

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015SO005		
Name of Service:	Busy Bees Day Care & Family Centre Ltd		
Address of Service:	Rathmadder, Gurteen, Co. Sligo		
Eircode:	F56 N120		
Name of Registered Provider:	Ruth Conlon		
Service type:	Full Day, Part Time, Sessional		
Date(s) of Inspection:	28/09/2023		
No of pre-school children:	AM	33	PM 19

Address of the Early Years Inspectorate:	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84.
Inspection undertaken by:	L Costello
Title:	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).

Conditions if applicable	Not applicable
--------------------------	----------------

<p>Description of service</p> <p>Busy Bees Day Care and Family Centre is a not for profit, full day care service located in a rural town in County Sligo. It provides a service to children aged between 0 and 6 years of age and is open from Monday to Friday between 8am and 6pm. A school age service is also provided.</p>
<p>Staffing</p> <p>On the day of the inspection there were nine adults working in the service. One adult was working in the kitchen, while seven adults worked directly with the children. The person in charge was available to cover breaks as required.</p>
<p>Methodology</p> <p>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:</p> <ul style="list-style-type: none"> • Previous inspection history • Any information received in relation to the service <p>The findings on inspection are based on:</p> <ul style="list-style-type: none"> • Information obtained through examination of documentation • Direct observation • Discussion with relevant staff <p>This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety. The inspections may also focus on other areas as required.</p> <p>The inspection focused on an examination of compliance under regulations 9, 11, 15, 19, 23, 25 and 26.</p>

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 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*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

(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.

(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.

Compliance Information

1 (a) (b)

There was a designated person in charge and a named person to deputise as required.

(c)

There was a clear governance structure in the service with evidence of supervisors and room leaders.

2 (a) (b).

The records of all thirteen adults working in the service were reviewed.

Two written and verified past employer references or references from a reputable source in the absence of a past employer were available in respect of all thirteen adults employed in the service.

(c)

A garda vetting disclosure was available for the thirteen adults employed in the service.

(d)

International police vetting was not required as the adults working in the service had not lived outside the state for a period of longer than six consecutive months.

(4)

Thirteen adults employed in the service had attained major awards in Early Childhood care and Education at level 5 or above on the national framework of qualifications, or a qualification deemed by the Department of Children, Equality, Disability Integration and youth affairs (DCEDIY) to meet the regulatory requirements.

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.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 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) thereof at that reference number is satisfied.

Compliance Information

(1) The registered provider ensured that an adequate number of adults were working directly with the children at all times. On the inspectors' unannounced arrival to the service there were seven staff providing direct care to 33 children. An additional adult (the person in charge) was providing relief cover for staff breaks. A sample review of attendance records showed that adequate numbers of adults were provided to work with children whenever the service was in operation.

(2) The minimum adult to child ratios were provided on the morning of the unannounced inspection in accordance with the required ratios considering the ages of the children and the length of time each child spent in the service as outlined below:

Morning:

Name of Room	Age Range	No Of Children	Required No of Staff	Actual No of Staff
Artic Room	6 months – 2	1	1	1
Desert	2-3 years	5	1	2
Rainforest	2.5-4 years	17	2	2
Ocean	3 – 5 years	10	1	1

Afternoon:

Name of Room	Age Range	No Of Children	Required No of Staff	Actual No of Staff

Artic Room	6 months – 2	1	1	1
Desert	2-3 years	3	1	2
Rainforest	2.5-5 years	15	3	3
Ocean	3 – 5 years	Closed	0	0

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.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.

Compliance Information

(1) (a)-(i)

Nineteen records of the children attending the service were reviewed. The required information from (a) to (i) was fully completed for each child.

(3) (c).

The records in writing were available for inspection by the inspector.

(4).

The person in charge confirmed the records are retained for the required period of time as set out by regulation.

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

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

The four care rooms in the service are decorated in a themed manner according to the name of the room, artic, desert, rainforest and ocean. Artic is also known as the baby room and the walls are colourfully decorated with pictures and motifs of animals that live in the artic including penguins and polar bears. The interest areas in the artic room are developed with the age and stage of those using the room in mind. The kitchen home corner

consists of kitchen equipment that is smaller in nature than standard kitchen toys, to ensure that those babies who are unable to walk have opportunity to explore this area. Similarly, all resources in this room are situated at lower levels to cater for the smaller children using the room. The desert room is located to the front of the building and has direct access to the outdoor area. The theme in this room is evidenced on the walls with child friendly pictures of snakes, sand and trees. Resources include various interest carefully laid out across the room, home corner, dress up, messy play, sensory area, cosy area. Toys are displayed on open shelving and drawers have pictures of the toys that are in them. The rainforest room or preschool room continues the imaginative theme of the rainforest, trees and leaves are hung from the ceiling, with a cosy area and library decorated in soft furnishings that imitate tree like stumps. In the same way, to the other rooms the interest areas are well laid out and the contents are aimed at an older age group, suitable to the age and stage of development of the children using this room. The ocean room is in a second building across the back yard. This room is in a self-contained building and decorated in the theme of the ocean, with blue walls and sea animals throughout. The ocean room supports older preschool children and is equipped with numerous resources aimed at the older preschool child to aid development.

