

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D.:** TU2015OY017

**Name of Service** Kilcormac Community Childcare Ltd

**Address of Service:** St Joseph's Community Centre, Kilcormac, Co. Offaly, R42 X894

**Email Address:** [kilcormacchildcare@gmail.com](mailto:kilcormacchildcare@gmail.com)

**Name of Registered Provider:** Ann Clavin

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

**Proposed change:** Additional Service Type from sessional to part time and sessional to change the hours of operation from 09:30 to 12:30 to 09:30 to 14:00 and 13:00 – 16:00.

**Proposed Number of Children:** 48 (unchanged)

**Recommended Change Following Inspection:** Additional Service Type to part time and sessional and change the hours of operation to 09:30 to 14:00. The afternoon sessional service remains unchanged.

**Registered change:** Additional Service Type from Sessional to Part-Time & Sessional  
Change in Hours of Operation from 09:30 – 12:30 to 09:30 – 14:00

<b>Date of Inspection:</b>	0	3	0	9	2	0	2	4
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**Inspection undertaken by:** K. Murphy

**Title:** Early Years Inspection

**Tusla Early Years Inspectorate Address:** Early Years Inspectorate, Tusla, Child and Family Agency, Primary Care Centre, Church Avenue, Tullamore, Co. Offaly.

### Rationale for Inspection: Proposed Change of Circumstance

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

<b>Registration Status:</b>	Registered for Part Time and Sessional Service for 48 (Max 45 Part-Time) Children
<b>Date of Registration</b>	09 <sup>th</sup> September 2024

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### 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).

<b>Description of Service</b>	The age range of children that the service is registered to accommodate is 2 to 6 years of age. The service operates a sessional service in the morning and afternoon on a Monday to Friday basis. The service is operated by a community provider.
<b>Premises</b>	The Early Years' Service is located in a single storey purpose-built premises adjacent to the community hall. Three pre-school rooms, a kitchen and a sensory room are provided. An outdoor play area is attached to the rear of the service. Onsite parking and set down facilities are provided. The service is located in the town of Kilcormac, County Offaly.
<b>Staffing</b>	On 03 September 2024 the designated person in charge facilitated the inspection.
<b>Methodology</b>	<p>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.</p> <p>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.</p>
<b>Acknowledgements</b>	The Inspector wishes to acknowledge the co-operation of the designated person in charge, staff and children who were present on the day of the inspection.

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### 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:

The requirement has been met.

(1)(a)

The service has a named designated person in charge with another named staff member able to deputise as required.

### 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.

#### Requirement met:

The requirement has been met.

(1)

An adequate number of adults currently work directly with the children. Provision is in place to meet the necessary adult to child ratios for children proposing to attend on sessional or part time care allocations.

### 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.

#### Requirement met:

The requirement has been met.

(1)(a)

Suitable and adequate play and work equipment are provided indoors and outdoors which incorporate areas with toys and equipment for arts and crafts, home corners, interest areas, sensory and tabletop activities.

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	<p>(b)</p> <p>Soft furnishings provide suitable and adequate rest facilities in the three pre-school rooms. Low level beds are provided for children over the age of two proposing to attend the service on a part time basis who require sleep or rest.</p> <p>(3)</p> <p>An outdoor area is attached to the rear of the service which can be accessed directly via a door from each pre-school room. A high-level metal fence secures the perimeter of the outdoor play area. A variety of play equipment and outdoor toys are available.</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.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>A separate kitchen is provided. Meals and snacks for children proposing to attend are prepared fresh on site. Refrigerated storage facilities are available.</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.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>The entrance door into the service was secure. The emergency exit doors were unobstructed. A designated fire assembly point is located to the side of the premises.</p> <p>The kitchen is inaccessible to children. Cleaning materials are stored out of children’s reach.</p>
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### 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.*

<b>Requirement met:</b>	<p>The requirement has been met.</p>
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	<p>(1) Adults qualified in first aid response (FAR) are rostered to be on duty during the hours of operation.</p> <p>(2)(a)(b) A first aid box stocked with sufficient supplies was located in a prominent location in each pre-school room.</p>
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### 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.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1)(a) Provision is in place to record completed monthly fire drills in the premises.</p> <p>(b) A record was available demonstrating the number, type and maintenance of the smoke alarms on the premises and dated 20 November 2023. A record was available demonstrating the number, type and maintenance of the fire extinguishers on the premises and dated 03 September 2024.</p> <p>(4) A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in the pre-school rooms.</p>
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### Part VI – Safety

#### Regulation 28 – Insurance

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

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>An insurance quotation was submitted to the registration team prior to this inspection.</p> <p>The registered provider must ensure that adequate insurance is in place prior to the</p>
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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 requirement has been met.

(a)

The main premises which have been in existence for several years visually appear to be of sound and stable structure.

(b)

The main door to the service is secured with a coded system in place. A bell is used to alert staff to facilitate entry upon identification.

(c)

In the pre-school rooms high level openable windows provide both natural light and ventilation.

The light fittings were covered and fully operational to provide adequate artificial light to the pre-school rooms and the sanitary accommodation.

Fixed radiators were in place. An environmental temperature of approximately 20 degrees Celsius was recorded.

Wastewater and sewage are removed from the premises by means of the public drainage system.

Potable drinking water is supplied to the premises by means of the public water supply.

(d)

The floors and walls were in a good state of repair and maintenance. A cleaning schedule was available for the service and records were in place. A pest control system is in place with bait boxes reviewed by the community centre caretaker on a scheduled basis.

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	<p>Waste and refuse are removed daily to externally located and secure closed bins. A contractor for the collection of refuse bins has been engaged by the service to collect refuse from the premises on a scheduled basis.</p> <p>(e)</p> <p>The required sanitary facilities have been provided. Six water closets and six wash hand basins have been provided in the individual sanitary accommodation attached to each of the three pre-school rooms to cater for the children proposing to attend.</p> <p>The sanitary accommodation is ventilated by means of mechanical ventilation. All sanitary accommodation is stocked with a sufficient supply of liquid soap and paper hand towel.</p> <p>The wash hand basins are plumbed with an instantaneous supply of hot and cold water.</p> <p>An automated changing table is available in the service if required. The children currently enrolled are toilet trained.</p> <p>Separate sanitary facilities are available and designated for staff use.</p>
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### 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)

Floor space for the work, play and movement of forty-eight children aged 2-6 years proposing to attend is available.

(2)

Pre-school room 1 with an area of 35.75 m<sup>2</sup> in line with the floor plans submitted ensures that the minimum amount of clear floor space is available in respect of up to 19 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 15 children to attend on a part time basis.

Pre-school room 2 with an area of 35.87 m<sup>2</sup> in line with the floor plans submitted ensures that the minimum amount of clear floor space is available in respect of up to 19 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 15 children to attend on a part time basis.

Pre-school room 3 with an area of 36.70 m<sup>2</sup> in line with the floor plans submitted ensures that the minimum amount of clear floor space is available in respect of up to 20 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 15 children to attend on a part time basis.

(4)(a)(b)

In a contemporaneous situation a minimum of 1.818 square metres is available for children proposing to attend on a sessional basis.