

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015MO065
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<b>Name of Service:</b>	Knockmore Rathduff Butterflies Community Playschool
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<b>Address of Service:</b>	Knockmore Resource Centre, Knockmore Village, Ballina, Co. Mayo
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<b>Name of Registered Provider:</b>	Beatrice Timlin
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	06/10/2023
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<b>No of pre-school children:</b>	AM	15	PM	-
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, 2 <sup>nd</sup> Floor, St Mary's HQ, Castlebar, Co Mayo
<b>Inspection undertaken by:</b>	M Farrell
<b>Title:</b>	Early Years Inspector

### Authority to Inspect

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
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### Description of service

Knockmore Rathduff Butterflies Community Playschool is a community run sessional service located in the village of Knockmore in Co. Mayo. The service provides a morning session from 09:00-12:00hours for children aged from two to six years of age. The service is located in a designated purpose-built section of a community resource centre. There is one large playroom, an office area, utility area and sanitary accommodation. The service has a large well developed enclosed outdoor play area that is directly accessible from the playroom.

### Staffing

There were three staff employed to care for the children in the service with a fourth staff member available to provide relief cover when needed.

### 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/ safety. 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 inspector wishes 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,*

*(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) There was a designated person in charge and a named adult to deputise in their absence.
  - (b) The designated person in charge and deputy were available on the premise throughout the period of inspection. A sample of attendance records viewed by the inspector showed that the designated person in charge or the deputy were present in the service whenever it was in operation.
- (2) The designated person in charge informed the inspector that there was one new staff member working in the service since the most recent inspection of the 10 November 2021. The vetting information for three staff had been reviewed on previous inspections in the service.
- The following vetting information was available for the staff member new to the service since the last inspection:
- (a) Two written references from past employers in particular the most recent employer. The references had been validated by the service.
  - (c) Vetting disclosures from the National Vetting Bureau of the Garda Síochána for the staff.
  - (d) International police vetting documents were available for the staff who had lived outside of the state for a period of longer than six months as an adult.
- (4)
- Certification of an award equivalent to a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework was available for the new staff member. The qualifications for the other three staff members had been found to meet the regulatory requirements on previous inspections in the service.

### 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.*
- (3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

#### Compliance Information

- (1) On the morning of the unannounced inspection, there were 3 staff members caring for 15 children in the service. A review of a sample of attendance records found that there was an adequate number of adults always working directly with the children.
- (3) The minimum ratio of adults to children of 1 adult for each 11 sessional children aged from 2 years and 6 months to six years was adhered to with 3 staff caring for the 15 children present. A sample of attendance records reviewed showed that the minimum ratios were met at on those days.

### 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.*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

## Compliance Information

- (1)
- A sample of 10 children's records were randomly selected for review from the children currently enrolled in the service. The following details were recorded on the sampled children's enrolment forms:
- (a) The names and date of birth of the children.
  - (c) Not applicable as all children were still attending the service.
  - (d) The name, address and contact details for parents/guardians when the child was present in the service.
  - (e) Details regarding authorisation for collection of the child.
  - (f) Information regarding any illness, disability, allergy or special need of the child.
  - (g) The name of the child's registered medical practitioner with the telephone numbers available in a separate location.
  - (i) Consent in writing from parents for appropriate medical treatment of the child in the event of an emergency where applicable.

## Non-Compliance Information

- (1) The following details were incomplete from the 10 records sampled:
- (h) There was no information provided of the record of immunisation status of the child.

## Corrective & Preventive Action submitted by the Registered Provider

The registered provider advised in a written response that:

(1)

(h)

### **Corrective and Preventive Action**

The service sent out forms to all the parents to update the records of their children's immunisations. Once the forms were returned, the forms were attached to the children's files and stored.

The immunisation record form has been added to the new main children's registration form for future records.

### **Summary Comment**

The action taken by the service has been reviewed by the Early Years Inspectorate and been found to have addressed the regulatory non-compliance found on inspection.