The service had a large outdoor area with an all-weather surface which supports outdoor play daily. Resources in the outdoor area included bikes, trikes and cars, playhouses, wooden boats, climbing tyres secured in the ground, sensory areas. The service also had a roofed outdoor area. One area of the outdoor facility was closed on the day of inspection for maintenance this included a large sand play area.

The service provides balanced meals and snacks to the children in line with the services healthy eating policy. Snacks and meals for the children attending the artic, desert and rainforest room in the main building are served in the dining room. On the day of inspection breakfast was served at 10am with a choice of cereals and toast. Morning snack time was served at 12.00 with a choice of spaghetti and toast, fruit and yoghurts. Dinner was served at 14.30, chicken curry and rice and alternatives of potato, vegetables and chicken were provided for those children who did not like the curry. Staff in the kitchen informed the inspector that menus are planned weekly in accordance with the likes and dislikes of the children in line with the healthy eating policy. The inspector observed mealtimes where second helpings were offered and alternatives if the child did not like what was offered. In the ocean room, snack is prepared in the kitchen adjacent to the care room. The preschool children assist in preparing the room for mealtimes, including setting the table and getting drinks of water. Staff members were observed to sit with the children at mealtimes, support and prompt as necessary and encourage conversation.

On the day of inspection nappy changes were observed to be completed inline with the service policy, displayed on the walls in the nappy changing areas. In the desert room, staff were supporting children with toilet training and kind interactions and prompts on toileting were observed, encouraging those children who were in this process. Older children were toileting independently and staff intervened if required with kind prompts and reminders of hand hygiene. Sleep was observed to be child led. On the day of inspection there was only one child under two sleeping in a standard cot in the designated sleep room. Children over two were sleeping on floor beds in the artic room, supported by staff. Staff were observed to be responsive to children's needs, supporting the children to sleep where required, using soft tones, low relaxing music and dimmed lighting. Rest areas were provided in all care rooms in the form of soft cushions and floor mats.

The service took measures to support children's relationships, records were kept for sharing information with parents and guardians in relation to younger children's eating, drinking, nappy changing and sleep during the day. Staff spoke positively about the children's family and engaged in conversation about the various home situations such as new baby sisters and brothers and the working profession of parents. The children appeared relaxed and content with staff members, seeking hugs and comfort as required and responding well to praise and encouragement.

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 to the service was found to be secure on the inspectors unannounced arrival to the service, which prevented persons from entering unauthorised and children leaving unsupervised.
- The perimeter of the service was secure with high level fencing throughout.
- Materials and resources were maintained in a clean and good state of repair.
- Cleaning products were kept out of the reach of children.
- All leads and flexes were secured throughout.
- Blinds chords were secure to the wall.

Infection Control:

- Adequate hand washing facilities were provided in the service with warm water, liquid soap and paper towels.
- Tables were observed to be cleaned prior and after mealtimes and after messy play.
- The premises were observed to be maintained in a clean and hygienic condition.
- Foot operated pedal bins were in use throughout the service for the hygienic disposal of soiled tissue or other waste.
- Hand hygiene was observed to be regular, including before snack times, after toileting, messy play or outdoor activities. Child friendly hand wash posters with picture instructions were placed above the hand wash basins in the sanitary area.

Administration of Medication:

- There was no administration of medication on the day of inspection.

Safe Sleep:

- The air temperature of the sleep room was maintained between the required temperature of 16°C to 20°C at 19.1°C.
- All standard cots displayed the required safety label.
- Sleep records contained all the elements that should be recorded in accordance with safe sleep requirements, including position, breathing, colour and room temperature.

Fire Safety:

- Fire evacuation procedures were displayed in the care room.
- The fire assembly point was clearly signposted.
- The sleep room was equipped with a wheeled evacuation standard cot.
- All care rooms had emergency doors leading to the outdoor area.

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)

On the day of inspection eight adults working in the service were trained in first aid responder (FAR) and immediately available to the children attending the service.

(2) (a) (b).

The first aid box was fully stocked and was readily available and safely stored in a conspicuous position in the 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.

(2) The record referred to in paragraph (1) shall be open to inspection by-

(a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,

(b) an employee, and

(c) an authorised person.

(3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation

(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) (b).

The registered provider ensured that regular fire drills were occurring in line with the service policy. The most recent fire drill was dated the 14.09.2023. A list of firefighting equipment was available with an annual service date of the 02.02.2023.

(2) (c).

The registered provider ensured that the records were available for inspection by the inspector.

(3)

A record of all fire drills, firefighting equipment, and maintenance records for the service dating back over five years was available for inspection.

(4)

Fire evacuation procedures were displayed in conspicuous locations across the premises.