

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WH068		
Name of Service:	Dunaree Childcare & Pre-school LTD		
Address of Service:	Unit 5, Centra Shopping Centre Bagnells Shopping Centre, Rochfortbridge, Co. Westmeath		
Eircode:	N91 AV67		
Name of Registered Provider:	Mairead Hyland		
Service type:	Full Day, Part Time, Sessional		
Date of Inspection:	10/05/2023		
No of pre-school children:	AM	24	PM 21
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:	C. O' Connor Hughes		
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 provides full day care, part time and sessional places to children aged between 0- 6 years. The service currently operates between the hours of 07:00 and 18:00 on a Monday to Friday basis. The service is operated by an independent provider.

The Early Years' Service is located in a single storey adapted building in the local shopping centre. Two pre-school rooms and a kitchen are provided. An outdoor play area is attached to the rear of the premises. The service is located in the village of Rochfortbridge, Co. Westmeath.

Staffing

The designated person in charge and five staff members were present and working with children on the 10 May 2023. One staff member arrived at the service at 10.30. The registered provider arrived at the service shortly after the Inspectors arrival, stayed in the service for a short duration and attended the closing meeting.

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 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 registered provider had submitted a change in circumstance to the TUSLA registration office on the 25 January 2023 in respect of a change of the designated person in charge. This 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, 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.*

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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)

The designated person in charge and a named person to deputise were available in the service.

(b)

The designated person in charge was present for the duration of the inspection.

The designated person in charge stated that two new staff members were employed in the service since the last inspection on the 13 July 2021. The files of the new staff members were reviewed, and the following was noted;

(2)(a)

Three written validated references were available from past employers in respect of the new staff members.

(b)

One written validated reference was available from a source other than a previous employer was available in respect of a new staff member.

(c)

Garda Vetting disclosures were available in respect of the new staff members.

(d)

Police vetting was not required in respect of the new staff members as they had not lived outside the state for a period of longer than six consecutive months.

(3)

The procedures in respect (2)(a)(b)(c)(d) were carried out by the registered provider prior to the employment of the new staff members.

(4)

The new staff members held a major award at Level 5 and Level 8 in Early Childhood Care and Education 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.

(4) Subject to paragraph (5), where a registered provider contemporaneously provides-

(a) a sessional pre-school service, and

(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).

Compliance Information

(1)
The minimum ratio of adults to children was exceeded during the inspection.

(2)
There were twenty- four children attending the service supervised directly by the designated person in charge and five adults.

(4)(a)(b)
An adequate number of adults were available for the children attending the service on a full day care and sessional basis.

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 seventeen child records were inspected.

Information relating to (a)(b)(c)(d)(e)(f)(g)(h) and (i) was available in respect of twelve children attending the service.

Information relating to (a)(b)(c)(d)(e)(f)(g)(i) was available in respect of five children attending the service.

Non-Compliance Information

(h)

A record of immunisation dates was not available in respect of five children attending the service.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider submitted the following corrective and preventive actions in her response:

Corrective and Preventive Action

Parents of children who have missing immunisation information on registration forms have been asked to provide this information which has been added to the registration forms.

All children attending Dunaree in the future will be requested to fully complete this section of the registration form.

Supporting documentation submitted

Written documentation submitted with immunisations noted.

Summary Comment

Evidence submitted and reviewed by the Early Years Inspector met the Regulatory requirement.

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) and (k) were available and reviewed.

Non-Compliance Information

(j)

There was no parental consent for the administration of medication in respect of four children that had received medication in the service.

Corrective & Preventive Action submitted by the Registered Provider

The registered provider submitted the following corrective and preventive actions in her response:

Corrective and Preventive Action

Parents of those four children who received medication have been requested to sign the medication administration consent form.

All parents of children who are administered medication at the service will be requested to sign the medication consent form.

Supporting documentation submitted

Written documentation submitted with parental consent.

Summary Comment

Evidence submitted and reviewed by the Early Years Inspector met the Regulatory requirement.

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 was given to parents/ guardians prior to their child commencing in the service in respect of Regulation 16 (1)(a) to (g). Parents signed the parent information for the service.

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*
- (b) A registered provider shall, in providing a pre-school service, ensure that- appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.*

Compliance Information

(1)(a)(b)

Pre-school Room

A three- week menu was available in the service. Parents provide the snack for children attending on a sessional basis. Children were encouraged to be independent as they got their snack ready to eat. Snacks consisted of fruit, yoghurt, sandwiches with water to drink. Children enjoyed talking to each other whilst eating. Staff assisted children as necessary. Staff were positive towards children as they used individual names, eye contact and gave positive praise to children during activities. Children enjoyed story time, singing songs and table- top activities during the inspection. Children were observed to play freely and enjoyed physical games in the outdoor play area.

