

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015OY016
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<b>Name of Service:</b>	Clara Montessori School
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<b>Address of Service:</b>	c/o Scoil Bride, Kilcoursey, Clara, Co. Offaly
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<b>Eircode:</b>	R35 WP04
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<b>Name of Registered Provider:</b>	Martina White
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<b>Service type:</b>	Sessional
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<b>Date(s) of Inspection:</b>	09/02/2024
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<b>No of pre-school children:</b>	AM	35	PM	4
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, Primary Care Centre, Church Avenue, Tullamore Co. Offaly R35K1W4
<b>Inspection undertaken by:</b>	D. Molloy
<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).

Conditions if applicable

Not applicable

### Description of service

Clara Montessori School is a sessional service operational since 1997. The service is registered to cater for preschool children in the age range, 2 years to 6 years. A sessional service operates from 9am to 12 noon and from 12 noon to 3pm, Monday to Friday throughout term time. Clara Montessori School is a privately owned service operating on the grounds of Scoil Bride National School in the town of Clara, Co. Offaly. This early years' service operates from prefabricated rooms to the back of the primary school. The children have access to a secure playground which is shared with the primary school pupils on a rostered basis. The preschool rooms are stand alone and are separate to the school and both have two toilets and wash hand basins, a cloakroom and store room. Car parking is available on the public car parking area outside the school grounds.

### Staffing

The registered provider was present during the inspection but was not part of the staff compliment during the afternoon session. Four staff in addition to the registered provider were employed in the service. All staff members held a major award in Early Childhood Care and Education at Levels 6 to 8 on the National Framework of Qualifications.

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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.

A sampling process was used to assess compliance under Regulation 19 Health, welfare, and development of child  
As a result, the scope of the inspection included Play room 2, the sanitary accommodation, and the outdoor play area.

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 registered provider, who was 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*

*(c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(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.*

*(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned, or allowed access to or contact with a child attending the pre-school service.*

*(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.*

*(6) Paragraph (4) shall not apply before 1 September 2021 to a person who-*

*(a) has signed a declaration on or before 30 June 2016 to the effect that he or she intends to retire from employment in a pre-school service before 1 September 2021, and*

*(b) is in possession of a letter from the Minister confirming that paragraph (4) shall not apply to him or her before that date.*

*(6A) is inserted by S.I. No.632 of 2016 CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (AMENDMENT) REGULATIONS 2016 which states; Regulation 9 of the Child Care Act 1991 (Early Years Services) Regulations (S.I. No. 221 of 2016) is amended - in paragraph (4), by the substitution of "paragraphs (5), (6) and (6A)" for "paragraphs (5) and (6)", and (b) by the insertion of the following paragraph after paragraph (6): "*

*(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme.”*

### Compliance Information

- (1)
- (a) The service has a designated person in charge and a named person who is able to deputise as required.
- (b) The registered provider was in charge and facilitated the inspection and the roster showed that at all times the registered provider was present during the opening hours of the service.
- (2)
- All five staff files were reviewed on site on the day of inspection.
- (a) (b) Validated references from staff members past employers, in particular the most recent employer was available for review. Validated references from reputable sources were available for review.
- (c) Garda vetting disclosures had been obtained for all staff members.
- The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years .
- (d) Police vetting from other police authorities was available for review as required.
- (3)
- Required vetting had been carried out prior to staff member being appointed, assigned, or allowed access to or contact with a child attending the pre-school service.
- (4)
- Adults held a major award in Early Childhood Care and Education at Level 6-8 on the National Framework of Qualifications.
- (6)(a)(b)
- Not applicable as no employee had signed a declaration on or before June 30, 2016, to the effect that they intended to retire from employment in a pre-school service.
- 6(A)
- One employee was working with children under the Access and Inclusion Model(AIM).

### 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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.*

#### Compliance Information

- (1)  
The required ratio of adults to children was maintained during the inspection.
- (3)  
The registered provider ensured that there were sufficient adults working directly with the children. Records showed that the adult child ratio was upheld in the service.
- (8)(c)  
This service is not operated the service single-handedly.

