

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D: TU2015MO059

Name of Service KilKelly Footsteps Childcare Co. CLG

Address of Service: Upper Main Street, KilKelly, Co Mayo, F35 YR63

Email Address: anneglavey@yahoo.ie

Name of Registered Provider: Anne Glavey

Type of Proposed Service:	Full Day Care	✓	Part-Time	✓	Sessional	✓
	Drop-In		Childminding		Temporary	

Proposed change:

- Change in service type from sessional to full day care service.
- Change in the number of children that can be accommodated from 22 to 36 children.

Proposed Number of Children:

- 36 Children

Recommended Change Following Inspection:

- Change in service type from sessional to full day care, part-time and sessional service provision.
- Change in the number of children that can be accommodated from 22 to 34 children based on the sanitary accommodation allocated to children by the service.

Registered change: Change in Service Type to Full Day Care
Change in Number of Children to 34

Date of Inspection: 0 2 0 7 2 0 2 4

Inspection undertaken by: Martina Farrell

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Early Year's Inspectorate,

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	TUSLA, Child and Family Agency, 2nd Floor, St. Mary's HQ., Castlebar, Co. Mayo.
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Rationale for Inspection:
Proposed Change of Circumstance

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

Registration Status:	Registered Full Day, Part-Time & Sessional service for 34 children
Date of Registration	28th August 2024

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	Kilkelly Footsteps Childcare Co. CLG is a non-profit community-based service located in a residential area of Kilkelly in Co. Mayo. The service is currently registered to provide sessional service to children aged from 2-6 years old from 09:30 to 12:30 hours. The service proposes to also provide parttime and full day care services operating between 8am to 6pm, weekdays from Monday to Friday.
Premises	The premises was purpose built for the provision of childcare services and there are two playrooms provided for preschool children with a third playroom used by school aged children, a lobby area, kitchen, office and sanitary facilities. A well-developed outdoor area with an enclosed sheltered space is located to the rear and side of the building.
Staffing	It is proposed that there will be four staff working in the service. The registered provider is involved in the day to day running of the service.
Methodology	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.

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	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.
Acknowledgements	The inspector wishes to acknowledge the cooperation of the registered provider and staff 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.

Requirement met:

This requirement has been met.

(1)

(a) There is a named designated person in charge in the service.

(b) There is a named person to deputise in the service as needed.

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.

(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.

Requirement met:

The requirement has been met.

(1) The registered provider proposes that sufficient numbers of adults will be employed to care directly for the children and maintain the sessional child ratios of 1 adult for every 11 children and the full day care/parttime adult: child ratios of;

- 1:6 for children aged between 2 and 3 years of age and
- 1: 8 for children aged from 3 to 6 years of age.

The number of staff provided will be dependent on the number of children who commence in the service.

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(8) The service proposes that there will be at least two adults present when the service is in progress.

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

Requirement met:

The requirements have been partially met.

(1)

- (a) The service proposes to use two playrooms to accommodate the preschool children including the Preschool playroom that is already in use for sessional services and an additional playroom known as the Baby playroom. The Preschool playroom already in use has a wide a range of toys and play equipment provided at low levels in open accessible storage for the children to play with. The play equipment is varied and includes transport, construction, kitchen/home, small world toys and role play/dress up equipment. Tables and chairs of suitable size for children aged from two to six years of age are provided facilitating group work and play with tabletop activities. Age-appropriate books are provided with a range of art and craft equipment available for the children in the Preschool playroom. Sliding doors from this playroom lead directly into a sheltered areas outside that is partially enclosing with a heavy-duty plastic and wood frame structure creating an outdoor playroom. This area had defined interest areas including areas for imaginative play such as a home corner, farm table,

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	<p>construction bench area with tools and a transport area with various toy cars and lorries. There are chalkboards on the walls for artwork and equipment for messy play provided with a sand table and plastic play items. This sheltered area has different types of ground cover including areas of paving stone, wooden deck and impact absorbent ground cover.</p> <p>The toys and play equipment provided in the Baby playroom were arranged at low levels to allow children to choose the toys that they would like to play with. The toys and equipment provided included toy musical instruments, balls in a corner ball pond, dolls with buggies, transport cars, a kitchen and construction toys.</p> <p>(b) Both playrooms had soft seating for children to rest and relax on during the day.</p> <p>(3) There is very large well-developed enclosed outdoor area on the grounds of the premises with impact absorbent surfaces, artificial grass and paving stone ground coverings that children will have daily access to. One section of ground cover has road markings for play with the ride on toys that are stored in a storage shed alongside equipment such as balls and hula hoops. A large wooden climbing system in the shape of a boat system is positioned on impact absorbent ground covering for children to climb on. A polytunnel is provided in the outdoor space for children and adults to grow vegetables in. There is a storage shed to store large supply of outdoor play equipment including ride on toys and hula hoops for physical activity.</p>
<p>Requirement not met:</p>	<p>The following requirements have not yet been met:</p> <p>(1)</p> <p>(a)</p> <p>1. The proposed new Baby playroom did not have an adequate range and number of toys and play equipment for the 12 children proposed to attend it. For example, there was no art/craft supplies, no age-appropriate puzzles/tabletop activities to develop fine motor skills and no play</p>

