

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015RN007

**Name of Service:** Castlerea Community Playschool Ltd

**Address of Service:** St. Patrick's Street, Castlerea, Co. Roscommon.

**Email Address:** castlerea-playschool1@hotmail.com

**Name of Registered Provider:** Christina Mannion

<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	<input type="checkbox"/>	<b>Part-Time</b>	<input checked="" type="checkbox"/>	<b>Sessional</b>	<input checked="" type="checkbox"/>
	<b>Drop-In</b>	<input type="checkbox"/>	<b>Childminding</b>	<input type="checkbox"/>	<b>Temporary</b>	<input type="checkbox"/>

**Proposed change:** To change from a sessional service operating from 09:00hrs to 12:00hrs to a sessional/ part-time service from 09:00hrs to 14:00hrs.

**Proposed Number of Children:** 22 (no change)

**Recommended Change Following Inspection:** Change in service type from sessional to part time.

**Registered change:** Adding an additional service type, from Sessional to Part Time & Sessional.  
Change in hours of operation from 09:00 - 12:00 to 09:00 – 14:00.

<b>Date of Inspection:</b>	1	2	0	1	2	0	2	4
----------------------------	---	---	---	---	---	---	---	---

**Inspection undertaken by:** Aileen Kennedy

**Title:** Early Years Inspector

**Tusla Early Years Inspectorate Address:** Government Buildings, Convent Road, Roscommon, Co. Roscommon.

### Rationale for Inspection:

Proposed Change of Circumstance

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

<b>Registration Status:</b>	Registered Part Time & Sessional Service for 22 Children
<b>Date of Registration</b>	16 <sup>th</sup> February 2024

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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 service offers sessional service from 09:00hrs to 12:00hrs, for children aged between 2 to 6 years, from Monday to Friday. It is proposed to extend the service type to part time from 09:00 to 14:00hrs.
<b>Premises</b>	The service currently caters for a maximum number of 22 children, at any one time. There are two interconnected playrooms with sanitary accommodation adjoining each room. There is a designated kitchen where the snacks prepared by the parents are stored on site. There is an outdoor play area to the rear of the premises.
<b>Staffing</b>	The registered provider is supernumerary and not on the premises daily. There is a named person in charge and a deputy person in charge. It is proposed that three adults would be caring for the children on a daily basis. These staff hold a Quality and Qualifications Ireland (QQI) at a Level 5 to 8, in Early Childhood Care and Education.
<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 cooperation of the person in charge, who was 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:**

This requirement has been met.

(1)(a) The service had a designated person in charge and a named person to deputise as required in the service.

**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.*

*(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.*

**Requirement met:**

This requirement has been met.

(1) It was advised by the person in charge that there would be three adults employed daily to care for the children in the service.

The adult child ratio for a part time service for children aged 2-3 years is 1:6 and 1:8 for children from 3-6 years.

It is proposed that there will be a maximum of 22 children at any one time, in the interconnected rooms.

The three staff hold a Quality and Qualifications Ireland (QQI) at a minimum of a Level 5 to level 8 in Early Childhood Care and Education.

(8)(a) There are two adults on the premises at all times during the hours of operation.

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.*
- (2) *A registered provider—*
- (b) *of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*
- (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.*

<b>Requirement met:</b>	<p>The design, organisation, and resourcing of the rooms would be able to support each child’s wellbeing, learning and development, within the ethos and philosophy of the service.</p> <p>The playrooms were designed and arranged to maintain a space that was clean, organised, and free of clutter. It was divided into areas that were supplied with materials organised in a way to support proposed children’s play, development, and learning and to give all children access to the same facilities, activities and play opportunities, to promote their welfare and development.</p> <p>The equipment was stored on low-level shelving and was thereby, readily accessible to the pre-school children.</p>
-------------------------	--

The play equipment and materials were age and stage appropriate, they were designed to offer a child manipulative activity, to encourage hand eye co-ordination, to develop fine motor skills and logical thinking.

