

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015MH153		
<b>Name of Service:</b>	Pugwash Bay Ltd		
<b>Address of Service:</b>	Mornington Manor, Mornington, Drogheda, Co. Meath		
<b>Eircode:</b>	A92 A076		
<b>Name of Registered Provider:</b>	James Moore		
<b>Service type:</b>	Full Day, Part Time, Sessional		
<b>Date of Inspection:</b>	24/06/2024		
<b>No of pre-school children:</b>	AM	51	PM 43
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, 181-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin K67 Y5C6.		
<b>Inspection undertaken by:</b>	S Taaffe and AM Coyle		
<b>Title:</b>	Early Years Inspectors		
<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

Pugwash Bay Ltd. in Mornington is one of a chain of five Pugwash Bay services operated in Co Louth and Co Meath, in addition to a further six early years services operated by the registered provider throughout the country. This service was established in 2008 and is located within a residential housing estate in the coastal village of Mornington in east Co. Meath. Four care rooms and a separate sleep room are provided in the detached single storey purpose-built premises. The service accommodates pre-school children from 1 to 6 years of age on a sessional, part-time, and full day care basis, in addition to school-aged children up to 12 years of age. The service operates for 51 weeks each year and is registered to operate from Monday to Friday between 7.45am and 6.00pm. Eligible children participate in the state funded early childhood care and education (ECCE) scheme from 9.30am – 12.30pm from Monday to Friday for 38 weeks of the year.

### Staffing

The registered provider employs 18 staff members in this service consisting of a manager who oversees the day to day operation of the service on a full-time basis and provide support in the care rooms when required, 15 staff members who provide direct care to the pre-school children, 1 staff member who works with school age children only, in addition to carrying out kitchen duties, and 1 staff member who is employed to clean the service. The company's Chief Operating Officer and the Quality and Governance Creche Coordinator provide evaluation and support in the service and may be present at times, although not on the day of the inspection. The registered provider was not present during the inspection and is not based in this service.

### 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. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 16, 19, 20, 23, 25, 26 and 28.

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 15 – record of pre-school child, and regulation 16(1)(i)(j)(k) – record in relation to pre-school service.

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 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

(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 manager was the designated person in charge of the service and there was a named person appointed to deputise as required.

(b) The service manager was present and in charge of the service when the inspectors arrived unannounced at 9.10am on the day of inspection. The service manager was present in the service for the duration of the inspection.

Based on the inspectors' review of previous inspection records, the inspectors reviewed the complete files maintained for 10 staff members who commenced employment in the service since the last inspection on 09/01/2023 or whose full file had not been reviewed at the time of the last inspection. In addition, Garda Vetting disclosures for all 18 staff members employed in the service and for the registered provider, the company's Chief Operating Officer and the Quality and Governance Creche Coordinator were reviewed.

(2)(a)(b) There were 2 written, validated references available from past employers for each of the 10 staff members whose full files were reviewed.

(c) Garda vetting disclosures were available for all 18 staff members employed in the service, and for the registered provider, the company's Chief Operating Officer and the Quality and Governance Creche Coordinator. Each of these records demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) In relation to the 10 staff files reviewed, international police vetting was available as required for 2 staff members who had resided outside of the Irish jurisdiction for more than 6 consecutive months as adults.

(4) The service manager and all 15 staff members who worked directly with the pre-school children in the service held a major award in Early Childhood Care and Education at Level 5 - 8 on the National Framework of Qualifications (NFQ) or a qualification deemed by the Minister to be equivalent.

### Part III – Management and Staff

#### Regulation 11 - Staffing levels

*(1) Subject to this Regulation, a registered provider shall ensure that there is always 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) The adult to child ratios were correct in the service when the inspectors arrived unannounced and remained so throughout the inspection.

The following adult to child ratios were observed when the highest numbers of children were present in each care room during the inspection:

- In the Turtles room there were 13 children (of whom 10 children were aged 1 year 4 months to 1 year 11 months and 3 children were aged 2 years to 2 years 4 months) being cared for by 3 staff members.
- In the Starfish room there were 11 children aged 2 years 2 months to 3 years 3 months being cared for by 2 staff members.
- In the Penguin room there were 12 children aged 2 years 4 months to 4 years 5 months being cared for by 2 staff members.
- In the Sharks room there were 15 children aged 4 years 1 month to 5 years 4 months being cared for by 3 staff members, one of whom was employed under the Access and Inclusion Model. School-aged children are also accommodated in this care room each afternoon.

