

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D.: TU2015OY061

Name of Service Little Haven Education Centre

Address of Service: Syngefield Business Park, Syngefield, Birr, Co. Offaly
R42 DX81

Email Address: littlehaven@mail.com

Name of Registered Provider: Anne Bergin

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

Proposed change:

- Change the maximum registered capacity of the service from 145 to 197 children.
- Change the number of staff from 24 to 33.
- Change in Age Profile from 0-6 years to 1-6 years

Proposed Number of Children: 197 children

Recommended Change Following Inspection:

- Based on the floor space and sanitary accommodation available in the premises. One hundred and ninety-seven children can be accommodated on various sessional, part time and full day care allocations.
- Change the number of staff from twenty-four to thirty-three.

Registered change:
Change in Number of Children from 145 to 197
Change in Age Profile from 0-6 years to 1-6 years.
Change in Number of Staff from 24 to 33 staff

Date of Inspection: 1 7 1 0 2 0 2 4

Inspection undertaken by: K. Murphy

Title: Early Years Inspector

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

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Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status:	Registered Full Day, Part-Time & Sessional Service for 197 children
Date of Registration	01st November 2024

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).

Description of Service	<p>Little Haven Education Centre is registered as a full day care service to accommodate children aged 1 to 6 years of age. The service operates between the hours of 07:15 and 17.45 on a Monday to Friday basis.</p> <p>An application was submitted by the registered provider to the Tusla registration office seeking registration for an additional fifty-two children to be accommodated on various sessional, part-time or full day care basis.</p>
Premises	<p>The Early Years' Service is located in a two-storey purposely adapted and renovated commercial premises. Ten pre-school rooms, three sleep rooms, two staff rooms, a kitchen, an office and a reception area are provided. Additional breakout rooms are also available to provide children with alternative play experiences. An outdoor play area is attached to the front of the premises. Onsite parking and set down facilities are available. The service is situated in a business park in Birr, County Offaly.</p>
Staffing	<p>The registered provider facilitated the inspection.</p>
Methodology	<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>

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	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.
Acknowledgements	The Inspector wishes to acknowledge the co-operation of the registered provider, 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.

Requirement met:

The requirement has been met.

(1)(a)

The service has a named designated person in charge with other named staff members 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)

Provision is in place to increase the number of staff to thirty-three to meet the necessary adult to child ratios for any additional children proposing to attend on various sessional, part time and full day care allocations.

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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.

(b)

Soft furnishings provide suitable and adequate rest facilities in the proposed two new pre-school rooms.

A third sleep room has been added to the service and equipped with twenty-four low level beds to support the sleep needs of any additional children aged 2 -3 years proposing to attend the service.

Two sleep rooms are already in existence. The sleep room on the main corridor is equipped with six cots and seven low-level beds. The sleep room attached to care room one is equipped with low-level beds.

(3)(a)

An outdoor play area is attached to the front of the service. A high-level wire fence and concrete wall secures the perimeter of the junior and senior designated outdoor play areas. A variety of stationary play equipment and outdoor toys are available.

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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.

Requirement met:

The requirement has been met.

A separate kitchen is provided. A cook is employed to prepare all snacks and meals for children attending the service.

A menu plan is available and distributed to parents on a weekly basis. Refrigerated storage facilities are available for the storage of perishable goods. Milk or water are available to drink. Additional food servings are available if required.

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.

Requirement met:

The requirement has been met.

The entrance door to the service was secure to ensure the safety of the children within the service. The service is accessed through a bell and intercom system to the office.

The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents. The inspector signed the visitor book on arrival.

The premises were visually clean. All toys and materials were easily cleanable.

Fire exit routes were unobstructed, and a fire assembly point was noted to the side of the premises.

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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.

Requirement met:

The requirement has been met.

(1)

Four staff members and the registered provider are qualified in First Aid Response (FAR) and rostered to be available on the premises during the hours of operation.

(2)(a)(b)

A first aid cabinet was stocked with sufficient supplies for the current and proposed number of additional children and located in a prominent location on the main corridor on the ground floor out of the reach of children.

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

Requirement met:

The requirement has been met.