**The pre-school rooms**

Materials and items of interest included games, puzzles, insets, pins with pin boards and tabletop activities. There were blocks, threading materials, stacking, and counting items. There were dress up costumes, There was a selection of books and soft seating to enable a child to relax. There was a construction area with tools. There were toys with wheels, farm animals and a farm area. There were houses, tracks, and transport vehicles. There were dolls, dolls clothing, action figures and little people. There were small world items. There were art and craft materials including paints, paper, and playdough. There were wooden sticks, containers, thread, art trays, scissors, sponges, and an easel. There was a kitchen/home area with play accessories, pans, and utensils. Displayed on the walls were posters and visual aids.

(1)(b)

A rest / quiet area was provided in the form of a child sized bed, a sleep mat, cushions, and blankets to facilitate a child to rest or opt out of an activity if he or she chose to.

The person in charge advised that the outdoor area was an extension of the indoor environment and linked with the learning that goes on inside. The playrooms had access from the rear of the premises via a short walk from the premises to the outdoor play area. The person in charge advised that the children would have the opportunity to be outside as often as possible.

A large outdoor area was provided with a ground cover of soft matting and a grassed area. A large climbing frame, a cement tunnel, a small slide and a large selection of bikes, trikes and tractors were available for children’s play. The children also had opportunity for sand and water play within a purpose-built room in the outdoor area. Extraneous items of play equipment were also available in the purpose-built room to include a large dolls house with accessories, large plastic blocks, chalks for use in the outdoor play space, swing ball, skittles and a selection of musical instruments.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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 service had a healthy eating policy.

It is proposed that parents and guardians will provide food for their child's snack times.

The person in charge is proposing that children attending the service on a part time basis will have two meals, and one snack for example breakfast, snack and lunch supplied by the parents/ guardians. The person in charge will ensure that each meal will have two food groups. The person in charge advised that the snacks/lunches will be stored on site in the services designated kitchen.

Drinks of water will be offered for each child's snack time.

A drinks table will be available in the playrooms to allow the children the opportunity to 'self-serve' their drinks.

Perishables items from children's lunch boxes will be stored in a designated fridge, in the kitchen.

### 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:

#### General Safety

- The staff only areas were secure and thereby inaccessible to a pre-school child.
- A wooden gate was fitted to prevent the children accessing the stairs in the lobby area.
- The external play area was secure so that children could not leave the area unsupervised and unauthorised persons could not enter the area.
- Fire doors throughout the building were unobstructed.

- All cleaning agents were stored inaccessible to the children.
- A system was in place to ensure that daily records of attendance were kept for all of the children attending the pre-school.
- Leads, cables, and flexes were wall mounted and secured to prevent any trips or strangulation hazard.
- The oil heating system was thermostatically controlled, to ensure the temperature was maintained between 18°C to 22°C.
- Thermostatically controlled warm water not exceeding 43°C to facilitate hand washing without risk of scalding the children, was available to facilitate hygienic hand washing.
- Heavy equipment and furnishings were anchored appropriately.
- The windows had high openings inaccessible to the children.
- There were records of a regular pest control system.
- All toys and play equipment were observed to be safe and in good condition.
- The person in charge clearly identified to the early years' inspector, the drop off and collection procedures for children.
- There were no pits or ponds in the outdoor area to cause any risk of danger to the pre-school children.

#### **Infection Control**

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels in the sanitary accommodations on the premises.
- The toys and play equipment were maintained in a clean and hygienic condition.
- The person in charge advised that the outdoor play equipment would be cleaned prior to/ after a child's use, with documented records maintained.
- A refrigerator was provided in the kitchen for the storage of perishable foods.
- The playrooms were observed to be kept adequately ventilated with the windows and doors left open whilst maintaining the room temperatures at the required levels.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

- The passive ventilation covers in the sanitary areas were kept in a clean condition.
- The person in charge had a cleaning schedule template for all areas of 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.

