

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015MO103		
Name of Service:	Roundfort Kreative Kidz		
Address of Service:	Roundfort, Hollymount, Co. Mayo		
Eircode:	F12 VW53		
Name of Registered Provider:	Ardil Jennings		
Service type:	Full Day		
Date of Inspection:	03/10/2023		
No of pre-school children:	AM	11	PM 8

Address of the Early Years Inspectorate:	Early Year's Inspectorate, TUSLA, Child and Family Agency, 2nd Floor, St. Mary's HQ., Castlebar, Co. Mayo.
Inspection undertaken by:	M Farrell
Title:	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).

Conditions if applicable	Not applicable
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Description of service

Roundfort Kreative Kidz is registered to provide full day care, parttime and sessional services to children aged from two to six years of age. The service operates from a purpose-built premises beside a primary school in the village of Roundfort in Co Mayo. There are two playrooms in the building, one of which is used by the preschool service, in addition to sanitary facilities, an office and a kitchenette. A large enclosed outdoor play area accessible from the playroom is provided for the children to the rear and side of the building.

Staffing

There were five staff working in the service at the time of the inspection. An adult student was also on placement in the 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 sections of regulations 9, 11, 15, 16, 19 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 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, 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) There was a designated person in charge in the service and a named adult to deputise in her absence.
 - (b) The designated person in charge and deputy were available on the premises throughout the period of inspection.
- (2)
- The inspector was informed by staff that four new adults had started working in the service since the last focused inspection of the 24 May 2021. The vetting information for the other two adults in the service had been reviewed on previous inspections. The following vetting documentation and qualifications were available on file for the four new adults:
- (a) Two written validated references from past employers in particular the most recent employers for three adults.
 - (c) Vetting disclosures from the National Vetting Bureau of the Garda Síochána for four adults.
- (4)
- Evidence of the required qualification in Early Childhood Care and Education or equivalent was available on file for the two staff new to the service since the last inspection who worked directly with the children.

Non-Compliance Information

- (2)
- (a) There were no written validated references on file for one adult.
 - (d) An international child protection certificate was required for one adult who had lived outside of the State for longer than 6 months as an adult.

Corrective & Preventive Action submitted by the Registered Provider

The service advised in a written response that:

(2)

Corrective and Preventive Action

- (a) Two written references were obtained for this adult. The manager will ensure all students on work placement now have written validated references before taking up work placement.
- (d) Police vetting was requested for the adult. The service will ensure that each member of staff have correct child protection certificates.

Supporting documentation submitted

Copies of vetting documents were submitted by the service to the Early Years Inspectorate.

Summary Comment

The actions taken together with the evidence submitted by the service has been reviewed by the Early Years Inspectorate and been found to have satisfactorily addressed the non-compliance found on inspection.

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) The registered provider ensured that an adequate number of adults were working directly with the children at all times. On the inspector's unannounced arrival to the service 11 children were being cared for by 2 staff members. An adult student was also present during sessional service provision on the day of the inspection.
- A sample review of attendance records showed that adequate numbers of adults were provided to work with children whenever the service was in operation.
- (2) The staff roster indicated that the minimum ratios of adults caring for the children were maintained in the service. There were 2 staff working directly with the 11 children present on the inspector's arrival during the provision of sessional services. In the afternoon, two staff were present with eight children who remained on to avail of full time and parttime services. The preschool children present in the service were aged between two and five years of age.
- (8) There were at least two adults present in the service during the inspection. Attendance records and staff rosters showed that there were always two adults present when children were in attendance 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.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

(1)

A sample of ten children’s records were randomly selected for review by the inspector from the children currently attending the service.

(a) to (i)

The ten records were found to be compliant with the required details as laid out under the regulation.

(3)

(c)

The children’s records were made available to the inspector in the service on request.

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 that written records were available containing the following information in the service:
- (b) Information on the service type and ages of children that the service is registered to provide services to in the statement of purpose and function.
 - (c) The adult: child ratios provided in the service.
 - (d) The service’s type of care/programme.
 - (e) The facilities available in the service.
 - (f) The service’s hours of opening and fees displayed in the service’s lobby.

- (g) The service's policies, procedures and statements as required under Regulation 10 were available on file. Shortened versions of the documents were available in a large display area in the lobby for parents to read and take copies of if they wished to.
- (h) Details of the daily attendance of each pre-school child recorded daily in an attendance book.
- (i) The staff roster detailing staff daily working hours was displayed on the wall in the playroom.
- (j) Records of any medication administered to a child while attending the service including signed parental consent were kept on medication record sheets.
- (k) Written details of accidents, injuries and incidents involving children attending the service in an accident/incident record book.

Non-Compliance Information

- (1)
 - (a) There were no experience history/employment details available for one staff member new to the service since the most recent inspection of the 24 May 2021.

Corrective & Preventive Action submitted by the Registered Provider

The service advised in a written response that:

Corrective and Preventive Action

- (1)
 - (a) Curriculum vitae obtained for this adult.
All adults/work placement students will need to submit curriculum vitae before taking up work/unpaid work.

Supporting documentation submitted

A copy of the curriculum vitae was submitted by the service to the Early Years Inspectorate.

