

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WH021		
<b>Name of Service:</b>	Peter Pan Pre-school		
<b>Address of Service:</b>	Castletown, Delvin, Co. Westmeath		
<b>Eircode:</b>	N91 PN47		
<b>Name of Registered Provider:</b>	Rita Mc Grath		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	23/05/2023		
<b>No of pre-school children:</b>	AM	NA	PM 20
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla, Child and Family Agency, SAP Office, St. Loman's Campus, Mullingar, Co Westmeath		
<b>Inspection undertaken by:</b>	C.O' Connor Hughes		
<b>Title:</b>	Early Years Inspector		
<b>Authority to Inspect</b>			
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		

## Description of service

This sessional service provides an Early Childhood Care and Education programme to children aged 2 to 6 years from 09:00-12:00 and 12:30-15:30. The service operates on a Monday to Friday basis.

The service is located in a purpose built premises adjoining the registered provider's home with three pre-school rooms for the children's use. There is an outdoor play area at the front of the service.

## Staffing

The registered provider and three adults were present and working with children on the 23 May 2023.

## 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 inspections may also focus on other areas as required.

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.*

*(6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme.”*

## Compliance Information

(1)(a)

The registered provider and a named person to deputise were available in the service.

(b)

The registered provider was present for the duration of the inspection.

(2)(a)(b)(c)(d)

Not applicable as the registered provider stated that no new staff had commenced in the service since the last inspection on the 15 September 2021.

(6A)

One employee present was working directly with children under the Access and Inclusion Model.

### 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)

The minimum ratio of adults to children was exceeded during the inspection.

(3)

There were twenty children attending the service supervised directly by four adults including the registered provider.

## 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 sampling process has been used and eight child records were inspected. Information relating to (a)(b)(c)(d)(e)(f)(g)(h) and (i) was available in respect of the children attending the service.

### 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;*
- (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)

Written records of information in relation to the service in accordance with Regulation 16

(1)(a)(b)(c)(d)(e)(f)(h)(i)(j) and (k) were available and reviewed.

### Part IV – Information and Records

#### Regulation 17 – Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information referred to in subparagraphs (a) to (g) of Regulation 16(1).*

#### Compliance Information

Parental information is given to parents/ guardians when new children are transitioning into the service in respect of Regulation 16 (1)(a) to (g).

### Part IV – Information and Records

#### Regulation 18 – Copy of Act etc.

*A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-*

- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker or contractor, and*
- (c) an authorised person.*

#### Compliance Information

The registered provider presented a copy of the of Part V11A (inserted by section 92 of the Child and Family Agency Act 2013 (No.40 of 2013)) of the Act and Regulations for inspection of (a)(b)(c).

### 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*

#### Compliance Information

(1)(a)

Children enjoyed playing at the multiple and various play opportunities in the outdoor play area for the duration of the inspection. The registered provider stated that the children spend most of the session in the outdoor play area which is laid out to meet the learning and development needs of the children. Seamless transitions were observed as children moved from one play experience to the next. Children enjoyed sand play, taking part in an obstacle race, building play houses, climbing on the large climbing frame with a slide, swinging on swings, riding on tricycles, singing songs and blowing bubbles. One child was observed to check and feed the tadpoles in the nature area. The registered provider described the plan, do and review process that children participated in for one particular play activity. Children were encouraged to be independent and make choices as to what activity they wished to engage in.

A staff biography was displayed at the entrance to the service. There has been no changeover of staff in the service to date. The staff were familiar with each child and their personalities. Good teamwork was observed amongst staff. The registered provider stated a key person approach is in operation to support children. An access and Inclusion plan was in place for children requiring additional support. Staff offered support and assistance as needed to individual children. Staff were positive towards children encouraging conversations and interactions, maintaining eye contact, giving hugs, giving positive praise and using children's individual names.

Children enjoyed their snack time, picnic style, as they sat at benches in the outdoor play area. Children went to the toilet as needed and were supervised by staff.

The indoor and outdoor environments provided a range of developmentally appropriate, challenging, diverse, creative and enriching experiences for children. Children's art work and photographic displays were noted including a diversity display of children's handprints. The service's learning journal was available depicting photographic and written evidence of the curriculum followed during the pre-school term.

The registered provider stated the service worked in partnership with parents in the following ways; new children attend the pre-school service for transitioning prior to the new pre-school term, a parent notice board is displayed, photographs and messages are shared with parents via a short messaging service (SMS), the children's learning journal depicting all their play and work activities are shared with parents.

The service has made links to the local community noted in their "Delvin diary" as they had participated in local support for their community to get a safe crossing outside the pre-school service. The service supported a local charity fundraiser recently. Transitions to national school are encouraged as children receive a leaflet and poster for their local national school.

## 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:

Entry to the service was secure to prevent unauthorised access and to ensure children's safety. Electronic gates are in place to allow access to the service. On collection a warning cone is placed at the gate to indicate that the gates are open to staff and children. The entrance door to the service had a high latch in place for access to the service. The Inspector signed the visitors book on arrival.

The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents. Daily risk assessments for the service were available and reviewed.

##### Infection Control:

Children washed their hands before snacks and after toileting.

The premises were visually clean. All toys and materials were easily cleanable. Cleaning schedules were available and reviewed.

Warm running water, liquid soap and a hand dryer was available in the sanitary accommodation.

Foot operated pedal bins were available in pre-school room and in the sanitary accommodation for the hygienic disposal of waste.

Natural ventilation was noted though an openable window in the sanitary accommodation.

##### Administration of Medication:

Medication was not given at the time of the inspection. Temperature reducing medication was available in the service if a child presented with a high temperature.

##### Fire Safety:

Emergency exits were unobstructed. A fire assembly point was noted at the front of the service.

##### Outing:

The registered provider stated the service did not undertake outings.

## 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)  
The registered provider was qualified in First Aid response (FAR) and available in the premises. Two staff members are qualified in Paediatric First Aid (PFA).

(2)(a)  
The first aid box was available in accessible and conspicuous location in the service.

(b)  
A first aid box was available to children in the pre-school 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.
- (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 written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 29 April 2023.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. The firefighting equipment was serviced on the 27 August 2022. The smoke alarms were serviced on the 1 November 2022.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in the premises.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

There was evidence of current insurance cover for the number of children attending the service and the expiry date noted as 27 March 2024.

### Part VIII - Notifications and Complaints

#### Regulation 31 - Notification of incidents

*A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:*

*(b) the diagnosis of a pre-school child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of the Infectious Diseases Regulations 1981 (S.I. No. 390 of 1981);*

#### Compliance Information

The registered provider notified TUSLA of an infectious disease that had occurred in the service by submitting a notification of incident form on the 24 January 2022.