The service manager and a designated staff member provided relief and support in the care rooms during the inspection including break cover and cover for nappy changing when required.

(8)(a) The registered provider ensured that 2 adults were present on the premises at all times, as evidenced in staff rosters and staff attendance records maintained 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.*

### Compliance Information

(1) A sampling process was used in relation to the children's records. Each of the 12 sampled registration forms were appropriately completed with the required information as specified in sub-sections (a) to (i) in this regulation.

## 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:*

- (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

(i) An up-to-date weekly staff roster was available, and staff sign in records were maintained in each care room on a daily basis. The records included each staff members' arrival, departure and break times.

(j) There was evidence of appropriate record keeping in relation to medication administered in the service as evidenced in 14 sampled medication administration forms.

(k) The service had a record in writing of accidents, injuries and incidents involving children during their attendance in the service. Fifteen of these records were sampled and each included parental signatures to document that they had been informed and were aware of the relevant incidents.

## 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 of the service:

#### Basic needs:

- The children's morning snacks were provided by the parents with the remaining food supplied by the service. Dinners are sourced in bulk from an external food supplier and stored frozen on the premises, in advance of use. Pork, carrots and sweetcorn was served with rice for dinner on the day of inspection. The children were given sufficient time to relax and eat their snacks and meals in an unhurried manner. The staff members sat with and chatted to the children at mealtimes which created a sociable atmosphere, helping the children when required. The younger children were provided with bibs before eating and their faces were cleaned after meals.
- Drinking water was freely available to the children at all times and was served with snacks and meals in each care room. Additionally, staff members were observed gently reminding and encouraging the children to drink water during outdoor play on the warm sunny day of inspection and providing the children with water to drink on waking from sleep.
- Nappies were changed regularly, and positive and playful interactions were observed taking place between the staff members and children during these procedures. Prompting, supervision and assistance when using the toilet was provided as necessary to the children who were toilet trained.
- Children who required it were observed being supported to settle to sleep, with the staff members observed sitting with and calmly soothing children before the children fell asleep.
- All children attending the service enjoyed time in the outdoor area on the day of inspection. Staff members were observed applying sun cream and ensuring that the children wore sun hats, drank water and limited the period that the children were exposed to direct sunlight in the outdoor play area.

#### Supporting Relationships around Children

- The children demonstrated that they felt familiar and comfortable with the staff members caring for them as evidenced in the children reaching out physically and verbally to the staff members for support or

comfort and calling staff by name. In turn, the staff members were warm and responsive to the children and returned displays of affection verbally and when the children sought hugs and physical contact during the inspection.

- The children in the service were encouraged to value and respect each other. This was particularly evidenced in the positive regard shown by the children and staff members towards children with additional needs in the service, fostering each child's inclusion and involvement in activities.
- At the earliest signs of conflict, the staff members used distraction and re-direction to good effect on the small number of occasions when children were observed experiencing challenges in play or interactions during the inspection. The adults were observed appropriately supporting children to find positive solutions including suggesting alternative toys or taking turns, thereby preventing the minor issues observed from escalating and avoiding upset on the children's part. A number of resources including specific books with associated themed soft toys, puppets and posters were available in the service to help the children recognise and to become aware of their emotions.
- Regular informative interactions were heard taking place between the staff members when updating each other on the children's needs and progress, and when coordinating the implementation of activities.
- Family photographs were available in each room, accessible to the children at their level. In the Turtles room staff members were observed sitting with the children while holding and looking at laminated family photographs and including references to named family members, supporting the children to develop a sense of belonging, security and connectedness in the service. The staff members were observed to warmly welcome parents and grandparents on their arrival to the service and chat to them about their child's day. Staff members also communicated with parents electronically through a software application providing the parents with details of each individual child's meals, nappy changes, sleep and activities.

