

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015MN028		
<b>Name of Service:</b>	Glenpark Montessori School		
<b>Address of Service:</b>	High Street, Mullach Glas, Monaghan, Co. Monaghan		
<b>Eircode:</b>	H18 PV21		
<b>Name of Registered Provider:</b>	Pauline Rooney		
<b>Service type:</b>	Full Day, Part Time, Sessional		
<b>Date of Inspection:</b>	18/04/2024		
<b>No of pre-school children:</b>	AM	47	PM 26
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate No 18 The Grange Plantation Walk Monaghan		
<b>Inspection undertaken by:</b>	S. Skinnader and M. Flood		
<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

Glenpark Montessori School have been operating as a privately run childcare service since 2000. A full day care, part-time and sessional service is provided to pre-school children aged from 6 months to 6 years of age. The service operates from purpose-built facility located in a residential housing estate in Monaghan town. The service has 4 care rooms in operation namely: the Ladybird Room; the Butterfly Room; the Caterpillars Room and The Busy Bees Room. There is a separate sleep room off the Busy Bees Room, nappy changing and sanitary accommodations, a kitchen and an office. The service has large outdoor area to the back of the service. The service operates from 08:30 to 18:00 each weekday and caters for a maximum of 70 children.

### Staffing

There were 13 staff employed in the service. Eleven staff were working directly with the children, 1 staff were employed in administrative duties, 1 staff member was employed for the school aged 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.

The inspection focused on an examination of compliance under regulations 9, 11, 19, 20 and 28; however, on inspection additional non-compliance which posed a risk was identified under Regulation 16 and 23. These findings are outlined within the relevant regulations within this report.

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) & (b) The service had a designated person in charge and named deputy person to deputise as required. The person in charge was on the premises when the inspectors arrived and was present throughout the inspection.

There were 13 staff members employed in the service. All 13 files were reviewed.

(2)(a) & (b) There were 2 written and validated references from a past employer or an alternative source available for all 13 members of staff in the service.

(c) Garda vetting disclosures had been obtained for all staff members. 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 in relation to 7 staff members. Please refer to the information outlined under Regulation 23 of this report.

(d) International Police Vetting was available for 3 staff who had lived outside the Irish jurisdiction for a period of more than 6 months.

(4) Nine staff members who worked directly with the preschool children had at least a minimum Level 5 childcare qualification.

### Non-Compliance Information

(2)(d) An official translation into English was not available for one international police vetting.

(4) Three staff members who worked directly with the preschool children did not have documentary evidence to show they had at least a minimum Level 5 childcare qualification.

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

#### Corrective and Preventive Action

2. (d) The registered provider has requested an English translation of the international police vetting. Will also ensure that all international vetting has an English translation before hiring new staff.
4. One staff member has completed the Level 5 and another staff member has completed the Level 6 childcare qualification.  
A third member of staff who works in the Afterschool no longer works in the mornings.  
In future, staff folders, qualifications and CVs will be checked weekly by a designated person in charge or a named deputy. This action will be implemented and monitored by the service manager.

#### Supporting documentation submitted

Documentary evidence of staff members childcare qualification submitted.

### Summary Comment

The registered provider's response is accepted and the non-compliance has been met.

### 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 day of inspection when the inspectors arrived unannounced to the service there were four rooms in operation. During the inspection there was an adequate number of adults working directly with the preschool children attending the service.

(2) The following adult: child ratios were observed in the care rooms:

##### **The Ladybird Room**

There were 13 preschool children (aged 2 years and 6 months - 4 years) attending this room with 2 staff members.

##### **The Butterfly Room:**

There were 18 preschool children (aged 3 years - 4 years) attending this room with 3 childcare staff.

##### **The Caterpillar Room:**

There were 3 preschool children (aged 1 year and 2 months - 1 year and 6 months) attending this room with 1 childcare staff.

##### **The Busy Bees Room:**

There were 13 preschool children (aged 1 year and 11 months - 3 year and 2 months) attending this room with 3 staff members.

A further member of staff arrived at the service at 2pm and 1 additional adult was present in the service employed in administrative duties.

(8)(a) Following a review of the available documentation e.g. staff rotas and children’s attendance records this information demonstrated that the registered provider ensured that there were at least 2 adults on the premises at all times

### 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:

(h) details of attendance by each pre-school child on a daily basis;

#### Non-Compliance Information

(1)(h) The details of all children attending the Busy Bees room were not documented on the attendance records. For example, two children present in the care room were not recorded and one child who had departed the service was not recorded on the records. Additionally, one child in the Caterpillar Room had not been signed in on arrival or departure. Children in the Caterpillar Room were signed in and out on their daily record books and there was none available for this child.

