

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015SO033			
<b>Name of Service:</b>	Little Haven			
<b>Address of Service:</b>	Fort Haven, Coolaney, Co. Sligo			
<b>Eircode:</b>	F56 EC43			
<b>Name of Registered Provider:</b>	Mairead Mc Cann			
<b>Service type:</b>	Full Day, Part Time, Sessional			
<b>Date(s) of Inspection:</b>	18/04/2024			
<b>No of pre-school children:</b>	AM	31	PM	26
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84			
<b>Inspection undertaken by:</b>	L Costello			
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable
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### Description of service

Little Haven is a community run full day early years' service in operation since 2008. It is located in a housing estate in Coolaney, a rural town, 20km from Sligo town. The service provides sessional and full day care services from 07:30 to 18:00hrs, Monday to Friday. The service caters for a maximum of 65 children. The service also caters for school aged children.

### Staffing

There is a eight adults employed to work directly with the preschool children. All the staff that work directly with the preschool children hold a qualification at minimum level 5 on the National Framework of Qualifications (NFQ

### Methodology

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:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 15, 16K, 23, 25, 26, 27 and 32. These findings are outlined within the relevant regulations within this report.

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 deputy 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*

*(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.

(2) (a) (b).

The records of all eight adults employed in the service were reviewed.

Sixteen 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 eight adults employed in the service.

(c)

Garda vetting disclosures had been obtained for all eight staff.

The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d)

International police vetting was available for one adult employed in the service that had not lived outside the state for a period of longer than six consecutive months.

(4) Eight adults had attained major awards in Early childhood care and education at level 5 or above on the national framework of qualifications, or qualifications deemed by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) to meet the regulatory requirement.

### 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) There were five adults working directly with 31 children on the inspectors' unannounced arrival to the service. A review of a sample of attendance records showed that an adequate number of adults worked directly with the children during service hours of operation.
- (2) The minimum adult to child ratios were provided on the morning of the unannounced inspection as follows:
- Daisy room: 1 adult cared for 7 children aged from 4 to 5 years of age.
  - Sunflower room: 2 adults cared for 14 children aged from 3 to 4 years of age.
  - Bluebell room: 2 adults cared 10 children aged 2 to 3 years.
- At 1:00pm in the afternoon the ratios were as follows.
- Daisy room: 1 adult cared for 5 children aged from 4 to 5 years of age.
  - Sunflower room: 2 adults cared for 12 children aged from 3 to 4 years of age.
  - Bluebell room: 2 adults cared 9 children aged 2 to 3 years.

### 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-*  
*(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)

Seventeen records of the pre-school children attending the service were reviewed. The required information including the authorisation to collect the child, details of illness or special needs of the child, emergency contact and record of immunisations were fully completed for each child.

(3) (c)

The records in writing were available for inspection by the early year’s inspector.

(4)

The person in charge confirmed that the records are retained for the required 2-year period as set out in the regulations.

### Part IV – Information and Records

#### Regulation 16 – Record in relation to pre-school service

*(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:*

*(k) details of any accident, injury or incident involving a pre-school child attending the service.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

*(4) A record referred to in paragraph (1) shall be open to inspection on the premises by a parent or guardian of a child but only in respect of information concerning that child.*

#### Compliance Information

(1) (k)

Sixty-two accident and incident records recorded since the beginning of the year were reviewed by the inspector. The service provided evidence of review of all accidents and incidents that occurred in the service.

(3)

The service ensured that all records of accidents and incidents were available for review by the inspector.

(4)

The service had provided details of all accidents and incidents to the parent or guardian in respect of their child as evidenced by the parent's signature on all sixty-two records.

### 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 into the service was found to be secured upon the inspectors unannounced arrival to the service, which prevented persons entering unauthorised and children from leaving the building unsupervised.
- All cleaning products in the care rooms were stored on high level shelving out of the reach of children.
- Materials and resources were maintained in a good state of repair.
- The kitchen was inaccessible to the preschool children.
- Flexes were secure and out of reach of the preschool child.

##### Infection Control:

- There were adequate handwashing facilities provided throughout the service with warm water, liquid soap and paper towels.
- Tables were observed to be cleaned prior to mealtimes and after messy play and snack times in all care rooms.
- The materials and resources throughout the service were visually clean, with cleaning schedules displayed in the care rooms.

##### Administration of Medication:

- The service had a medication administration policy in place and when interviewed staff were aware of their responsibilities for the safe administration of medication.

##### Safe Sleep:

- The service had a designated sleep room with a total of two standard cots and nine floor beds.
- The sleep room temperature measured 18.4°C on the day of inspection which is line with the required safe sleep temperatures.