The service worked in partnership with parents and guardians in the following ways; a verbal handover was given on collection to parents, via a parent notice board displayed at the entrance to the service, a parent handbook was shared with parents and a regular newsletter from the service with updates and information. The staff member stated the child's scrapbook depicting the play and activities is shared with parents at the end of the pre-school term.

Toddler Room

Children were happy and content with their carers while engaged in play activities. Staff were positive towards children and were familiar with each child and their personalities. Children washed their hands before snacks. The snack provided by the service consisted of toast and butter, a variety of fruit with milk to drink. Staff sat with children during snack time and assistance was given as required. Nappy changing was carried out regularly and as needed. Good communication was observed between the staff member and child during nappy changing. Children attending on a full day care basis slept on low level beds in a darkened environment that provided a restful atmosphere and were physically checked every 10 minutes.

The toddler room was bright and colourful with children's family photographs displayed in the room.

Age and stage toys and materials were accessible to children on low level shelving. A cosy rest area, play kitchen and dress up were noted in the toddler room.

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 19 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, or

Compliance Information

(1)(a)

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

(b)

One cot was available for one child enrolled in the service, aged eighteen months of age, to sleep if required. Low level beds were available for children over two years of age to sleep on as required. Rest areas were available to rest and relax in the toddler and pre-school room.

(3)(a)

The outdoor play area was safe and secure located at the back of the service. A sheltered area was available in the outdoor play area. Children were observed enjoying outdoor play using the toys and equipment available which included a climbing frame with slide, basketball hoop, rockers, tractors and ride on toys and a bench.

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 door to the service was secure to ensure the safety of the children within. An intercom system was used to gain access to the service. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents. The inspector signed the visitors book on arrival upon request of the designated person in charge.

Infection Control:

Cleaning schedules were available and reviewed. All toys and materials were easily cleanable. Warm running water, liquid soap and a hand dryer was available in the sanitary accommodation. The water temperature at the wash hand basins were recorded at 39.2 degrees Celsius. Foot operated pedal bins were available in the pre-school rooms and in the associated sanitary accommodation for the hygienic disposal of waste. Children were observed to wash their hands before snacks and after toileting.

Administration of Medication:

No medication was administered during the inspection. Temperature reducing medication was available in the service if a child presented with a high temperature. An emergency care plan was in place for a child with a defined medical condition.

Safe Sleep:

A record of the colour, position and breathing of sleeping children was noted in a sleep log.

Fire Safety:

Emergency exits were unobstructed from the toddler and pre-school rooms.

Outing:

A risk assessment was presented for review for the annual outing from the service.

Non-Compliance Information

General Safety:

1. Cleaning agents were accessible to children on the sink unit in the pre-school room. Upon request of the Inspector a corrective action was taken, the cleaning agents were removed and stored out of reach by the designated person in charge.
2. Visibility strips were not in place on the glazed door in the pre-school room for children to recognise glass.

Infection Control:

3. The staff member did not wash their hands prior to carrying out a nappy change which was inadequate for infection control purposes.
4. A staff member did not wash their hands after wiping a child's nose which was inadequate for infection control purposes.

Administration of Medication:

5. Directions on how to administer an oral medication was not available in respect of a child with a defined medical condition.
6. Upon questioning the staff were not familiar with the administration of the oral medication in respect of a child with a defined medical condition.

Action submitted by the Registered Provider

The registered provider submitted the following corrective and preventive actions in her response:

Corrective & Preventive Action

General Safety:

1. Cleaning agents have been removed from sink unit and placed permanently on an out of reach shelf. Please find photo evidence attached.

Cleaning agents will no longer be stored in reach of children.

2. Visibility strips have been placed on the glazed door in the pre-school room for the children to recognise glass. Please find photo evidence attached.

Visibility strips will remain in place on the glazed door.

Infection Control:

3/4. A poster has been put in place to remind staff about hand hygiene prior to nappy changes and after wiping a child's nose. Please find photo evidence attached.

Staff will be reminded of hand hygiene and the hand hygiene policy at monthly meetings.

Administration of Medication:

5/6. An instruction sheet on how to administer prescribed inhaled medications has been signed and placed in the child's file.

Staff will refer to this instruction sheet when administering inhaled medication for the child with a defined medical condition

Supporting documentation submitted

Photographic and written evidence submitted.

Summary Comment

Evidence submitted and reviewed by the Early Years Inspector met the Regulatory requirement.

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)

Two adults present was qualified in First Aid response (FAR) and available in the premises.

(2)(a)

The first aid box was available in accessible and conspicuous location in the service.

(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 20 of April 2023.

(b)

A record was available demonstrating the number, type and maintenance of the firefighting equipment and

smoke alarms on the premises. The smoke alarms and the firefighting equipment were serviced in August 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 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

Children were supervised at all times in the toddler and pre-school rooms during the daily routine of activities.

Staff supervised children during care practices and transitioning to the outdoor play area.

At 12:00 it was observed that parents collected their child from the staff members at the front entrance of the service.

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.