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

##### Corrective and Preventive Action

(1)(h)A staff meeting was held following the Inspection. Staff were reminded how important it is to ensure every child is signed in and out of the premises at all times.

A new attendance book is used in the Caterpillar room along with the daily record books in order for all the children to be signed in and out.

New attendance sheet with all childrens’ names include for Busy Bee Room.

Daily spot checks will be conducted by designated person to ensure all children on the premises are signed in and out.

##### Supporting documentation submitted

Documentary evidence of copy of new attendance book plus attendance sheet submitted.

#### Summary Comment

The registered provider’s response and documentary evidence was reviewed and accepted. The non-compliance has been addressed.

### 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

##### Supporting relationship around children

- A key person system was in operation in the rooms, where each staff member had a small group of children assigned to them and the key person took the lead in recording their daily activities, maintaining relationships with their families, and documenting their learning and development. The names of the children and allocated key worker were on display in the care rooms.
- Soft tones, positive and respectful language were observed in interactions between the children in all the rooms. The staff were observed down on the floor with the children in the Caterpillar Room and Ladybird Rooms and to interact with the children in a warm and supportive manner.
- In the Caterpillar, Ladybird and Butterfly Rooms transitions were swift and organised. In the Ladybird room the children were observed to transition from the indoor to the outdoor areas smoothly and vice versa. Tidy up time and transitions during care practices were also well supported by staff with positive reaffirming language used e.g. *"well done... excellent...well done...I'm going to stand here...if you need any help..."*
- Parents were informally communicated with at drop off and collection times. Daily communication books were in use in the Caterpillar and Busy Bees care rooms to support the sharing of information between the service and home. The staff reported that most communication with parents is carried out through this method. Phone calls and newsletters are also used.

##### Programme Of Activities

- The children's artwork such as paper flowers, collage butterflies, handprint art and free painting were on display. Evidence of planning and the daily routine were on display. Scrapbooks were available for each child containing artwork, observations and photographs of the children partaking in activities.

- In the Lady bird Room, the staff when questioned confirmed that the curriculum is planned around themes and the children’s emerging interests. The staff are reported to meet on a weekly basis to discuss and plan the curriculum. Photographs were placed on the door of the care room of a “milking the cow” activity which the children were involved in the morning so that the parents could see at collection time. The Busy Bees room relief staff in the care room were familiar with the curriculum and the activities observed reflected the plan for the day e.g. “all about birds” nests, eggs and straw were in the sensory trays and the children engaged in a bird picture gluing activity. Documentary and photographic evidence was available of “our curriculum” a large book which included evidence of activities which the children engaged in.

### 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) There were soft comfortable areas in the rooms which consisted of mats, small sofas and cushions where a child could sit and relax or take a break from an activity. There was a sleep room off the Caterpillar and Busy Bees Room which had 5 standard cots available for the children aged under 2 years. Day beds were also available for those children aged over 2 years to rest in the Busy Bee Room when it converted to a sleep room for those who required a sleep.

#### Non-Compliance Information

There were instances where sleep facilities were found to be inadequate as demonstrated by the following:

- Some toys and equipment such as a toy buggy, 4 wooden ride-on toys, a push toy, sofa, a pram and large teddy were stored in the sleep room and this is not conducive to a sleep environment.

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

##### Corrective and Preventive Action

- All toys were removed straightaway from the sleep room. A staff meeting was held and all staff were reminded that under no circumstances should any toys be stored in the sleep room.

Supervisor will carry out a risk assessment in the sleep room daily to ensure no toys are stored there and it is a safe and clean environment to sleep in.

### **Supporting documentation submitted**

Photographic evidence submitted of all toys removed from the sleep room.

### **Summary Comment**

The registered provider's response is accepted and the non-compliance 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.*

### **Non-Compliance Information**

The Inspectorate is not assured that adequate steps have been taken to ensure the health, safety and welfare of the pre-school children attending the service based on the following observations made during the inspection:

#### **General Safety:**

1. While it is acknowledged that Garda vetting was available for 7 staff members, these vetting disclosures were not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
2. The nappy change unit observed in use in the Busy Bees and Caterpillar Rooms was unsuitable for the age profile of the children in attendance. The unit detailed suitability for ages up to 12 months, however the children observed using the unit were over 2 years of age. This is a safety risk.
3. An unstable and unsecured white storage unit was present in the Busy Bees room beside the window which is a potential impact hazard.
4. In the sleep room the risk assessment for the room and cots was only being carried out once a week on a Monday and not daily prior to children being put down to sleep in this room. This is a health and safety risk.
5. In the Caterpillar Room there were unprotected sharp corners on the white shelving unit and there were unprotected sharp corners on the white table, grey table and white unit in the Butterfly Room.

