

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015OY028
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<b>Name of Service:</b>	Castleview Pre-School
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<b>Address of Service:</b>	Kilcruttin, Tullamore, Co. Offaly
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<b>Eircode:</b>	R35 WOH7
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<b>Name of Registered Provider:</b>	Sr. Xavier O'Brien
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	05/12/2023
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<b>No of pre-school children:</b>	AM	6	PM	NA
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, SAP Office, St. Loman's Campus, Mullingar, Co. Westmeath
<b>Inspection undertaken by:</b>	C. O' Connor Hughes
<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

This community sessional service participates in the Early Childhood Care and Education scheme. The age range of the children enrolled in the service is from 2 to 6 years of age. This service operates between the hours of 09:30 to 12:30 on a Monday to Friday basis.

The service is located in an adapted premises on the traveller's site in Kilcruttin, Tullamore, Co Offaly. The service consists of a playroom, office and a kitchen. An outdoor play area is situated at the rear of the service.

### Staffing

The designated person in charge and a support staff member were present on the 5 December 2023 and were working directly with children. The registered provider does not work with children.

### 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/ premises and facilities. 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 member 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.*

*(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 designated person in charge and a named person to deputise were available as required.

(b)

The designated person in charge was present for the duration of the inspection.

Four staff files including the registered provider were reviewed and the following was noted:

(2)(a)(b)

Two written validated references were available in respect of the staff members.

Two written references were available in respect of the registered provider.

(c)

A Garda Vetting disclosure was available in respect of the staff members and the registered provider.

(d)

Police vetting was not required as no staff member, or the registered provider had lived outside the state for a period of longer than six consecutive months.

(3)

The designated person in charge ensured that vetting procedures in respect of (2)(a)(b)(c)(d) was carried out prior to the employment of staff in the service.

(4)

The designated person in charge working directly with children attending the service held a major award in Early Childhood Care and Education at Levels 6 on the National Framework of Qualifications.

(6) (a)

No employee had signed a declaration on or before the 30<sup>th</sup> of June 2016 to the effect that they intended to retire from employment in a pre-school service.

(6A)

An employee present was working directly with children under the Access and Inclusion Model.

### 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)  
The minimum ratio of adults to children was maintained during the inspection.
- (3)  
There were six children attending the service supervised directly by the designated person in charge. The support staff member gave assistance as required.

## 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.*

### Compliance Information

(1)  
Seven children are enrolled in the service. Information relating to (a)(b)(c)(d)(e)(f)(g)(h)and (i) was available in respect of the children attending the service.

## 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;*
- (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.*

### Compliance Information

(1)

The service kept and maintained written records of information in relation to the service in accordance with Regulation 16 (1) (a)(b) (c) (d) (e) (f) (h) (i) (j) and (k).

## Part IV – Information and Records

### Regulation 17 – Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information referred to in subparagraphs (a) to (g) of Regulation 16(1).*

#### Compliance Information

A parent handbook for parents was available for review. The designated person in charge stated the information was shared with parents prior to their child commencing in the service in respect of Regulation 16(1) (a) to (g).

## 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

A copy of the of Part V11A (inserted by section 92 of the Child and Family Agency Act 2013 (No.40 of 2013)) of the Act and Regulations was available for inspection by (a)(b)(c).

### 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)

Children enjoyed healthy food provided by the service. Snacks included ham sandwiches and apple slices. Milk and water was offered to the children to drink with their snack. Children sat at tables enjoying conversations and interactions with each other. Children enjoyed free play, story time, singing songs and tabletop activities during the morning session supported by staff. Staff supported children to be independent washing their hands and going to the toilet.

There was a calm and happy atmosphere as children were observed to learn through play. Staff offered choices to children, using the child's name, making eye contact and speaking in a positive tone to the children. Staff accommodated the individual needs of each child. Extra support and assistance was given to children requiring additional attention. Good teamwork was evident amongst staff during the inspection.

The pre-school room was bright and colourful. Children's artwork was displayed. Low level tables and chairs were in place. Equipment was accessible to children on low level shelving. Materials included paint, books, dolls, puzzles, blocks, trucks, animals and fine motor skill toys including pegboards, jigsaws and shape sorters. Areas of interest included a home area, construction area, a Christmas tree, a bubble machine and cosy rest area with books. An outdoor play area with a tarmac surface was available at the rear of the service. Toys and equipment were stored in the shed.

The service works in partnership with parents. Communication methods with parents include an electronic tablet with parental access. Children's play activities are documented in children's learning folders and shared with parents at the end of the pre-school term. Children's artwork is sent home on a regular basis to parents.

## 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 main entrance door to the service was secure to ensure the safety of the children within. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

##### Infection Control:

Warm running water was available at wash hand basins. The water temperature was recorded at 32.3 degrees Celsius. Hand paper towels and liquid soap was available in the sanitary accommodation.

The premises were visually clean. All toys and materials were easily cleanable. Cleaning schedules were available and reviewed.

Foot operated pedal bins were available in the pre-school room and in the sanitary accommodation for the hygienic disposal of waste.

The sanitary accommodation and pre-school room were ventilated by openable windows.

##### Administration of Medication:

No medication was given at the time of the inspection. Temperature reducing medication was stored safely in the service if a child presented with a high temperature.

##### Fire Safety:

Emergency exits were unobstructed from the pre-school room in the service. The fire assembly point was noted in the outdoor play area to the front of the service.

##### Outing:

The designated person in charge stated the service does not undertake outings.

### 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)  
The designated person in charge was qualified in First Aid response (FAR) and available on the premises during the hours of operation.

(2)(a)  
A first aid box was located in the pre-school room.

(b)  
A first aid box was accessible to children in the pre-school service.

### 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.*

#### Compliance Information

(1)(a)  
A written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 23 November 2023.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. The firefighting equipment and the smoke alarms in the premises were serviced on the 31 January 2023 and 6 July 2023 respectively.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in conspicuous positions in the premises.

## 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

Children were supervised at all times while playing in the pre-school room and when using the sanitary accommodation.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

There was evidence of current insurance cover for the number of children attending the service. The expiry date noted was 23 April 2024.

## 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.*

### Compliance Information

The premises were revamped and refurbished since the last inspection on the 31 March 2022.

- (a)  
The premises visually appeared to be of sound and stable structure.
- (b)  
The main entrance was secure to ensure the children’s safety within the service. A sliding bolt was in place on the inner entrance doors. A bell system is used for entry for parents and visitors.
- (c)  
Natural lighting is supplemented by adequate artificial lighting in the pre-school room.  
Openable windows provided natural ventilation as required in the pre-school room and in the sanitary accommodation. The original heating source was replaced with electric heated radiators. A maintenance certificate dated 1 August 2023 was available for review. The environmental room temperature was recorded at 20.5 degrees Celsius.
- (d)  
The premises had been repainted and was visually clean. New floor covering was in place. All toys and materials were easily cleanable. A cleaning schedule was available and reviewed.
- (e)  
The sanitary accommodation has been refurbished. Two toilets and one wash hand basin were available in the children’s sanitary accommodation. A staff toilet and wash hand basin was available for staff members.  
Warm running water, soap and paper hand towels were in place. The water temperature recorded at wash hand basins was 32 degrees Celsius. Foot operated pedal bins were available in the pre-school room for the hygienic disposal of waste.