

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015RN016

**Name of Service:** Elphin Montessori Preschool

**Address of Service:** Abbeycarton National school, Abbeycarton, Elphin, Co Roscommon, F45V302

**Email Address:** elphinchildcarelimited@gmail.com

**Name of Registered Provider:** Catriona Beirne

<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	<input type="checkbox"/>	<b>Part-Time</b>	<input 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"/>

<b>Proposed change:</b>	Change of address from The Community Centre, Newline Road to Abbeycarton National school, Abbeycarton, Elphin. Change in Service Type from Part Time to Sessional.
<b>Proposed Number of Children:</b>	22 (no change)
<b>Recommended Change Following Inspection:</b>	Approve all changes
<b>Registered change:</b>	Change of address from The Community Centre, Newline Road to Abbeycarton National school, Abbeycarton, Elphin. Change in Service Type from Part Time to Sessional. Change of hours of operation from 09:00-14:00 to 09:15-12:15.

<b>Date of Inspection:</b>	1	1	0	8	2	0	2	3
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**Inspection undertaken by:** A. Kennedy

**Title:** Early Years Inspector

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

**Rationale for Inspection:**  
Proposed Change of Circumstance

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

<b>Registration Status:</b>	Registered Sessional Service for 22 Children
<b>Date of Registration</b>	1 <sup>st</sup> September 2023

### 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>	<p>This proposed sessional service is located within a short distance of the town of Elphin, Co. Roscommon. It is proposed to cater for children from 2 to 6 years of age. This pre-school service is presently registered to operate part time service from 09:00hrs to 14:00hrs, Monday to Friday. The service provides an Early Childhood Care and Education (ECCE) and a sessional care programme. It is proposed to change the service type from parttime/sessional to sessional only.</p> <p>There is a classroom on the grounds of the local national school that is the focus of this fit for purpose inspection. It is proposed to cater for 22 children at any one time.</p>
<b>Premises</b>	<p>The premises is on the grounds of the local national school. It is separate from the main building and has its own entrance. There is a secure outdoor play area to the rear of the premises for children's play and exploration.</p>
<b>Staffing</b>	<p>The registered provider does not work in the service. There is a proposed person in charge and a deputy person in charge. Three adults are proposed to work in the service and each of the adults hold a Quality and Qualifications Ireland (QQI) Level 5 or over in Early Childhood Care and Education.</p>
<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>	<p>The Inspector wishes to acknowledge the cooperation of the person in charge and staff who were present on the day of the inspection.</p>

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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:

There will be a designated person in charge and a proposed named person available to deputise 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)—

(c) a registered provider of a sessional pre-school 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.

#### Requirement met:

(1) It is proposed that there will be an adequate number of staff working directly with the pre-school children.

It is proposed that there will be a maximum of 22 children at any one time in this newly renovated room. It is proposed that there will be three staff, who hold at hold a Quality and Qualifications Ireland (QQI) at a minimum of a Level 5, in Early Childhood Care and Education.

(8)(c)

It is proposed that the registered provider will not operate the service single-handedly.

### 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.

(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:

(1)(a)

The design, organisation, and resourcing of the proposed new room would be able to support each child's wellbeing, learning and development, within the ethos and philosophy of the service.

The playroom was 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 proposed children access to the same facilities, activities and play opportunities, to promote their welfare and development.

The equipment was stored on low-level shelving and was thereby readily accessible to the proposed pre-school children.

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 room**

Materials and items of interest included games, puzzles, insets, pins with pin boards, tactile letters, Montessori materials counting rods, shapes, and cards. 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, dinosaurs, 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. There was a play tent with sensory toys. Displayed on the walls were posters and visual aids

(1)(b)

A rest / quiet area was provided in the form of a couch seating and blankets to facilitate a child to rest or opt out of an activity if he or she chose to.

(3)(a)

**Outdoor areas**

The person in charge advised that the outdoor areas were an extension of the indoor environment and linked with the learning that goes on inside. The playroom had access to two outdoor play areas. The person in charge advised that the children would have the opportunity to be outside as often as possible, in all weather conditions.

To the side of the building the area was covered with tarmacadam surface.

There were lidded sand and water units with utensils.

To the rear of the premises there was an additional secured area with a tarmacadam surface for outdoor play provision.

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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 service had a healthy eating policy.  
It is proposed that parents and guardians will provide food for their child's snack time.  
Drinks of water will be offered for each child's snack time.  
A drinks table will be available in the playroom and in the outdoor play area 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 kitchenette.