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	<p>equipment to support messy play for young children. The number of books available were insufficient for 12 children.</p> <p>2. There were no tables and chairs available for children or staff in the Baby playroom.</p> <p>(b)</p> <p>1. The service does not have adequate sleep facilities for children aged from two to six years attending full day care services and parttime services who may require to sleep while in the service. It is acknowledged that the service has ordered six stackable beds and land linen that have not yet been delivered to the service.</p> <p>2. A system to record observations made by staff of sleeping children is required.</p>
<p>Response from Provider:</p>	<p>The registered provider advised that:</p> <p>(1)</p> <p>(a)</p> <p>1. Art and craft materials, puzzles and tabletop activities have been purchased for the Baby room.</p> <p>2. Tables and chairs are now in place. Photograph of table and 6 child sized chairs submitted or staff in the Baby playroom.</p> <p>(b)</p> <p>1. The stackable beds have been delivered. A photograph of six stackable beds and linen was submitted.</p> <p>2. A sleep log record book is available for use. A photograph of a sleep log template was submitted.</p> <p>The registered provider submitted photographic evidence of actions taken to the Early Years Inspectorate.</p>
<p>Summary Comment:</p>	<p>The requirements have now been met.</p>

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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:	<p>The requirement has been partially met.</p> <p>The registered provider proposes that children attending sessional services will continue to bring food from home for their snack/mealtimes in line with the services health eating policy.</p> <p>Drinking water will be always available for the children in the service.</p>
Requirement not met:	<p>The following requirements have not yet been met:</p> <ol style="list-style-type: none"> 1. There was no menu available to detail the food and meal/snacks times that are planned for children attending full day care/parttime services. 2. The service did not have a proposed plan on how a warm meal is to be provided for children attending full day care services. The healthy eating policy available did not reflect how the service proposes to ensure that food and drink is provided to meet the children’s dietary requirements when in the service.
Response from Provider:	<p>The registered provider advised that:</p> <ol style="list-style-type: none"> 1. A menu is now available for a three-week period with the proposed mealtime schedule for the service. 2. The service has made arrangements with outside caterers regarding hot meal provision for the service. All staff will have Food Safety training in place for the new school year. The service has contacted the environmental health office regarding the proposed provision of full day care services. The service’s healthy eating policy has been updated.
Summary Comment:	<p>The requirements have now been met.</p>

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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 requirement has been partially met.</p> <p>General Safety</p> <ul style="list-style-type: none"> • The entrance doors have securing mechanisms in place to prevent children from leaving the service unnoticed and to allow staff to control access to the building. The door to the kitchen area has a securing mechanism in place. • Secure storage for cleaning products is provided in the kitchen and sluice areas to prevent children from accessing the products. • The outdoor play area is enclosed by walls and gates with securing devices to prevent children from leaving unnoticed and people from accessing the area without authorisation. • The toys and play equipment are age-appropriate, clean and in good condition. • There is safe storage for medication if required that is inaccessible to children in the office or refrigerator in the kitchen depending on manufacturer’s instructions. <p>Infection control:</p> <ul style="list-style-type: none"> • Cleaning schedules and checklists are in place in the service for the recording of cleaning processes by staff. • Foot pedal operated bins are available in the playrooms for the disposal of waste. • Aprons and gloves are provided for use by the staff in the nappy change area. • A refrigerator is provided in the service to store perishable food items under the required 5°C. • The outdoor waste storage bins and oil tank are fenced off and inaccessible to children in the service. • It is proposed that linen used for sleep will be laundered regularly in the service.
Requirement not met:	The following requirement has not yet been met:

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	<p>General Safety</p> <p>1. The temperature of water emitted from the tap in the Baby playroom wash hand basin was recorded at 52.2°C which was above the required maximum of 43°C.</p>
Response from Provider:	<p>The registered provider advised that:</p> <p>General Safety</p> <p>1. A temperature regulator has been fitted under sink to control the temperature of water in tap. The registered provider submitted photographic evidence of the action taken to the Early Years Inspectorate.</p>
Summary Comment:	The requirements have now been met.

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:	<p>The requirement has been partially met.</p> <p>(2)</p> <p>(a) There are two first aid boxes stored in easily accessible positions in the service containing the required first aid equipment.</p>
Requirement not met:	<p>The following requirement has not yet been met:</p> <p>(1) The service proposes to operate from 8:00 to 18:00 hours daily Monday to Friday. One of the staff members holds the required First Aid Responder (FAR) training due to expire on the 10 March 2025. Additional staff members with the required first aid training are needed to provide cover to ensure that an appropriately trained person is always available to children in the service.</p>
Response from Provider:	<p>The registered provider stated that:</p> <p>(1) Two new staff have been employed and both have training to date.</p>

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	The registered provider submitted photographic evidence of action taken to the Early Years Inspectorate.
Summary Comment:	The requirement has now been met.

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.

