range of suitable toys and books. All play materials and equipment were easily accessible on open shelving at the children's height which encouraged active engagement and involvement.
- Equipment in the outdoor space included 2 plastic kitchens with play equipment, children's table and chairs and an activity unit with a climbing ramp. Additional equipment was brought out such as building blocks and musical instruments. A small storage area was also available with additional play equipment and ride on toys.

## Non-Compliance Information

1. Many of the battery-operated toys were not working which reduces the child's enjoyment and learning experience when operating the toys.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

1. Room leaders have been reminded to ensure that batteries in toys are replaced on a regular basis. Any battery-operated toys that are not operational have been removed and replaced with new toys.

## Summary Comment

The registered provider in the Corrective Action and Preventive Action plan has addressed the non-compliances for regulation 21, the response received has been reviewed and accepted.

## 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.*

## Compliance Information

- The service had a 2-week menu plan for the children attending the full day care service with a variety of dishes ranging from meat, fish and poultry cooked on site. All children attending the sessional service brought their own lunch. On the day of inspection, the children had toast for breakfast. Morning snack consisted of cheese and crackers. The main meal of the day was served between 11:30 and 12:30pm which consisted of spaghetti bolognese. Evening tea was served at 15:15pm which consisted of spaghetti hoops and toast. Additional snacks were available for the children staying until 6pm if required. Water was the drinks of choice with individual bottles/cups for the children in the care rooms.

### 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 following safety measures were in place on the day of inspection:

- The main door to the service was secured and the outdoor space was enclosed and had 2 secure gates. These security measures ensured that a child did not exit unsupervised and restricted unauthorised persons from gaining access to the service and outdoor space.
- An outdoor risk assessment was conducted on a daily basis.
- All cleaning agents were stored out of reach of the children.
- All furniture and display units had a stable base with no risk of toppling identified.

##### Infection Control:

The following infection control measures were observed:

- The hand washing policy and nappy changing policy were implemented in practice with appropriate hand washing for staff and children at all times.
- The service was clean with cleaning schedules maintained on a daily basis.
- All bins for contaminated waste were foot pedal operated.

##### Safe Sleep:

Safe sleep practices were observed in the service as demonstrated by the following examples:

- Temperature of the cot room was maintained between 16 to 20<sup>o</sup> C and between 18 to 22<sup>o</sup> C in the Bumblebees room while children were sleeping. Fan were available to reduce the air temperature.
- A sleep log recording the position, colour and breathing pattern was recorded at 10 minutes intervals on all sleeping children.
- Block out blinds were available which created an atmosphere conducive to sleep.

##### Fire Safety:

The following fire safety measures were observed:

- Fire drills were conducted on a monthly basis.

- The emergency exit doors were unobstructed.
- A staff member stated that the fire assembly point was at the wall in the adjacent car park.

## Non-Compliance Information

### General Safety:

The following safety measures were not in place on the day of inspection:

1. Garda vetting was available for 1 staff member. However, this vetting disclosure was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

### Infection Control:

2. Childrens lunches in the Caterpillar room were not stored in the fridge to prevent the growth of food poisoning bacteria.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective & Preventive Action

#### General Safety:

1.This staff member has been re-vetted. The registered provider will ensure that all staff members are re-vetted every 3 years.

#### Infection Control:

2.The children's lunches are now stored in a fridge. The manager will monitor this practice on a daily basis.

### Supporting documentation submitted

#### General Safety:

Re-vetting for staff member.

A list of staff members with the most recent garda vetting dates.

## Summary Comment

The registered provider in the Corrective Action and Preventive Action plan has addressed the non-compliances for regulation 23 the response received has been reviewed and accepted.

### 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) The service provided evidence that a person had up to date First Aid Responders course and was available at all times to the children attending the pre-school service.
- (2)(a) and (b) A suitably equipped first aid box was available and safely stored in the premises.

### 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) A written record was available of the fire drills completed in the service. The last recorded fire drill took place on 03/04/2024.
- (b) A record was maintained of the mains powered smoke alarms and firefighting equipment on the premises. The mains powered smoke alarms were last serviced on the 30/04/2024. The firefighting equipment was last serviced in January 2024.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed in the premises.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The registered provider ensured that the service was adequately insured for 85 children at any one time attending for full day care. The policy showed that the service was insured from 28<sup>th</sup> March 2024 to the 27<sup>th</sup> March 2025.