

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015TY132
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Name of Service:	Millennium Family Resource Centre
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Address of Service:	Millennium Family Resource Centre, Glengoole, Thurles, Co. Tipperary
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Eircode:	E41 AO65
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Name of Registered Provider:	Julie O Halloran
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Service type:	Sessional
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Date of Inspection:	30/01/2024
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No of pre-school children:	AM	4	PM	N/A
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Address of the Early Years Inspectorate:	Tusla Child and Family Agency, Ferryhouse, Clonmel, Tipperary.
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Inspection undertaken by:	E Cullen
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Title:	Early Years Inspector
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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
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Description of service

Millennium Family Resource centre was established in 1998 and provides a sessional care and education programme to children aged 2 to 6 years old. Located in a single storey purpose-built premises within the Family Resource Centre in the rural village of Glengoole, Tipperary. The service operates Monday to Friday from 9:30am to 1:00pm daily. The service consists of a single early years room, sensory room, sanitary accommodation and an outdoor play area.

Staffing

The service currently employs two staff members who work directly with children. The registered provider does not work directly with children in the service. Staff members held qualifications in Early Childhood Education and Care at Level 5 and 7 on the National Framework of Qualifications.

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 (2)(4) – Management and Recruitment, 10 - Policies, procedures etc. of pre-school service, 11 (1)(3) – Staffing levels, 16 (1)- Record in

relation to pre-school service, 20 – Facilities for rest and play, 24 – Checking in and out and record of attendance, 25 - First Aid and 28 - Insurance. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 10 - Policies, procedures etc. of pre-school service. As a result, the scope of the inspection included the early years room.

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

(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

(2) Documentation was reviewed for the two staff members employed by the service.

(a)(b) Two validated references were available for each staff member from either a past employer, or from a reputable source.

(c) Garda vetting was available on file for each staff member.

(d) Police vetting was not required as no staff member had lived outside the state for a period over 6 months.

(4) Certificates of qualification were available on file demonstrating that staff members held a qualification at the minimum level 5 and above on the National Framework of Qualifications.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Compliance Information

There were written policies, procedures and statements, as specified in Schedule 5, available for the service. The policies reviewed for this inspection were the following: policy on the administration of medication, policy on infection control, policy on healthy eating, policy on authorisation to collect children, policy on outdoor play and the policy on managing behaviour in the service. These policies and procedures were appropriate and specific to the setting.

Non-Compliance Information

The following policies and procedures did not contain sufficient information for staff and parents of the service:

1. The policy on accidents and incidents did not detail how notifiable incidents are to be informed to the Early Years Inspectorate or measures to be taken in the service to prevent accidents and incidents.
2. The policy on settling in did not have sufficient information on how the transition to preschool is supported or how the continuity of care is maintained. There was no information on how staff members are supported to enable effective transitions.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

1. Accident and incident policy has been updated to include details of how notifiable incidents are to be informed to the early years inspectorate and measures taken to prevent accidents and incidents.
2. Settling in policy has been updated to include further information for parents/guardians on our approach to supporting transitions for their child, continuity of care and staff supports.

Policies and procedures to be reviewed annually or sooner if necessary

Supporting documentation submitted

Updated policies.

Summary Comment

All evidence submitted meets the requirements Child Care Act 1991 (Early Years Services) Regulations 2016.

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.*
- (3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.*

Compliance Information

- (1) On the day of inspection there were adequate numbers of staff working directly with the children.
- (3) The staff to child ratios were maintained above the minimum requirements. There were 4 children aged 2 to 6 years being cared for by 1 staff member.

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:*
- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
 - (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
 - (c) details of the adult:child ratios in the service;*
 - (d) the type of care or programme provided in the service;*
 - (e) the facilities available;*
 - (f) the opening hours and fees;*
 - (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
 - (h) details of attendance by each pre-school child on a daily basis;*
 - (i) details of staff rosters on a daily basis;*

(j) details of any medication administered to a pre-school child attending the service with signed parental consent;

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

Compliance Information

The registered provider ensured that all relevant information was accessible and available for inspection by authorised persons. Information notice boards in the lobby displayed relevant staff information, the Tusla registration certificate was on display providing confirmation of the class of service registered and the parent's handbook contained policies, procedures and statements of the service.

Staff rosters, records of attendance, administration of medication and any accident or incident records were maintained by the service.

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.

(4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.

Compliance Information

(1)(a) The service comprised of a single room that was well laid out and resourced. The furniture and equipment had been used to create well defined interest areas with ample space in each area for children to play, explore and work together in pairs and small groups. Interest areas included: a cosy library area, tabletop activities area, water play area, home corner and imaginative play area, construction zone and arts and crafts area.

(b) The service had a cosy library area and a sensory room where children could rest during the session if required. The sensory room was away from the main play space. Soft wipeable mats, soft toys and bean bags provided cosy surfaces for children to sit and rest.

(4) Children had direct access to the enclosed outdoor play area from the early years room. The play spaces were free from hazards and equipment was safe for use by the age group of children in attendance. There was a sheltered concrete area with a canopy which children could use in all weathers. The remainder of the play space was grass.

Part VI – Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

Compliance Information

(1) Records confirmed that each child was checked in on arrival at the service and checked out on departure by a staff member and parents/guardians.

(3)(a)(b) A visitor register was used to record all persons entering the premises. This book was presented to the inspector on arrival at 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.

Compliance Information

(1) There was a person trained in first aid available to the children attending the early years service.

(2)(a)(b)

There was a suitably equipped first aid box stored in an easily accessible and conspicuous position on the premises for the use of the children attending the early years service.

Part VI - Safety

Regulation 28 - Insurance

A registered provider shall ensure that the pre-school service is adequately insured.

Compliance Information

The service demonstrated insurance cover for childcare and community care services. The insurance policy commenced 14 January 2024 and will expire 13 January 2025.