

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WH048
--------------------------	-------------

Name of Service:	Scribbles & Giggles
-------------------------	---------------------

Address of Service:	31 Clonmore Heights, Mullingar, Co. Westmeath
----------------------------	---

Eircode:	N91 VP66
-----------------	----------

Name of Registered Provider:	Majella Bolger
-------------------------------------	----------------

Service type:	Full Day, Part Time, Sessional
----------------------	--------------------------------

Date of Inspection:	18/04/2024
----------------------------	------------

No of pre-school children:	AM	40	PM	15
-----------------------------------	----	----	----	----

Address of the Early Years Inspectorate:	Early Years Inspectorate, Tusla, Child and Family Agency, SAP Office, St. Loman's Campus, Mullingar, Co. Westmeath.
Inspection undertaken by:	K. Murphy
Title:	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).

Conditions if applicable	Not applicable
---------------------------------	----------------

Description of service

The service is registered as a full day care service. The age range of children that the service is registered to accommodate is 2 to 6 years of age. The service operates between the hours of 08:15 and 18:15 on a Monday to Friday basis. The service is operated by an independent provider.

The Early Years' Service is located in a two-storey adapted residential premises. Three pre-school rooms and a kitchen are provided. Outdoor play areas are attached to the rear and front of the service. The service is situated in an urban residential area on the outskirts of the town of Mullingar, County Westmeath.

Staffing

On 18 April 2024 there were eight adults present, seven working directly with the children and a cook who prepared meals. The registered provider was present at intervals throughout the inspection and provided a support role within the service.

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.

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 co-operation of the registered provider, person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C (2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Compliance Information

The service submitted a change in circumstance to the TUSLA registration office noting a change of the email address for the service on the 25 November 2023. The change in circumstance was accepted by the registration office.

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.*

(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)

A nominated staff member was the person in charge and an alternate person in charge was available as required.

(b)

The person in charge was present throughout the inspection. The registered provider was present at intervals throughout the inspection.

Twelve files including the registered provider were reviewed and the following was noted:

(2)(a)(b)

The required number of written validated references were available from either a past employer or a source other than a previous employer in respect of all staff members. Two written references were available from a source other than a previous employer in respect of the registered provider.

(c)

Garda vetting disclosures were available in respect of all staff members.

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

(d)

Police vetting was available in respect of one staff member who had lived outside the state for a period of longer than six consecutive months.

(4)

All staff members employed in the service held a major award in Early childhood Care and Education at level 5 - 6 on the National Framework of Qualifications.

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.

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times.

Compliance Information

(1)

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

(2)

There were forty children attending the service supervised directly by seven adults.

(8)(a)

The roster indicated that two adults are on the premises at all times.

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)

In a sample review of twenty-two child records the details relating to (1)(a)(b)(c)(d)(e)(f)(g)(h)(i) were in place.

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)

The service kept and maintained written records of information in relation to the service in accordance with (a)(b)(c)(d)(e)(f)(h) and (i).

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).

Non-Compliance Information

Information for parents was not available to be provided prior to any child commencing in service in respect of Regulation 16 (1)(a) to (g).

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The parent's handbook has been reviewed and updated to inform parents of policies and procedures of the service by the designated person in charge. (Parent handbook included)

This will be emailed parents.

The Parents handbook will be reviewed yearly and emailed to new parents.

Summary Comment

In respect of the corrective action taken documentary evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

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.*

Non-Compliance Information

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 was not available for inspection by (a)(b)(c).

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The designated person printed off a copy Part V11A (inserted by section 92 of the Child and Family Agency Act 2013 (No.40 of 2013) of the Act and Regulations and place on file in the service and also saved electronically in the services documents. (Documents included)

Summary Comment

In respect of the corrective action taken documentary evidence was submitted to the office of the Early Years Inspectorate, reviewed by the Early Years Inspector and deemed to meet the regulatory requirement.

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.

Compliance Information

(1)(a)

The children were supported to be self-caring, suitable to their age and stage of development. A variety of fresh fruit, dairy products, crackers, and sandwiches was noted for the mid-morning snack provided by the parents. Conversations and interactions between children and staff were observed during snack time. The main meal was prepared on site by a cook and served in the afternoon to those children attending on a full day basis. Children used the toilet independently and regular hand washing was observed. The children were encouraged to be independent, and their choices were supported. The staff were familiar with each child and their personality. Staff members were observed to be positive towards children evidenced by individual names used, eye contact and praise for children on completion of activities. The service operated in partnership with parents and guardians and a verbal handover on the child's day was given to the parents and guardians at collection time. Play equipment and materials were accessible to children and individual preferences were accommodated as to what and how long children wish to engage with specific chosen activities. Low level tables, chairs and low-level shelving with equipment were available to all children. Materials included paint, play dough, dolls, dolls houses, buggies, puzzles, blocks, trucks, animals and fine motor skill toys including pegboards, jigsaws and shape sorters.

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.

Compliance Information

(1)(a)

Suitable and adequate play and work equipment were provided indoors and outdoors which included toys and equipment for construction, sensory, tabletop activities, arts and crafts and home corners.

(b)

Soft furnishings and individual floor mats were available to support rest and relaxation for the children in attendance.

(3)(a)

Two tarmac surface play areas were attached to the front and rear of the service. These areas were equipped with a variety of bikes, trikes, a low-level slide, activity trays, a crawling tunnel, benches and tables. Part of the outdoor area to the rear of the service was sheltered to facilitate all weather play for the children.

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 entrance door to the service was secure to ensure the safety of the children within. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

Infection Control:

Warm water, paper hand towel and liquid soap was available in the sanitary accommodation. Children were observed to wash their hands before snacks and after using the toilet. Foot operated pedal bins were available in the sanitary accommodation and pre-school rooms for the hygienic disposal of waste.

Administration of Medication:

Temperature reducing medication was available in the service if a child presented with a high temperature. Appropriate documentation was in place to record the administration of medicine should it be required by a child in attendance

Fire Safety:

Emergency exit doors were in place and were unobstructed. A fire assembly point was noted to the front of the premises.

Outing:

Parental consent, risk assessments and checklists were in place in respect of outings carried out from 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)
Three staff members were qualified in First Aid response (FAR) and available on the premises during the hours of operation.

(2)(a)

A first aid box was available in an accessible and conspicuous location in the premises.

(b)

A first aid box was accessible 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 firefighting 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 written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 17 April 2024.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and smoke alarms on the premises. The firefighting equipment in the premises were serviced in October 2023. The smoke alarms in the premises were serviced in March 2024.

(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. The expiry date noted was 27 March 2025.