<b>Requirement met:</b>	(2)(a) A suitably equipped first aid box was stored on a high shelf in the kitchen, thereby in an easily accessible conspicuous position. (b) The first aid box was readily available, with content items within date.
<b>Requirement not met</b>	(1) The person in charge advised on the day of inspection that the FAR training had expired. Evidence was provided that she was due to complete this training on 29 <sup>th</sup> , 30 <sup>th</sup> and 31 <sup>st</sup> of January.
<b>Response from provider</b>	Evidence was submitted to the office of the early years' inspectorate on 1 <sup>st</sup> of February that the person in charge had completed the FAR training and a second adult is due to complete FAR training on 19 <sup>th</sup> and 21 <sup>st</sup> of February.
<b>Summary comment</b>	The inspector has reviewed the action taken and evidence submitted. The non-compliance identified under Regulation 25 has been adequately addressed.

**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) Arrangements were in place to record monthly fire drills.

(b) A record of the number, type, and maintenance record of firefighting equipment in the service was on file.

Records indicated that the last annual maintenance for the firefighting equipment was dated January 2024 and records indicated that the last annual maintenance certificate for the smoke and fire detection system was dated 23<sup>rd</sup> of October 2023.

(4) A notice of the procedures to be followed in the event of a fire was displayed on the wall of the pre-school rooms.

**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.

The service’s insurance with an expiry date 27<sup>th</sup> of March 2024, which was for a part time service for 22 children and included the following: -

- public liability insurance,
- insurance against fire and theft,
- buildings insurance,
- insurance for outings undertaken as part of the service provision.

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) From a visual inspection the building was of sound and stable structure.
- (b) The indoor and outdoor play areas were safe and secure.
- (c) There was natural lighting in the preschool rooms with five windows on the outer walls. The rooms were well ventilated by means of the openable windows.  
  
The artificial lighting provided was shatter proof.  
  
The oil-fired central heating system was thermostatically controlled to allow the recommended room temperature of between 18°C and 22°C. Radiator covers were fitted on the radiators.  
  
On the day of inspection, the rooms were maintained between 18°C to 22°C. The warm water in the sanitary areas were maintained at a safe temperature of 42°C and the person in charge advised it would be no greater than 43°C.
- (d) In the preschool rooms, the play and work equipment were clean and in good repair.  
  
Cleaning equipment was safely stored on a high shelf in the preschool rooms and in a press in the kitchen which was in accessible to the preschool children. From observation, the playrooms were maintained in a clean and hygienic condition.
- (e) Adequate and suitable sanitary facilities were provided.  
  
There were one designated children’s toilet with a designated children’s wash hand basins adjacent to each playroom.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

There was one designated adult toilet on the first floor with designated wash hand basin.

A nappy changing area with a nappy changing unit and wash hand basin was provided for children not yet toilet trained off the lobby area.

Liquid soap dispensers and paper hand towels in designated dispensers were within easy access to a pre-school child.

Foot pedal lidded bins and an airtight sealable bin was provided for nappy disposal in the sanitary areas.

### 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.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child 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) Adequate floor space was provided on the premises for the free movement of children to work and play.

(2) The person in charge will ensure that the minimum clear floor space is

adhered to for pre-school children.

(3) The floor space was 72.71 square meters in total, thereby allowing adequate space to accommodate twenty two children between the two rooms

- thus, ensuring a minimum of 1.818 square metres of clear floor space will be available for each child proposing to attend the sessional service.

and

- a minimum of 2.35 square metres of clear floor space, will be available for children aged 2 to 3 years, proposing to attend the part time / full day care service.

and

- a minimum of 2.3 spare metres of clear floor space, will be available for children aged 3 to 6 years, proposing to attend the part time / full day care service.

(4)(a)(b)

A registered provider of a sessional pre-school service shall ensure that there are no more than 22 children are in a room in the service at any one time.