

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015WD092

**Name of Service** Tip Toes Community Childcare Centre

**Address of Service:** Old Tramore Road, Kilcohan, Waterford, X91 ER04

**Email Address:** Tiptoesmanager18@gmail.com

**Name of Registered Provider:** Rebecca Beegan

<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	<input checked="" type="checkbox"/>	<b>Part-Time</b>	<input type="checkbox"/>	<b>Sessional</b>	<input type="checkbox"/>
	<b>Drop-In</b>	<input type="checkbox"/>	<b>Childminding</b>	<input type="checkbox"/>	<b>Temporary</b>	<input type="checkbox"/>

**Proposed change:** Change in Service Type: From Part Time/ Sessional to Full Daycare.  
Change in Number of Staff Employed: From 8 to 12.

**Proposed Number of Children:** No change – 55 children

**Recommended Change Following Inspection:** Approval for Full Daycare, 09:00 – 17:30, and 12 staff members

**Registered change:** Change in Service Type from Part Time & Sessional to Full Daycare.  
Change in Hours of Operation from 09:00-13:00 to 09:00 - 17:30.  
Change in Number of Staff Employed from 8 to 12.

<b>Date of Inspection:</b>	1	7	0	8	2	0	2	3
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**Inspection undertaken by:** E Cullen

**Title:** Early Years Inspector

**Tusla Early Years Inspectorate Address:** Tusla Child and Family Agency, Ferryhouse, Clonmel, Tipperary.

### 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 55 Children
<b>Date of Registration</b>	29 <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>	The service is located in an urban setting and operates under the umbrella of the Sacred Heart Family Resource Centre. While the service is registered to accommodate children aged 0-6 years it is currently accommodating children from 18 months to 6 years. The service is currently registered to open from Monday to Friday between 09:00 and 13:00 with an Early Childhood Care and Education (ECCE) early years care programme and a sessional service from 09:00 to 12:00 for 38 weeks of the year. The service proposes to increase their hours of operation to full day care 09:00 to 17:30.
<b>Premises</b>	The premises is a single storey purpose-built facility with three early years rooms, one sleep room, kitchen, parent's room, staff room, a nappy changing room and toilet facilities for staff and children. A fourth early years room is not currently in use.
<b>Staffing</b>	The service employed a manager and assistant manager. The registered provider does not work directly in the service. Staff members hold qualifications in Early Childhood Education and Care at Level 5 or above on the National Framework of Qualifications. The service proposes to increase staff employed to 12.
<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.</p>

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	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 Inspector wishes to acknowledge the cooperation of the person in charge, staff and children who was 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.*

**Requirement met:**

The service manager is the designated person in charge and the assistant manager is the named deputy present onsite.

### 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.*

**Requirement met:**

The registered provider is familiar with the Child Care Act 1991 (early years services) Regulations 2016, Schedule 6 Staff: Child ratios and will ensure that there are adequate numbers of staff working directly with the children attending the service. The service proposes to increase staff employed to 12.

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.*
- (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 service comprises of three large early years rooms that are well laid out and well resourced. The furniture and equipment have 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. Consideration has been given to the age and stages of development of children in each of the rooms. Interest areas included: a cosy library area, role play area, construction area, sensory messy play area and creative areas.

(b) There are designated areas in each room with wipeable couches and soft furnishings, where children can rest and relax during the day. A designated sleep room is available off the toddler room. There were four cots available for children under 2 years of age and adequate numbers of low-level beds for children over the age of 2 years who required sleep.

(3)(a) The service has three separate outdoor areas to the side and rear of the premises. The children present on the day of inspection were observed to utilise all parts of the outdoor area. There are grassed areas, soft fall all weather surface, and concrete paths.

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A climbing frame, mud kitchen, sand tray, art easels and a gardening project were available to children with appropriate resources.

### 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 has an adequate healthy eating policy which is shared with parents and guardians when a child commences in the service. All food and drink are supplied by parents and guardians daily. There is a refrigerator available in each classroom for storage of perishable food items. A new service kitchen is currently being installed, as an interim measure the fourth unoccupied early years room is equipped with microwaves for the reheating of hot meals. Children attending over five hours will be served a hot meal. The service has an additional supply of food for use when required. Drinkable water is also available onsite.

### 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 entrance door to the service is secured with a keypad and buzzer entry system while children are in attendance to ensure no unauthorised persons can gain access or children cannot exit unsupervised. The external play areas are secured with high level fencing. High level storage units have been identified for storage of hazardous materials such as cleaning products out of reach of children. Water is thermostatically controlled to ensure the temperature is maintained below 43°C.

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	<p><b>Infection control:</b></p> <p>The service has an infection prevention and control policy in place. Warm water, liquid soap and paper hand towels were available to support hygienic handwashing.</p> <p>The service, materials and equipment were well maintained and clean. There was a cleaning schedule in place which detailed the frequency and method of cleaning of toys, equipment, fixtures, fittings, and surfaces.</p> <p><b>Safe Sleep:</b></p> <p>The registered provider has ensured that an adequate safe sleep policy is in place. Staff are familiar with safe sleep guidelines and to ensure room temperatures are maintained between the required 16°C - 20°C while children are sleeping.</p>
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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
  - (b) is available to the children attending the pre-school service at all times.

#### Requirement met:

- (1) Five staff members are currently trained in first aid for children and consideration is given to the rostering of staff members to ensure a person is present on the premises during operational hours.
- (2)(a)(b) A suitable and fully equipped first aid box was available on the premises and stored in an easily accessed central location.

### Part VI – Safety

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### 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>(1)(a) Records were available on the premises for recording of fire drills and the registered provider was familiar with the requirement to carry out monthly fire drills.</p> <p>(b) Firefighting equipment was last serviced January 2023 and smoke alarms June 2023.</p> <p>(4) A notice of procedures to be followed in the event of a fire is displayed in each room and the fire assembly point had been identified to the front of the building.</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>An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.</p>
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### Part VII – Premises and Space Requirements

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## Inspection Due to a Proposed Change of Circumstances

### 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:

(a) The premises is a single storey building. The designated person in charge confirmed that they were not aware of any structural defects. Repairs to the service roof had recently have been completed to remedy issues identified during inspection 09 February 2023.

(b) The premises was safe and secure. The access points were kept secured to prevent unauthorised access. The outdoor area was enclosed and gated. Access to the premises were via a securely locked door.

(c) The rooms were well lit by natural light. The windows were openable to allow for natural ventilation. Lighting was supplemented by artificial light. The building is heated by a thermostatically controlled gas heating system.

(d) The rooms, fixtures and fittings appeared to be clean, well maintained and in a good state of repair. There were cleaning schedules in place for the service.

(e) The service had five toilet cubicles and four wash hand basins, available in the corridor off the classrooms for use by early years children. Two additional cubicles each with a toilet and wash hand basin were assigned as staff and accessible toilets. A designated nappy changing room with one nappy changing unit and wash hand basin was also available. This was sufficient accommodation for the children attending the service and the staff members.

### Part VII – Premises and Space Requirements

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## Inspection Due to a Proposed Change of Circumstances

### 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.

#### Requirement met:

(1) The early years rooms currently in use provide adequate clear floor space for the 55 children the service is currently registered for.

(2) There is sufficient clear floor space for the numbers of children who attend the service on a sessional, part time and full day care basis.

Room	Space available
Toddler	56.5 m <sup>2</sup>
Preschool One	49.3 m <sup>2</sup>
Preschool Two	48.4 m <sup>2</sup>
Auxiliary (not currently in use)	25.8 m <sup>2</sup>