6. The grey mat in the Caterpillar Room was curling up at the edges and a trip hazard.
7. Cleaning spray and toilet cleaner were stored on the windowsill of the toilet in the Butterfly Room and accessible to the children who used the toilet. This is a health and safety risk.
8. A light in the nappy changing area in the Caterpillar Room and Busy Bees rooms was not working.
9. An uncovered drain was accessible to the children in the outdoor area beside the ramp. This is a potential injury risk.

### **Infection Control:**

The following cross infection risks were observed:

10. In the Busy Bees room ineffective nappy changing procedures were observed, one staff member did not use a disposable apron during the procedure and the child's hands were not washed after a nappy change was carried out. This child was then observed to return to a playdough activity in the room. In addition this staff member did not change their gloves between another 2 nappy changes and no hand washing was carried out at this time.
11. Inappropriate disposal of soiled nappies was observed in the Busy Bees Room. A small pedal bin which was overflowing was in use. A strong odour was present in the nappy change area and soiled nappies were observed to be disposed directly into the bin. In addition, the correct disposal of nappies in a lined, lidded, sealable container in accordance with best practice guidelines was not detailed in the services nappy changing policy.
12. In the Caterpillar Room it was reported that toys were cleaned using hot water and disinfectant only, which is not an effective means of cleaning and at variance to service policy.
13. The grey blankets observed in use in the Busy Bees Room during sleep time were stored on top of each other after use. Staff also confirmed that this was the storage method for sleep blankets after use. This is a cross infection risk.

### **Safe Sleep:**

14. No documented sleep log had been commenced, when requested by the inspector for one child who was asleep in the cot room. The staff member in the Caterpillar Room was then observed to commence back filling sleep observations.

## Action submitted by the Registered Provider

### Corrective & Preventive Action

#### General Safety:

1. Following inspection , new Garda vetting was applied for all seven staff members.  
Management will update staff members garda vetting every three years.
2. New nappy changing unit has been removed from Busy Bees room following the inspection as a safety risk and a new changing mat has been ordered and installed.  
All equipment will be checked in the caterpillar and Busy Bee room and ensured it is suitable and age appropriate.
3. The white storage unit in Busy bees lowered to children's level.  
All large units will be secured to walls.
4. New detailed risk assessment for sleep room was introduced.  
Supervisor is now carrying out spot checks and ensuring risk assessments are recorded daily.
5. Corner protectors purchased for all white shelving. The white and grey tables have been removed from the setting.  
Risk assessment will be carried out on all units to ensure the safety of all children and that all sharp corners are protected and covered.
6. Grey mat was removed in the caterpillar room and a new one was ordered.  
Risk assessment will be carried out on all the units to ensure the safety of all children and that the mat is clean and not curling at the edges and causing a trip hazard.
7. Cleaning products were removed straightaway from the window in the butterfly room and placed in a safe, locked container under the sink.  
All cleaning products are placed out of reach of children into a secure locked press.
8. A new light was ordered for the caterpillar and Busy Bee room.  
New lights were changed in the Busy Bee and Caterpillar room. Supervisor will notify management when lights need to be changed.
9. The drain in the garden was blocked off for safety reasons and a new one ordered.  
A new drain was ordered and fitted. New risk assessment for the garden was created.

### Infection Control

10. Nappy changing policy was updated and all staff received one. Management carried out a demonstration on the correct way to change a child's nappy. Instructions are laminated and placed in Caterpillar and Busy Bees changing area.

Supervisor will observe staff changing children and carry out demonstration when needed. Promote the importance of hand washing after each nappy change.

11. A new large pedal bin was purchased for the Busy Bee room. This bin is lined, lidded, and is a sealed container in accordance with best practice guidelines.

Nappy bin is changed frequently throughout the day. All soiled nappies are double sealed and placed in the bin outside.

12. All toys are cleaned with warm soapy water

New toy hygiene policy and procedure was introduced and is displayed in all rooms.

13. Childrens' grey blankets are now stored separately in a labelled box with child's name clearly marked to stop the risk of cross infection.

Blankets and sheets are placed in child's own box after been used. Blankets and sheets are washed twice a week.

### Safe Sleep:

14. Management spoke to staff member about the correct way to observe and document sleep records.

Staff training was provided and all sleep checks are now documented correctly.

### Supporting documentation submitted

Documentary evidence of Garda vetting application submitted.

Purchase receipts for new changing mat and nappy changing unit submitted.

Photographic evidence of adjustment to height of white storage unit and new changing units.

Copy of sleep room and garden new risk assessment submitted.

Evidence of new drain submitted.

### Summary Comment

The Inspectorate have reviewed the registered provider's response and is satisfied that the non-compliances have been adequately addressed. These will be for review at the next inspection.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

There was adequate insurance in place to cover a maximum of 70 preschool children which expires on 27/3/25.