### Physical & Material Environment:

- Suitable low-level tables and chairs were provided for the children, and these were used for table-top activities and mealtimes. Highchairs were available in the Turtles room for children who were not yet developmentally ready to sit unsupported in a standard chair during mealtimes.
- A full-sized armchair was provided in the Turtles room to allow the staff members to sit and hold the children when required or sought during the day.
- There was a suitable variety of play materials and equipment in all 4 care rooms in the service. The play equipment provided in each room was suited to the ages and stages of development of the children

present. Push-along toys were available in the Turtles room to provide opportunities for the younger children to engage in physical and gross motor activity. Interest areas had been established in each room and these included well-resourced home areas with a range of baby care items, library areas, construction area and arts and crafts stations equipped with a range of materials to support the children’s creativity and self-expression. Play equipment including wooden and plastic bricks, shape sorters, magnets, stacking toys, jigsaws and interlocking plastic toys were provided in each care room to support the development of the children’s fine motor skills.

- Sensory play was facilitated in each care room through the provision of well-resourced sand tables, water tables and playdough.
- The library area in each room contained an adequate number of books to provide choice and to support the children’s language development.
- The outdoor play area located to the rear of the service was fully enclosed and accessible from the main corridor. This area was mainly covered in artificial grass with play equipment including a climbing frame with slide attached, sit-on self-propel cars, a large mud kitchen , rocking toys and tyres provided to facilitate the children to engage in play outside. A lean-to structure covered with a rigid plastic roof was established in an enclosed corner of the outdoor play area which was designated for use by the younger children in the service when the older children were also playing outside. Play equipment in this area included push along toys, small sit-on self-propel toys, cars, trucks and blocks.

### 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.*

#### Compliance Information

(1)(b) The sleep room contained 7 standard cots. A sufficient number of stackable beds were available which were set up on the floor of the Turtles room and the Starfish room to accommodate sleeping children after lunch. Within the care rooms there were soft furnishings, mats and cushions for children to take a break from activities and rest, if needed during the day.

### Non-Compliance Information

(1)(b)

Adequate facilities for rest and sleep were not provided for the number and age range of children attending the service. Seven standard cots were provided in the service, all located in the sleep room. However, at 12.30pm, when all 7 cots were occupied by children aged less than 2 years, another child aged 1 year 4 months was observed in the Turtle room being held and soothed by a staff member whilst showing signs of tiredness including rubbing their eyes and clinging to the staff member. There was no cot available for this child to sleep in at that time. It is acknowledged that at 12.35pm one of the 7 children in the cots had not settled to sleep, remaining alert and playful in the cot, and this child was taken up and cared for in the care room until they required sleep later, leaving their cot free for the tired child to sleep in.

### Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated the following corrective actions and preventive actions have been carried out:

#### Corrective Action

(1)(b)

- A foldable cot has been purchased to ensure there is an extra cot always available if a child becomes tired and the cots are full.
- Ensure that the additional cot complies with safety standards and is suitable for the age range of the children.

#### Preventive Action

- Review current sleeping arrangements and assess the need for additional cots based on the number and age range of children attending the service.
- Implement regular monitoring to ensure that the number of cots remains adequate as the number of children fluctuates.
- Assign a staff member to check the availability and condition of sleeping facilities daily.
- Provided training for staff on the importance of adequate sleeping facilities and how to manage situations where the number of children exceeds the number of available cots.
- Implemented new Sign of Tiredness in Children policy which has been shared with all the staff.
- Encourage parents to provide feedback on their children's sleeping needs and experiences.
- Schedule regular compliance checks to ensure that all sleeping facilities meet the required standards and guidelines.

### Supporting documentation submitted

Photographic and documentary evidence including receipts for a new foldable cot and standard mattress, relevant policies, and written confirmation that staff had received updated training in relation to the service's sleep policy and signs of tiredness policy were provided to the Inspectorate.

### Summary Comment

The inspectors reviewed the corrective actions and evidence submitted by the registered provider after the inspection. The registered provider demonstrated that the non-compliance identified under Regulation 20(1)(b) has been adequately addressed.

