

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015RN026

**Name of Service:** Hollyhocks Creche

**Address of Service:** Cloonslanour, Strokestown, Co Roscommon.

**Email Address:** cosgrap@hotmail.com

**Name of Registered Provider:** Ms. Helen Cosgrove

<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>	

<b>Proposed change:</b>	An additional two interlinked playrooms in a newly renovated adjacent building that is part of the pre-school entity. Increase from 5 to 7 playrooms. Increase of staff from 14 to 15. Increase from a maximum number of 48 children to 70 children at any one time.
<b>Proposed Number of Children:</b>	70
<b>Recommended Change Following Inspection:</b>	Approve all changes.
<b>Registered change:</b>	Change in number of children that can be accommodated from 48 to 70. Change in number of staff from 14 to 15.

<b>Date of Inspection:</b>	2	6	0	7	2	0	2	3
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**Inspection undertaken by:** A. Kennedy & H. Heagney  
**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 Full Day Care Service for 70 Children
<b>Date of Registration</b>	17 <sup>th</sup> August 2023

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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>	<p>This full day care is located within a short distance of the town of Strokestown, Co. Roscommon. It caters for children from 0 to 6 years of age. This pre-school service is registered to operate a full day care from 7:30hrs to 18:30hrs, Monday to Friday. The service also provides an Early Childhood Care and Education (ECCE) and sessional care programmes. A school aged programme is also offered. There is a designated prefabrication unit to the rear of the premises for the school aged programme. There is a new building adjacent to the pre-existing building that is the focus of this fit for purpose inspection. It is proposed to increase from 48 children and cater for a maximum number of 70 children at any one time.</p>
<b>Premises</b>	<p>The pre-existing premises is on its own grounds, in a detached building with five ground floor pre-school rooms namely the Baby room, the Wobbler room, the Toddler room, Pre-school room 1 and Pre-school room 2. There is a designated sleep room with five cots, for children under two years of age, sleep provision. There are stackable beds available for older children's sleep provision. There is a kitchen where children's meals are prepared, cooked, and stored on site. There are outdoor play areas to the rear of the premises for children's play and exploration.</p> <p>It is proposed to increase the number of children attending the pre-school with the addition of this detached premises adjacent to the pre-existing pre-school premises. It is proposed to operate two additional interlinked playrooms namely the Green room and the Blue room, in this newly renovated building.</p>
<b>Staffing</b>	<p>The service for fourteen has adults (including the registered provider) employed. There is a proposed person in charge and a deputy person in charge. Thirteen adults hold a Quality and Qualifications Ireland (QQI) Level 5 or over in Early Childhood Care and Education. It is proposed to increase the number of qualified adults to fourteen, working directly with the children.</p> <p>There is also an auxiliary person who acts as administrator, chef, and maintenance person.</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</p>

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	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.
<b>Acknowledgements</b>	The Inspectors wish to acknowledge the cooperation of the registered provider and staff 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>Requirement met:</b>	There will be a designated person in charge and a proposed named person available to deputise in the service.
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### 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.

<b>Requirement met:</b>	<p>(1)</p> <p>It is proposed that there will be an adequate number of staff working directly with the pre-school children.</p> <p>It is proposed that there will be a maximum of 22 children at any one time, between the interlinked Green and Blue playrooms, in this newly renovated building.</p> <p>It is proposed that there will be two staff, who hold at hold a Quality and Qualifications Ireland (QQI) at a minimum of a Level 5, in Early Childhood Care and Education.</p> <p>It is proposed there will be an additional adult on employment schemes / childcare work placement, who will be supervised by the staff when interacting with the children in this new building.</p>
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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.

(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>(1)(a)</p> <p>The design, organisation, and resourcing of the new building (Green and Blue rooms) environment 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,              divided into areas that were supplied with materials organised in a way to support proposed children’s play, development, and learning,              give all proposed 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 proposed pre-school children.</p> <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.</p> <p><b>Green and Blue rooms</b></p> <p>Materials and items of interest included games, puzzles, insets, pins with pin boards, tactile letters, a pink tower, Montessori counting rods, shapes, and cards. There were blocks, threading materials, stacking, and counting items. There were dress up costumes, handbags, hair dressing/ vanity items, and a dresser. There was a selection of books. There were construction table with screws, bolts, a saw, and tools. There were toys with wheels, farm animals, dinosaurs, and a farmyard. There were pirate ships, houses, rockets, tracks, and transport vehicles. There were dolls, dolls clothing, action figures and little people. There were small world items, tables, a dresser, a long table with bench seating. There were art and craft materials including a trolley with paints, paper, and playdough. There were wooden sticks, containers, thread, art trays, scissors, sponges, and an easel. There was a kitchen with pans, and utensil.</p> <p>Displayed on the walls were posters and visual aids including Minions, ‘be kind’; ‘think big’, ‘it feels like home’, maps, and an area for children’s art work called ‘every child is an artist’.</p> <p>(1)(b)</p> <p>A rest / quiet area was provided in the Blue room, in the form of a couch seating, mats, cushions, and blankets to facilitate a child to rest or opt out of an activity if he or she chose to.</p>
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(3)(a)