##### Fire Safety:

- Fire doors were unobstructed throughout the service.
- Fire evacuation procedures were clearly displayed in the care rooms

### Non-Compliance Information

#### General Safety:

1. There was accumulation of dust in two of the mechanical ventilation systems in the sanitary accommodation which may reduce the effectiveness of the ventilation.
2. Perishable items that were sent in from home for the morning snack were stored in the children's school bags in the hallway and not in a fridge as required.

#### Infection Control:

3. In the Daisy room between 10:14 and 10:22 rolling snack was observed where children had their snack at a t time of their choosing, three children had their snack at this time, however no hands were observed to be washed prior to snack time.
4. Children were given chopped up fruit on blue paper roll as opposed to a plate.
5. A foot operated pedal bin that was broken was replaced on the day when brought to the attention of staff.

### Action submitted by the Registered Provider

The registered provider submitted in writing the following response:

#### Corrective & Preventive Action

#### General Safety:

1. This dust was cleaned on day of inspection and will be cleaned monthly going forward.
2. All perishable items sent in from home will be stored in the fridge. A new routine was introduced to check bags in the morning.

#### Infection Control:

3. Children will be reminded of the handwashing routine. This was discussed at staff meetings to remind children to wash their hands prior to snack.
4. All food will be placed on plates.
5. Bin was replaced on the day of inspection.

#### Supporting documentation submitted

#### General Safety:

Documentary evidence submitted.

#### Infection Control:

Documentary evidence submitted

### Summary Comment

The actions submitted by the registered provider to address the non-compliance found on inspection in relation to regulation 23 has been reviewed by the inspectorate. These actions were found to address the non-compliance and will be checked on next inspection. This regulation is now compliant.

### 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 four staff members on duty were trained in first aider response (FAR) training and were available to children attending the preschool service.

(2) (a) (b).

Fully stocked first aid boxes are available in each of the care rooms and are available to children at all times.

### 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 had evidence of monthly fire drills in the preschool service the most recent one dated 14<sup>th</sup> of March 2024. A list of all firefighting equipment was available with the most recent annual maintenance service date of the 10<sup>th</sup> of April 2024.

(2) (c)

The registered provider ensured that all relevant records were made available to the inspector for review.

(3)

The person in charge confirmed that the records are retained for the required 5-year period as set out in the regulations.

(4)

Fire evacuation procedures were displayed in a conspicuous position in the care rooms, clearly displaying the safe evacuation procedure.

## Part VI - Safety

### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

### Compliance Information

The required adult: child ratios were in place on the day of the inspection with 5 staff providing to care for and supervising the 31 children present. During the inspection the staff were observed to supervise the children mainly by sight and sound.

The service operates across three large care rooms with access to outdoor facilities. Transitions to the outdoors were observed to be managed well, with staff counting children prior to transitions and communicating well with each other if children had to go back inside to use the bathroom. In the outdoor area staff positioned themselves strategically to always keep the children in view.

Older children were encouraged to be independent and encouraged to get their snack from the hallway. Staff members supervised this from a distance promoting independence while ensuring the children were safe.

At mealtimes children sat alongside the younger children ensuring they were supervised throughout.

### Part VIII - Notifications and Complaints

#### Regulation 32 – Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies-
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,
  - (b) the manner in which such a complaint shall be dealt with, and
  - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.
- (2) A registered provider shall ensure that-
- (a) a record in writing is kept of a complaint made to the provider in respect of the pre-school service, and
  - (b) the complaint is duly dealt with in accordance with the provider's complaints policy.
- (3) A record in writing referred to in paragraph (2)(a) shall-
- (a) include the nature of the complaint and the manner in which the complaint was dealt with, and
  - (b) be open to inspection on the premises by an authorised person.
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (2)(a) is retained for a period of 2 years from the date on which the complaint has been dealt with.

## Compliance Information

### 1) (a)(b)(c)

The registered provider had a complaints policy in place in the service that outlined the necessary steps to be taken if a person had a concern about the service. This policy outlined the procedure to make a complaint and the manner in which the complaint will be dealt with

### 2) (a) (b)

The registered provider had a record of two complaints received over the last 24 months on file and available to view by the inspectors. The Registered provider had followed the necessary steps required and outlined in the service policy.

### (3) (a) (b)

This record outlining the nature of the complaint and the manner it was dealt with was available to the inspector on the day.

### (4)

The person in charge confirmed that the records are retained for the required 2-year period as set out in the regulations.