## 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 premises was appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises, with the entrance doors leading into the premises and the gates leading into the outdoor play area fitted with latches and locks positioned out of the reach of pre-school children. Access to the premises was facilitated by the service manager who, having sight of callers through the glass panels on the front door of the service, opened the secured door to facilitate entry.
- The outdoor play area was enclosed by boundary walls and gated fencing secured with high level latches to prevent unauthorised persons from gaining entry or a pre-school child from gaining unsupervised access to a roadway or other source of danger.
- The warm water temperature in the sanitary accommodation did not exceed the recommended maximum water temperature of 43°C and the service manager stated that the warm water supply in the service was thermostatically controlled. This reduced the risk of injury from scalding for the children in attendance.

- Cleaning agents were safely stored on high shelving out of the reach of children.
- The kitchen was inaccessible to the children during the inspection.
- Blind cords were appropriately secured.

### Infection Control:

- The children were facilitated to wash their hands before eating, after using the toilet and following messy play and outdoor play. There was running warm water, liquid soap and paper hand towels available for hand hygiene at the wash hand basins in the service.
- Suitable disposable gloves and aprons were available and used for nappy changing. The service's nappy changing policy was adhered to during nappy changes observed on the day of inspection.
- Soothers were stored in personalised containers when not in use. A steam steriliser was provided in the Turtles room which observed being used to sterilise soothers during the inspection.
- A refrigerator was provided in each care room and these were used to store the children's morning snacks which were provided from home by the parents, reducing the risk of bacteria growth in perishable food items.
- Tissues were available for wiping noses and appropriate hand hygiene practices were observed being undertaken when staff members assisted children to clean their noses.
- The service was visibly clean and up to date documented cleaning schedules were on display.

### Administration of Medication:

- Medications were stored out of children's reach.
- There was a detailed child-specific care plan available for a child attending the service to authorise staff members to administer an auto-injector adrenaline pen in the event that the child would become exposed to an allergen and develop signs of a reaction.
- No child attending the service was observed having medication administered on the day of inspection.

### Safe Sleep:

- The records indicated and staff members reported that sleep checks were carried out and documented at 10 minutes intervals, noting each child's position, colour and breathing pattern.

### Fire Safety:

- The designated emergency exit doors were clear and unobstructed.

### Non-Compliance Information

#### Safe Sleep:

- The ambient temperatures in rooms where children were sleeping were above the optimum sleep room temperature of 18-22°C for sleeping children aged 1 year and older, as detailed in table 1.1 below. These temperatures did not conform to national best practice safe sleep guidelines regarding the prevention of sudden infant death and posed a risk in relation to the safety and comfort of the children in attendance. It is acknowledged that, when asked by the inspectors, the service manager and staff members accurately described the safe air temperature range and were implementing control measures seeking to achieve this through opening windows and doors to enhance ventilation in the rooms in advance of and when children were sleeping, placing the children to sleep in their vests and nappies only, and the operation of portable electrical fans provided in the sleep room and care rooms. However, although partially effective as evidenced in the temperatures recorded during the afternoon, these measures did not prevent the room temperatures from remaining in excess of the maximum safe sleep room temperature of 22°C.

Location	Air temperature	Time recorded
Starfish room	26.4°C	2:05 pm
	25°C	2:30 pm
	23.0 °C	3:25 pm
Turtles room	26.5°C	2:10 pm
	24.8°C	2:35 pm
	23.2°C	3:30 pm
Sleep room	25°C	2:12pm
	23.9°C	2:38pm
	22.8°C	3:34pm

**Table 1.1** Sample air temperatures recorded on the day of inspection.

- On the day of the inspection one child aged 1 year 11 months was observed sleeping on a stackable floor bed without a mattress. When a floor bed is used for a child aged less than 2 years it must be fitted with a firm and perfectly fitting mattress of at least 6cm in depth that is designed for the specific floor bed. Furthermore, a sleep plan and robust risk assessment was not available for this child to demonstrate the child's developmental readiness to move from a cot to bed.