Requirement met:	The requirement has been partially met. (1) (a) Copies of the templates for the recording of all monthly fire drills to take place on the premises are available in the service. (b) A record is available of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. The firefighting equipment was last serviced on the 24 January 2024 and the fire detection and alarm system was last maintained on the 3 September 2023.
Requirement not met:	The following requirement has not yet been met: (4) There is no notice to inform staff of the procedures to be followed in the event of a fire displayed in the proposed new playroom.
Response from Provider:	The registered provider stated that: (4) Fire drill notices and fire drill practices are now displayed in all rooms. The registered provider submitted photographic evidence.
Summary Comment:	The requirement has now been met.

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Part VI – Safety

Regulation 28 – Insurance

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

Requirement not met:

The requirement has not yet been met.

The quote provided by the registered provider for insurance for full day care service is for 22 children and does not cover the proposed number of additional children.

Response from Provider:

The registered provider stated that:

An insurance quotation has been obtained and the service is in the process of purchasing the insurance policy. A copy of the insurance quotation for full day care services for a maximum of 34 early years children was submitted to the Early Years Inspectorate.

Summary Comment:

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 requirements have been partially met.

- (a) No obvious defects were observed in the building structure.
- (b) The main entrance door to the premises has a securing mechanism in place with a keypad access security system on the internal entrance door. The internal entrance door to the proposed additional playroom has a high positioned securing device to prevent children from leaving the playroom unnoticed.
- (c) **Lighting:**
The service is adequately lit with natural light provided from windows in addition to artificial lighting. The light fittings in the playrooms and sanitary areas have protective covers in place.

	<p>Heating:</p> <p>The service is heated by an oil fuelled central heating system. The playroom air temperature and sanitary area temperatures were found to be within the required range of 18-22°C for these areas. The playroom and sanitary area radiators have adjustable heating control mechanisms and were found to be controlled under the required maximum level of 50°C.</p> <p>Ventilation:</p> <p>There are openable windows in the proposed additional playroom to allow ventilation of the room. The children’s sanitary units have openable windows and/or mechanical ventilation units to ventilate these spaces.</p> <p>(d) There are cleaning schedules and cleaning recording templates in place for all areas of the service. The playrooms are clean, and the play equipment is in good condition.</p> <p>(e) The registered provider informed the inspector that the following sanitary accommodation is proposed to be allocated by the service:</p> <p>Child sanitary accommodation:</p> <p>The proposed 12 children to attend the Baby playroom will have access to one toilet, one nappy changing unit that is waist high to adults and two wash hand basins.</p> <p>The children from the Preschool playroom have access from the playroom to two toilets and two wash handbasins that can accommodate a maximum of 22 children.</p> <p>Adult sanitary accommodation:</p> <p>Adult sanitary accommodation with one toilet and handwashing facilities is provided off the main entrance lobby.</p> <p>Warm water, liquid soap and paper towels are provided in the sanitary units for handwashing and drying purposes.</p>
Requirement not met:	The following requirements have not yet been met.

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	<p>(b) A securing mechanism is required on the outside of the wooden entrance gate leading to the entrance area at the front of the Baby playroom.</p> <p>(d)</p> <ol style="list-style-type: none"> 1. There are several small holes in the floor covering in the nappy change unit of the Baby playroom that require maintenance. 2. The toilet in the sanitary unit to be used by the children from the Baby playroom is stained and requires descaling. 3. The paint is peeling off from areas of the walls in the Preschool playroom and requires maintenance/painting. <p>(e)</p> <ol style="list-style-type: none"> 1. The waste bin in the adult sanitary unit is faulty and requires replacement. 2. A foot pedal operated waste bin is required for disposal of paper hand towels in the Baby playroom nappy change area.
<p>Response from Provider:</p>	<p>The registered provider advised that:</p> <p>(b) There is a securing mechanism on the inside of the gate. Another securing mechanism has been added to outside of the gate.</p> <p>(d)</p> <ol style="list-style-type: none"> 1. The floor in the nappy change unit of the Baby playroom was repaired. 2. The toilet bowl was descaled. 3. The Preschool playroom has been painted. <p>(e)</p> <ol style="list-style-type: none"> 1. The faulty bin was replaced. 2. An additional foot pedal operated bin is now available. <p>Photographic evidence of the actions taken was submitted by the registered provider.</p>
<p>Summary Comment:</p>	<p>The requirement has now been met.</p>

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.*
- (4) *Where a registered provider contemporaneously provides—*
 (a) *a sessional pre-school service, and*
 (b) *a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).*

Requirement met:

The requirement has been met.

- (1) There is adequate clear floor space available to the children in both playrooms for the proposed numbers of children to be accommodated. There is 30 square metres of space in the Baby playroom for the proposed 12 children and over 70 square metres of space provided in the Preschool playroom for the proposed 24 children to attend.
- (2) These regulations specify minimum space requirements of 2.35 square metres for children aged between two and three years and 2.3 square metres for children aged between three and six years. The Baby playroom floor space of 30 square metres can accommodate the proposed maximum number of 12 children aged from 2 to 3 years attending parttime/full day services and the Preschool playroom can readily accommodate 24 children.
- (4) The minimum of 1.818 square metres is available for children in both playrooms where sessional pre-school services and full day care service are to be contemporaneously provided.