### 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, storage / utility space was secure and thereby inaccessible to a pre-school child.
- A stairgate was fitted on the stairs to prevent the children accessing the stairs in the lobby/reception area.
- The external play areas were 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, that will be attending the pre-school.
- Leads, cables, and flexes were wall mounted and secured to prevent any trips or strangulation hazard.
- The electric storage 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.
- Windows were fitted with restrictive access devices / safety systems. Window blind cords had appropriately secured fasteners. There were visibility stickers on the glass door, as a safety precaution.

	<ul style="list-style-type: none"> <li>• There were records of a regular pest control system.</li> <li>• All toys and play equipment were observed to be safe and in good condition.</li> <li>• There was a documented risk assessment system for the indoor and outdoor play areas. The service had a risk assessment system for checking that toys and equipment were not broken, in a clean condition and maintained in a good state of repair.</li> <li>• The person in charge clearly identified to the early years’ inspector, the drop off and collection procedures for children.</li> <li>• There were no pits or ponds in the outdoor area to cause any risk of danger to the proposed pre-school children.</li> </ul> <p><b>Infection Control</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.</li> <li>• The toys and play equipment were maintained in a clean and hygienic condition.</li> <li>• The person in charge advised that the outdoor play equipment would be cleaned prior to/ after a child’s use, with documented records maintained.</li> <li>• A refrigerator was provided in the kitchenette for the storage of perishable foods.</li> <li>• The playroom was observed to be kept adequately ventilated with the windows and doors left open whilst maintaining the room temperatures at the required levels.</li> <li>• The mechanical ventilation cover in the sanitary area was kept in a clean condition.</li> <li>• The person in charge had a cleaning schedule template.</li> </ul>
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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 is available to the children attending the pre-school service at all times.

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1) Three staff who will be working in the proposed pre-school service have a current paediatric first aid qualification with an expiry of 18/05/2024.</p> <p>(2)(a) A suitably equipped first aid box was stored in a high press in the pre-school room thereby in an easily accessible conspicuous position.</p> <p>(b) The first aid box was readily available, with content items within date.</p>
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# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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) Arrangements were in place to record monthly fire drills.</p> <p>(b) A record of the number, type, and maintenance record of firefighting equipment in the service was on file.</p> <p>Records indicated that the last annual maintenance for the firefighting equipment was dated 9<sup>th</sup> of August 2023, and records indicated that the last annual maintenance certificate for the smoke and fire detection system was dated 4<sup>th</sup> of July 2023.</p> <p>(4) A notice of the procedures to be followed in the event of a fire was displayed on the wall of the pre-school.</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>The service's insurance with an expiry date 27<sup>th</sup> of March 2024, which was for a sessional service for 22 children and included the following: -</p> <ul style="list-style-type: none"> <li>• public liability insurance,</li> <li>• insurance against fire and theft,</li> <li>• buildings insurance,</li> <li>• insurance for outings undertaken as part of the service provision.</li> </ul>
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### 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.

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(a) From a visual inspection the new building was of sound and stable structure.</p>
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	<p>(b) The indoor and outdoor play areas for the building were safe and secure.</p> <p>(c) There was natural lighting in the proposed room with windows / a door on one outer wall.                  The proposed room was well ventilated by means of the openable windows and doors.                  The artificial lighting provided was shatter proof.                  The electric storage heating system had a thermostatically controlled thermostat to allow the recommended room temperature of between 18°C and 22°C.                  On the day of inspection, the proposed room was maintained between 18°C to 22°C.                  The warm water in the sanitary areas were maintained at a safe temperature of 31.2°C and the person in charge advised it would be no greater than 43°C.</p> <p>(d) In the proposed room, the play and work equipment was clean and in good repair.                  Cleaning equipment was safely stored away from the proposed playroom in the kitchenette in a high press and in a locked press under the stairs, which was inaccessible to the pre-school children.                  From observation, the playroom was maintained in a clean and hygienic condition.</p> <p>(e) Adequate and suitable sanitary facilities were provided.                  There were two designated children’s toilets with two designated children’s wash hand basins.                  There was one designated adult toilet with designated wash hand basin in the main building.                  Liquid soap dispensers and paper hand towels in designated dispensers were within easy access to a pre-school child.                  Foot pedal lidded bins were provided in the sanitary areas.</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.*
- (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.*

**Requirement met:**

The requirement has been met.

- (1) Adequate floor space was provided in the proposed new 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 measurement of the proposed room was 97.50 square meters, thus indicating a maximum of 22 pre- school children can be accommodated on a sessional basis,  
 Therefore, a minimum of 1.81 square metres of clear floor space will be available for each child proposing to attend the sessional service.  
 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.