**Outdoor areas**

The registered provider advised that the outdoor areas were an extension of the indoor environment and linked with the learning that goes on inside. The two playrooms had direct access to the outdoor play areas. The registered provider advised that the children would have the opportunity to be outside as often as possible, in all weather conditions. To the rear of the new building the area was covered with concrete surface. There was an all-weather sheltered area with artificial lighting. There was a lidded sand unit in the shape of a shell with utensils. There were chairs, tables, foam mats, rackets, a desk, an easel, games, art, and craft materials. There was shelving, ribbons, butterfly and lizard shaped decorations, lanterns, and a mounted butterfly house. There was a water piping unit, and a sheltered outdoor sink. In the pre-existing pre-school there was a grass and an artificial grass area that the proposed children attending the new building could access under supervision. There were also secured storage areas for additional outdoor play equipment/ materials that the registered provider advised were accessed on seasonal / theme basis. There was also a designated car park for parents / guardians and staff.

**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 in this new building (Green and Blue room).  
 The registered provider is proposing that children attending the service on a full day care basis will have two meals, and two snacks supplied by the service. The registered provider will ensure that each meal will have two food groups. The registered provider advised that the hot meals and snacks will be prepared, cooked and stored on site from the designated main kitchen.  
 Drinks of milk and water will be offered for each child’s meal / snack time.  
 A drinks table will be available in each 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 adjacent to the Blue room.

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**

- There was a buzzer access system into the main entrance front door.
- The staff only areas, kitchen, kitchenette, storage / utility rooms were secure and thereby inaccessible to a pre-school child.
- 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 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.
- 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.
- There were records of a regular pest control system.
- All toys and play equipment were observed to be safe and in good condition.
- 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.
- The registered provider clearly identified to the early years’ inspectors, 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 proposed pre-school children.

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### Infection Control

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.
- The toys and play equipment were maintained in a clean and hygienic condition.
- The registered provider 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 kitchenette 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.
- The mechanical ventilations covers, in the sanitary area were kept in a clean condition.
- The registered provider had a cleaning schedule template.

### 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.

#### Requirement met:

- The requirement has been met.
- (1) Five staff who will be working in the proposed pre-school service have a current paediatric first aid qualification.
- (2)(a) A suitably equipped first aid box was stored in the lobby entering the sanitary areas thereby in an easily accessible conspicuous position.
- (b) The first aid box was readily available, with content items within date.

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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.

#### 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 2<sup>nd</sup> of May 2023, for this new building.

Records indicated that the last annual maintenance certificate for the smoke and fire detection system was dated 2<sup>nd</sup> of December 2022, for this new building.

(4) A notice of the procedures to be followed in the event of a fire was displayed at the entrance to the new building.

### 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 full day care service for 90 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 new building was of sound and stable structure.
- (b) The indoor and outdoor play areas for the new building were safe and secure.
- (c) There was natural lighting in the proposed interlinked Green and Blue room with windows / a door on one outer wall.

The proposed interlinked Green and Blue rooms were well ventilated by means of the openable windows and doors.

The artificial lighting provided was shatter proof.

The oil 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 interlinked Green and Blue rooms were maintained between 18°C to 22°C.

The warm water in the sanitary areas was maintained at a safe temperature of 42.9°C and the registered provider advised it would be no greater than 43°C.

- (d) In the proposed interlinked Green and Blue rooms, the play and work equipment was clean and in good repair.

Cleaning equipment was safely stored away from the proposed playrooms in the kitchenette, which was inaccessible to the pre-school children.

From observation, the furnished playrooms were maintained in a clean and hygienic condition.

- (e) Adequate and suitable sanitary facilities were provided.

There were two designated children’s toilets with two designated children’s wash hand basins, in the new building, adjacent to the Blue room.

There was one designated adult toilet with designated wash hand basin in the new building, adjacent to the Blue room.

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.

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.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <ul style="list-style-type: none"> <li>(1) Adequate floor space was provided in the proposed new building (Green and Blue playrooms) for the free movement of children to work and play.</li> <li>(2) The registered provider will ensure that the minimum clear floor space is adhered to for pre-school children.</li> <li>(3) The floor space measurement of the proposed -                  Green room was 28.50 square meters, thus indicating a maximum of 15 pre-school children can be accommodated on a sessional basis,                  Blue room 22.33 square meters thus indicating a maximum of 12 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.</li> </ul> <p>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. It was also noted by the early years’ inspectors that the Roscommon County Council had placed a planning condition that there can only be a maximum of 70 children, in the pre-school entity.</p>
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