### Part IV – Information and Records

#### Regulation 18 – Copy of Act etc.

- A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-*
- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker, or contractor, and*

*(c) an authorised person.*

### Compliance Information

The registered providers had ensured that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations was available on the premises and could be viewed by

- (a) a parent or guardian of a child attending or proposing to attend the service,
- (b) an employee, unpaid worker, or contractor, and
- (c) an authorised person.

## 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

#### Basic Needs

Children brought in their own snacks from home and were allowed enough time to eat their food at their own pace. Adults were fully engaged in the care of the children and demonstrated warmth and kindness encouraging children in their play and complementing their work as they played with play dough that was made on site each day. A combination of outdoor and indoor activities was part of the daily activities. Children availed of fresh air and sunlight in the outdoor play area while being supervised by the adults and could also play in the grassed area.

#### Supporting Relationships.

Parents receive regular updates on their own children's progress including discussion at daily hand over times, where parents have opportunity to meet with staff. An open-door policy was in place and parents could avail of meetings on a one-to-one basis with the manager if they so wished. Children appeared comfortable and relaxed in the staff company and staff were familiar with the children in their care. Pre enrolment visits to the setting were available for children and parents and children could meet staff from the primary school when it came close to the time to transition to primary school.

### Physical and Material Environment

The setting was well maintained and was laid out in a child centred manner. The pre-school room which was the focus of the inspection was bright and cheerfully decorated and laid out to meet the needs of the children. The room in which the inspection was carried out was well stocked with a variety of good quality, developmentally appropriate.

Toys and equipment were stored within easy reach of the children on low level shelving. Areas of special interest including home corner, library and rest area, arts and craft area and small world area were well presented and available to the children.

### 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:

Cleaning, sanitising products and equipment were stored out of reach of children.

A pest control system was in place and was monitored and recorded to safeguard against pests.

Direct access to the preschool setting was by gained through a walled outdoor passageway to the side of the primary school. Access to and from the primary school was restricted. Entry to the playschool rooms was by means of a controlled entry system, which was operated from both rooms from within and prevented unauthorised entry and exit of a child unsupervised.

The enclosed outdoor play facility was securely fenced and was accessible directly from the setting.

##### Infection Control:

The service was clean and well maintained and a regular and deep cleaning rota was in place and was available on the premises.

Clear guidance on handwashing was outlined in a child friendly manner for children. Children and staff were observed washing their hands and children were reminded to wash their hands if they forgot.

The playroom was well ventilated with openable windows.

##### Fire Safety:

The fire exits were unobstructed.

The fire exits were fitted with exit display signage.

A notice of the fire assembly point was on display to show fire assembly point

**Outing:**

The registered provider stated that no outings are conducted from the service.

### 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)

Staff had up to date First Aid Responder (FAR) certification and were available to the children attending the pre-school service.

(2)

(a) The first aid box was safely stored in an easily accessible location on the premises.

(b) The first aid box was readily available in the service at all times.

### 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.*

*(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.*

*(3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation*

*(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.*

### Compliance Information

(1)(a)

A written record was available of the fire drills carried out in the service. The last fire drill was recorded as being carried out on January 29, 2024.

(b)The number, type and maintenance record of firefighting equipment and smoke alarms on the premises was available. The fire alarms were serviced on February 06, 2024, and fire equipment was also checked on February 6, 2024 .

(2)

The record was available open to parents, guardians, employees, and the authorised person.

(3)

The registered provider stated that records were retained for a period of 5 years after creation.

(4)

A notice of the procedure to be followed in the event of a fire was displayed on the premises.

## Part VI - Safety

### Regulation 28 - Insurance

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

### Compliance Information

A copy of up-to-date insurance cover for the number of children attending the service was available in the service.

The insurance certificate was valid until March 2024.

## Part IX - Inspection and Enforcement

### Regulation 33 – Furnishing of information to agency

*A registered provider shall furnish the Agency with such information as the Agency may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form, if any, as may be specified by the Agency.*

### Compliance Information

# Early Years Inspectorate Regulatory Report Pre School

The registered provider facilitated the inspection and provided access to information as was required for completion of the inspection.