Summary Comment

The action taken and evidence submitted 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 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 staff arranged appropriate activities throughout the day to meet the children needs. The children ate at regular intervals with a mid-morning snack of food provided from home including items like sandwiches, fruit and yoghurt. Individual drink containers were provided for each child at mealtimes. The staff also set up a drink station near the kitchenette with a jug of water and plastic beakers for children to help themselves from, encouraging development of pouring skills and promoting independence. The service provided a warm main meal of lasagne with visible vegetables for the children on the day. At mealtimes the children sat in groups at tables with staff who chatted to them while supervising them and helping them when needed.

The children in attendance were toilet trained and supported to use the toilet when they felt that they needed to. Aprons were available to protect the children's clothes during artwork and messy play.

At regular intervals the children enjoyed outdoor physical play activities including running, using ride on toys and playing on the fixed play equipment in the outdoor area.

The interactions between the staff and children were warm with positive language used. Staff encouraged children to play together and intervened when minor disagreements occurred supporting children to find resolutions to any problems. "Getting to know your child" forms were given by the staff to parents to complete before children started attending the service to provide information including children's likes and methods used by parents to comfort children. The information was used to help the staff settle the children into the service.

Parents were observed to be greeted by staff in a friendly way when collecting their children with brief information given on how the child's day in the service had been. A monthly newsletter with service information was displayed in the hallway.

The staff used different play activities as opportunities for learning for example playing a game throwing sycamore seeds or "helicopters" as the children called them to see how high they could travel. The staff used this activity to show the children how it is important to take turns and let each child have a go.

Another game emerged from some children's imaginative play where they had dressed up as doctors and then began checking people's eyes to see what colour they were.

Materials and equipment were available in the playroom and outdoor area to support children’s learning development and well-being. Tables waist-high to children and appropriate chairs for the children’s ages were available and used at mealtimes and when doing art and tabletop activities in groups. The play equipment was varied and arranged in defined interest areas. The children chose to spend a considerable time playing in the large home area with wooden kitchen units and numerous utensils and toy food items. Further equipment for imaginative play included a range of dressing up outfits and accessories that were also used by the children. The service was in a rural setting and had an emphasis on nature with a large well-resourced nature table and farm and tractors in the small world section of the playroom. After dinner some of the children enjoyed messy play activity in the large sandbox in the outdoor area with children shovelling sand into a wheelbarrow and moving it around.

Non-Compliance Information

- On the day of the inspection the rest area named the “cosy corner” contained a floor mat/rug with no soft furnishings for children to rest or relax on. Two sleep mats were stored on a window ledge with a third stored in a storeroom and were not readily accessible by the children if they wished to rest/sleep on the mats.

Corrective & Preventive Action submitted by the Registered Provider

The service advised in a written response that:

Corrective and Preventive Action

- Soft cushions have been returned to the rest area and are accessible to children. The sleeping mats are set up in the shape of couches allowing children to freely rest more comfortably.
The cushions and mats are now more accessible and inviting for children to sit and rest.

Supporting documentation submitted

Photographic evidence of the rest area was submitted by the service to the Early Years Inspectorate.

Summary Comment

The Early Years Inspectorate has reviewed the action taken and evidence submitted by the service and deemed that the non-compliance found on inspection under this regulation has been satisfactorily 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 toys and play equipment were in good condition and suitable for the age range of the children using them during the inspection. The gates in the enclosed outdoor play area used by the children were secured to prevent children from leaving unnoticed. Cleaning products were stored in the utility room that was secured and inaccessible to the children. Blind cords fitted on windows in the service were restricted with restrictor devices. The half door leading into the kitchenette area of the playroom was secured to prevent children from accessing the area preventing children from accessing items such as a kettle and sharp items.

Infection Control:

The service was very clean, and the staff were observed to clean down surfaces regularly for example the tables after mealtimes and messy play. Written records of cleaning and disinfecting procedures were kept by the staff with cleaning schedules available to provide guidance on these procedures in the service. The children were observed to wash their hands in wash hand basins with warm water and liquid soap supervised by staff before meals and after playing outdoors. Prompts were provided by the staff to children when using the toilet to wash their hands afterwards. Paper towels were provided for children to dry their hands with foot pedal bins used to dispose waste in.

Administration of Medication:

Medication was stored in the kitchenette area of the play area and out of reach of the children in accordance with manufacturer's instructions. Where required care plans were in place providing guidance in relation to medication administration depending on children's needs.

Fire Safety:

The emergency exits and routes were unobstructed during the inspection. Fire drills were carried out in the service on a monthly basis as required with the last drill recorded as having been carried out on the 28 September 2023.

Non-Compliance Information

General Safety:

1. On the inspector's unannounced arrival to the service, the main internal entrance door that had an electronic securing system was unsecured allowing the inspector to walk directly into the service. It is acknowledged that staff then manually secured both the external entrance door and the main entrance door preventing people from entering unnoticed and children from leaving the service unauthorised.
2. A tap on one of the wash-hand basins used by the children was loose and posed a potential hazard.

Action submitted by the Registered Provider

The service advised in a written response that:

Corrective & Preventive Action

General Safety:

1. The electronic securing system has been repaired. The main entrance door is now risk assessed each morning to ensure the electronic securing system is working securely.
2. The tap was repaired. Taps are now included in the daily risk assessment undertaken by staff.

Supporting documentation submitted

General Safety:

Photographic evidence was submitted by the service to the Early Years Inspectorate.

Summary Comment

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