## 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:*

*(a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*

*(b) details of the class of service and the age profile of children for which the service is registered to provide services;*

*(c) details of the adult:child ratios in the service;*

*(d) the type of care or programme provided in the service;*

*(e) the facilities available;*

*(f) the opening hours and fees;*

*(g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*

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

*(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.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

### Compliance Information

(1) The registered provider ensured written records were kept of the following information in the service:

(a) The name, position, qualifications and experience of each staff member in staff vetting files.

The service's Statement of purpose and function contained:

(b) Information on the service type and ages of children that the service is registered to provide services to,

(c) The adult: child ratios provided in the service,

(d) The service's type of care or programme,

(e) The facilities available in the service.

(f) The service's hours of opening and fees were displayed in the hallway outside the entrance door from the community centre.

(g) The service's policies, procedures and statements as required under Regulation 10 that were kept in a service policy folder.

(h) Details of the daily attendance of each pre-school child recorded daily in an attendance book.

(i) Details of the staff roster.

(j) Forms to record any medication administered to a child while attending the service with parental consent.

(k) An accident/incident report forms that contained details of accidents, injuries or incidents involving children attending the service.

(3)

The records referred to in paragraph (1) were immediately made available in the service to the inspector by the designated person in charge on request.

### 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 entrance doors to the service from the community centre were secured on the inspector's unannounced arrival and remained secured during the inspection allowing staff to control access to the service. The internal door leading to the office and the half door leading to the store/utility area were secured to prevent children from accessing these areas. The enclosed outdoor area had gates with securing mechanisms to prevent children from leaving unnoticed and people from entering without authorisation. The toys and play equipment were maintained in good condition. Cleaning supplies were stored out of reach of children on high shelving in the playroom and in a secured cupboard. Metal cutlery was stored out of reach in a cupboard and children it used under adult supervision.

##### Infection Control:

The premises was observed to be clean during the inspection. Cleaning schedules were in place to provide direction to staff on cleaning procedures. The staff kept written records of cleaning and disinfecting procedures that were carried out in the service. Suitable handwashing facilities were provided for children and staff with warm water controlled under 43°C, liquid soap and paper towels at wash hand basins. The children and staff washed and dried their hands at appropriate times for example after messy play, eating and using the toilet facilities. Perishable food items in children's lunches were stored in the refrigerator below 5°C. Foot pedal operated bins were provided and used to dispose of waste such as paper hand towels for drying hands.

##### Administration of Medication:

Medication was stored in accordance with manufacturer's instructions and out of reach of children. Care plans were in place with instruction details on the administration of the medicine by staff to the relevant children.

##### Fire Safety:

The emergency exits were free from obstruction on the day of inspection.

## 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) Certification was available to show that a person trained in First Aid Response (FAR) was available when children were present in the service.

(2)

(a) A suitably equipped first aid box was safely stored in easily accessible location on a high shelf in the playroom.

(b) The first aid box was readily accessible to the staff if a child required first aid treatment.

### 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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
  - (b) an employee, and
  - (c) an authorised person.
- (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) Fire drills were conducted monthly in the service with written records of the fire drills kept by the staff. The most recent fire drill was recorded as having been undertaken on the 21 September 2023.
  - (b) The staff kept a record of the number, type and maintenance record of firefighting equipment and smoke alarms in the premises. The records showed that the firefighting equipment was last maintained on the 5 December 2022 and the smoke alarms/fire detection system were last maintained on the 8 February 2023.
- (2) (c)
- The required records were made available in the service to the inspector on request by the staff.
- (4)
- Notice of the procedures to be followed in the event of a fire were conspicuously displayed on the walls of the playroom near the door to the office and children's sanitary units.

## Part VI - Safety

### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

The children were supervised by qualified staff members at all times during the inspection primarily by sight. Children who were able to use the toilet by themselves were supported to do so but were within earshot of staff if they needed help. The adult: child ratios were maintained throughout the session. At mealtimes staff sat with children and supervised them closely while eating.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The registered provider had ensured that adequate insurance was in place for sessional services valid until the 27 March 2024 for a maximum of twenty-two children.