### Corrective & Preventive Action submitted by the Registered Provider

The registered provider stated the following corrective actions and preventive actions have been carried out:

### Corrective Action

#### Safe Sleep:

1.
  - Portable air conditioning units have been purchased for the 2 sleep rooms and a smaller ice air conditioning unit for the cot room. This has reduced the temperature significantly.
  - Confirmed that the temperature in the cot rooms is brought within the recommended range by taking additional measures beyond using fans and opening windows and purchasing air conditioning units.
  - Documented the immediate actions taken to reduce the room temperature and ensure children's safety.
  - Informed the Early Years Inspectorate of the additional immediate actions taken to address the non-compliance and ensure children's safety.
  - Air conditioning units had been ordered prior to inspection. Staff are awaiting their installation.
2.
  - Purchased a foldable cot.
  - Ensure that the cot meet safety standards and are designed for the specific floor beds used.
  - Create individual sleep plans for all children, particularly those transitioning from cots to beds.
  - Conduct and document robust risk assessments for each child to demonstrate their developmental readiness for sleeping on a bed instead of a cot.

### Preventive Action

#### Safe Sleep:

1.
  - Waiting for the air conditioning units control systems to be installed in the rooms and sleep room to maintain the recommended temperature range.
  - Ensured that the current air conditioning equipment is regularly maintained and monitored for effectiveness.
  - Implemented a routine temperature monitoring schedule, with checks conducted multiple times a day, especially before converting the room for sleep.

- Educated staff on the importance of maintaining the recommended temperature range for children’s safety and comfort.
- 2.
- Conduct regular reviews of sleeping arrangements to ensure compliance with Tusla regulations.
  - Assigned a staff member to regularly check that all sleeping equipment, including foldable cot, meets the required safety standards.
  - Provided inhouse training for staff on safe sleep practices, including the proper use of sleeping equipment and the importance of using appropriate mattresses.
  - With staff input create and implement individual sleep plans and conduct risk assessments.
  - Implement a system for ongoing monitoring and documentation of each child’s sleeping arrangements and developmental readiness.
  - Maintain up-to-date records of sleep plans and risk assessments for all children.
  - Involve parents in the creation of individual sleep plans and keep them informed of any changes or updates.
  - Establish a feedback mechanism for staff and parents to report any concerns or suggestions regarding sleeping arrangements.
  - Use feedback to continuously improve sleep practices and ensure the highest standards of care.

### **Supporting documentation submitted**

Photographic and documentary evidence including receipts for a foldable cot, standard mattress, a portable and a fixed air conditioning unit; a cot room temperature chart; a sleep plan template; a risk assessment for transitioning a child from a cot to a bed; relevant policies; and written confirmation that staff had received updated training in relation to the service’s sleep policy and signs of tiredness policy were provided to the Inspectorate.

### **Summary Comment**

The registered provider supplied assurance that a permanent air conditioning system will be installed in the service. These assurances are accepted. Once completed, the registered provider is required to submit evidence to the Inspectorate that this remedial work has been completed.

## 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) The service maintained accurate details of all children in attendance during the inspection. Details of children's daily attendance including arrival and departure times were recorded both in paper format and digitally on a childcare software application in each care room.
- (3)(a)(b) A system was in place to ensure that no person other than the children and their parents or guardians, employees, approved students or authorised visitors could enter the service. A visitor's book was maintained and on arrival the inspectors were requested to record their attendance on the premises and the purpose of their visit.

## Part VI - Safety

### Regulation 25 - First aid

- (1) A registered provider shall ensure that a person trained in first aid for children is, always, 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) In-date First Aid Response (FAR) training certificates held by 4 staff members were reviewed. Based on these training records and the service's staff roster, it was evident that the registered provider ensured that a person with FAR training was at all times immediately available to the children attending the service.

(2)(a)(b) Suitably equipped first aid boxes were available in the care rooms, the kitchen and the office and these were stored in accessible and conspicuous locations out of the reach of children.

### 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 record was maintained of fire drills which had been completed in the service. Based on the records maintained and as reported by staff members, fire drills were carried out monthly. The last recorded fire drill took place in June 2024.

(b) A record was kept of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. Fire extinguishers were certified as having been serviced in December 2023 and the smoke detection system on 16/03/2024.

(4) Notices of the procedures to be followed in the event of a fire were 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

# Early Years Inspectorate Regulatory Report Pre School

The registered provider ensured that the service was insured to cover up to 72 children attending on a full day care basis. The policy showed that the service was insured from 28/03/2024 to 27/03/2025.