

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WD097
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<b>Name of Service:</b>	Waterford Montessori
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<b>Address of Service:</b>	St. Benildus Parish Centre, Newtown, Waterford City, Co. Waterford
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<b>Eircode:</b>	X91 HX80
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<b>Name of Registered Provider:</b>	Dawn Martin
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<b>Service type:</b>	Part Time
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<b>Date(s) of Inspection:</b>	20/03/2025
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<b>No of pre-school children:</b>	AM	19	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	Community Care Centre, HSE Buildings, Cork Road, Waterford City
<b>Inspection undertaken by:</b>	A. Bradshaw
<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

Waterford Montessori is a part-time service based in a parish hall on the outskirts of Waterford city. The registered provider has the use of the main hall, a kitchen and adjacent sanitary facilities from 7:30 to 15:00, Monday to Friday. There is a secure outdoor area to the side of the premises. The service is registered to operate from September to June and cares for up to 26 children aged 2-6 years at any one time and also offers school-aged care.

### Staffing

The service employs six staff members including the registered provider. On the day of the inspection, there were 3 staff, and a student on work experience working directly with 19 children. The registered provider was available for support if required.

### 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 / safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations:

Regulation 9(1)(2)(4) – Management and Recruitment;

Regulation 11(1)(2)(4) – Staffing Levels;

Regulation 15(1) – Record of Preschool Child;

Regulation 16(1)(a)(b)(c)(d)(e)(f)(g)(h)(i)(j)(k) – Record in Relation to Pre-School Service;

Regulation 23 – Safeguarding Health, Safety and Welfare of Child;

Regulation 25 – First Aid;

Regulation 26 – Fire Safety Measures;

Regulation 28 – Insurance;

Regulation 29: Premises

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under Regulation 15(1) - Record of Preschool Child and Regulation 16 – Record in Relation to Pre-school Service.

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 registered provider, 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) The registered provider was the designated person in charge with a deputy designated person available throughout the inspection. After a review of the staff attendance records, it was evident that the person in charge of the deputy person in charge was in attendance during the hours of operations. The management structure and staff roles were laid out in the parent's welcome pack.

(2) The inspector reviewed seven recruitment files.

(c) Garda vetting was available for each adult. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) The evidence available demonstrated that police vetting was not required.

(4) Documents were available to demonstrate that six staff caring for the children had 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.

### Non-Compliance Information

(2) (a)(b)

Of the seven files reviewed, validated references were not available for four adults.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

The registered provider stated that the required references were validated and going forward all references will be validated prior to a new staff member commencing employment.

#### Supporting documentation submitted

Photographic evidence was submitted.

### Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on inspection.

## 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) On the day of the inspection, 3 staff members were caring for 19 children and the registered provider was available for support if required. One additional adult was also caring for the children but were not included in the adult/child ratio.

- (2) On review of the staff attendance sheets and the children's attendance records it was evident that the registered provider ensured that there was an adequate number of staff working directly with the children.

### 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.*

#### Compliance Information

(1)(a)(b)(c)(d)(e)(f)(g)(i)

The inspector reviewed 12 children's registration forms, and the information required was available.

#### Non-Compliance Information

(1)(h)

A sample of the 12 children's registration forms reviewed, and details of children's immunisations were not available on these forms as required in the service's policy.

#### Corrective & Preventive Action submitted by the Registered Provider

##### **Corrective and Preventive Action**

The registered provider stated that parents were contacted and were requested to give details of their children's immunisations for the child's records. They stated the child record form has been amended to include the requirement for details of the children's immunisations.

### Supporting documentation submitted

Photographic evidence was submitted.

### Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on inspection.

## 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

(1)(a)(b)(c)(d)(e)(f)(g)(h)(i)(j)

The details required for regulation 16 (1) (a-j) were available in the staff files, parental welcome pack, and the policy document.

## Non-Compliance Information

(1)(k)

Records forms of the children's accidents and incidents were not completed fully. Five forms dated between 19<sup>th</sup> June 2024 and 4<sup>th</sup> February 2025 were reviewed and two did not have the required signatures as required by the services accident and incident policy.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

The registered provider stated that the importance of recording all details of children's accident and incidents was included in a recent staff meeting. Staff reviewed old forms and completed them as required. They stated that all incidents or accidents forms will be reviewed at the end of each day and discussed at weekly meetings if required.

### Supporting documentation submitted

Photographic evidence was submitted.

## Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on inspection.

### 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 was secured on the inspectors arrival
- The kitchen was inaccessible to the children during the inspection.
- The outdoor area was secure and the procedure to walk the children to this area maintained the children's safety as a priority.
- The main furniture was solid and on lockable wheels to allow for easy movement when setting up the room each morning and clearing the room each afternoon.
- The registered provider had created a movable partition in the centre of the room to create two definite areas for the older and younger children attending the service.
- The shelving was low to allow children to easily access their work and play materials.
- Children were escorted to the toilets when required.

##### Infection Control:

- There was warm water, liquid soap and paper towels available for handwashing
- The tables were wiped before and after the children had their snacks.
- Children had their own labelled cubbies and coat hooks.

#### Non-Compliance Information

##### Fire Safety:

The second emergency exit from the room was locked with a key, this created a risk of a delay in an evacuation from the room if required.

#### Action submitted by the Registered Provider

##### Corrective & Preventive Action

##### Fire Safety:

The registered provider stated that they have changed the type of lock on the door to make it easier and faster to evacuate if required.

##### Supporting documentation submitted

Photographic evidence was submitted.

## Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on inspection.

## 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

(2) The first aid boxes were available to the staff, one was stored in the kitchen press with another in the garden for outdoor use.

## Non-Compliance Information

(1) The registered provider did not ensure that a person trained in first aid was available to the children at all times. Two staff members' first aid training had expired.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

The registered provider stated that First Aid training has been booked and will be completed over a three day period in May 2025. Alert reminders have been added to the staff calendars to ensure that First Aid training is kept up to date in the future.

### Supporting documentation submitted

A copy of the receipt for payment of the course was submitted as evidence.

## Summary Comment

The action submitted by the registered provider has addressed the non-compliance identified on inspection.

## 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.

#### Compliance Information

- (1) (a) A record of the fire drills completed was available to the inspector. Documentation reviewed demonstrated that the most recent fire drill was completed on the 23<sup>rd</sup> of January 2025.
- (b) A maintenance record was available to demonstrate the number, type and maintenance of the firefighting equipment and smoke alarms. The maintenance was carried out on the firefighting equipment and smoke alarms on the 24<sup>th</sup> of September 2024.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in the service

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

The service had insurance for up to 26 children at any one time from the 28<sup>th</sup> of November 2024 to the 27<sup>th</sup> of November 2025.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

- (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.*

#### Compliance Information

The service was in a parish hall and was shared with the local community.

- (b) The main door was locked with a magnetic mechanism which could be released from the inside. The outdoor area was fully enclosed.
- (c) The room was bright and airy with openable windows to allow a circulation of fresh air. There were blinds installed to limit direct sunlight if required. The artificial lights complemented the natural light in the room. The temperature in the room was ambient and comfortable for the children and adults on the day of the inspection.
- (d) The building was well maintained, and the registered provider stated that there was a maintenance man available for the building if required. The service had completed cleaning records and a cleaning schedule in place.
- (e) There were three toilets available with a nappy changing facility if required. There was a toilet on the first floor for adults.