(1)(a)

A written record for the completed monthly fire drills was available on the premises. The most recent fire drill was recorded as taking place on 10 September 2024.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. Records were available in respect of the firefighting equipment which was serviced in February 2024.

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Records were available in respect of the smoke alarms in the premises which were serviced in August 2024.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in each pre-school room and in the reception and entrance hall and in locations throughout the premises.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement has been met.

An insurance quotation was submitted to the registration team prior to this inspection.

The registered provider must ensure that adequate insurance is in place prior to the 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 has expanded and been renovated. The premises visually appear to be of sound and stable structure.

(b)

An entrance lobby is in place with the main door to the pre-school service secured by a magnetic lock system. Access can be granted by means of a bell and intercom system to the office.

(c)

In the proposed two new pre-school rooms 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. Wall mounted thermostatically controlled radiators were in place. In the proposed occupied areas, an environmental temperature of 19 degrees Celsius was recorded. Wastewater and sewage are removed from the premises by means of the public system.

(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. The most recent pest control checks took place in September 2024.

Waste and refuse are removed daily to externally located and secure closed bins. A contractor for the collection of refuse bins is engaged by the service to collect refuse from the premises on a scheduled basis.

(e)

In respect of the proposed fifty-two additional children to be accommodated the required additional sanitary facilities have been provided.

These consist of two water closets, a nappy changing unit and two wash hand basins provided in the new sanitary accommodation attached to each of the recently developed care rooms 4 and 5 on the ground floor.

Two water closets and two wash hand basins are available in sanitary accommodation attached to the recently established sleep room on the ground floor.

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	<p>The new sanitary accommodation areas are ventilated by means of mechanical ventilation and stocked with a sufficient supply of liquid soap and paper hand towel.</p> <p>The wash hand basins in the new sanitary accommodation are plumbed with an instantaneous supply of hot and cold water. The water temperature recorded at the wash hand basins was 28 degrees Celsius.</p> <p>In separate sanitary facilities five water closets and five wash hand basins are 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:	<p>The requirement has been met.</p> <p>(1) Adequate floor space for the work, play and movement of children proposing to attend is available.</p> <p>(2) <u>Ground Floor</u></p> <p>The proposed new care room 4 with an area of approximately 47 m2 ensures that an adequate amount of clear floor space is available in respect of up to 18 children aged 2 to 3 years to attend on a part time/ full day care basis.</p>
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The proposed new care room 5 with an area of approximately 49 m2 ensures that an adequate amount of clear floor space is available in respect of up to 18 children aged 2 to 3 years to attend on a part time/ full day care basis.

The existing care room 1 with an area of approximately 65 m2 ensures that adequate floor space is available in respect of up to 18 children aged 2 to 3 years to attend on a part time/ full day care basis.

The existing care room 2 with an area of approximately 64 m2 ensures that adequate floor space is available in respect of up to 15 children aged 1 to 2 years to attend on a part time/ full day care basis.

The existing care room 3 with an area of approximately 53 m2 ensures that adequate floor space is available in respect of up to 18 children aged 2 to 3 years to attend on a part time/ full day care basis.

First Floor

The existing senior pre-school room 1 with an area of approximately 49 m2 ensures that adequate floor space is available in respect of up to 22 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 16 children to attend on a part time/full day care basis.

The existing Montessori room 1 with an area of approximately 49 m2 ensures that adequate floor space is available in respect of up to 22 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 16 children to attend on a part time/full day care basis.

The existing Montessori room 2 with an area of approximately 48 m² ensures that adequate floor space is available in respect of up to 22 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 16 children to attend on a part time/full day care basis.

The existing senior pre-school room 3 with an area of approximately 47 m² ensures that adequate floor space is available in respect of up to 22 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 16 children to attend on a part time/full day care basis.

The existing senior pre-school room 2 with an area of approximately 53 m² ensures that adequate floor space is available in respect of up to 22 children aged 2 years and 8 months to 6 years to attend on a sessional basis or 16 children to attend on a part time/full day care basis.

(4)(a)(b)

As part of the proposed registered capacity, in a contemporaneous situation

1.818 square metres is available for up to 197 children proposing to attend on a sessional, part time and full day care basis.