

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WH071		
<b>Name of Service:</b>	Busy Little Bees		
<b>Address of Service:</b>	Community Hall, Castletown Geoghegan, Mullingar, Co. Westmeath		
<b>Eircode:</b>	N91 CCO3		
<b>Name of Registered Provider:</b>	Annie Carroll, Caroline Maloney		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	11/04/2024		
<b>No of pre-school children:</b>	AM	27	PM N/A
<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>	N/A		

### Description of service

This sessional service operates an Early Childhood Care and Education scheme from 08:45 to 11:45 on a Monday to Friday basis.

The service is currently located within the premises of the community hall located in the village of Castletown Geoghegan, Co. Westmeath. The large community hall (with stage) a second room with a kitchen area, a lobby area and sanitary accommodation are utilised by the service. This community hall is still in use as a community facility which means that all play equipment must be cleared away at the end of the session and set up daily. The sanitary accommodation is used by the public when the service is not in operation. There is an outdoor space at the rear of the premises.

### Staffing

The two registered providers and a relief staff member were working directly with the children on the 11 April 2024.

### 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 and safety.

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.

### Additional Information

A condition was extended to the registration of the service on 16 January 2024.

Part VI, Article (23) Child Care Act 1991 Early Years Regulations 2016 Child Care Act 1991 Early Years Regulations 2016.

- Develop and manage a risk assessment system.
- Outline the process of risk identification, the staff roles and responsibilities, the controls/mitigation of identified risks in a timely manner.
- This plan must be reviewed at regular intervals.

The service is registered to operate in the current premises until the 30 April 2024.

The condition was met on the inspection on the 11 April 2024.

12 April 2024

An immediate action notice was sent to the registered providers in respect of an adult working directly children without Garda vetting on the 11 April 2024. The registered providers submitted a response which was accepted by the Inspectorate.

### Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered providers, 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*

*(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.*

*(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:*

- (a) the policies, procedures and statements of the service specified in Schedule 5;*

## Compliance Information

(1)(a)

The designated person in charge and a named person to deputise were available as required.

(b)

The two registered providers were present for the duration of the inspection.

Four staff files including the registered providers were reviewed and the following was noted:

(2)(a)(b)

Two written references were available in respect of the registered providers.

Two written validated references were available in respect of one staff member.

(c)

A Garda Vetting disclosure was available in respect of one staff member and the registered providers.

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

(d)

Police vetting was not required as staff member had lived outside the state for a period of longer than six consecutive months.

(4)

The staff members working directly with children attending the service and held a major award in Early Childhood Care and Education at Levels 6 on the National Framework of Qualifications.

(7)(a)

Evidence was available that staff had read the risk management system for the service.

## Non-Compliance Information

(2)(a)(b)

Two written validated references were not available in respect of the relief staff member.

(c)

A Garda Vetting disclosure was not available in respect of the relief staff member.

*An immediate action notice was sent to the registered providers in respect of an adult working directly children without Garda vetting on the 11 April 2024. The registered providers submitted a response which was accepted by the inspectorate.*

(3)  
Full vetting procedures were not carried out by the registered providers prior to the employment of the relief staff member in the service.

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

#### Corrective and Preventive Action

(2)(a)(b)

Two written references were printed and checked by management.

Management will ensure all staff details and information is printed and stored in staff folder.

(2)(c)

Garda vetting for the relief worker was issued on the 11<sup>th</sup> of April and sent to inspector.

Management will ensure garda vetting is disclosed before any relief worker starts in the building.

(3)

Management take responsibility for this procedure and will always make sure procedures are followed.

Management will ensure never to take on employees without having garda vetting in the building and on file.

#### Supporting documentation submitted

References and Garda Vetting submitted.

### Summary Comment

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

### 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 maintained during the inspection.

(3)  
There were twenty-seven children attending the service supervised directly by the registered providers and staff member. Twenty-one children were supervised by the registered providers in the playroom, the main hall of the community centre. Six children were supervised by the relief staff member in the toddler room.

### 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:

1. A risk assessment system was available and reviewed.
2. Safety checklists were in place in the service.
3. The process of risk identification, the staff roles and responsibilities, the controls/mitigation of identified risks in a timely manner was available and reviewed.  
*This met the condition extended to the registration status of the service on 16 January 2024. Part VI, Article (23) Child Care Act 1991 Early Years Regulations 2016 Child Care Act 1991 Early Years Regulations 2016.*
4. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and the safe storage of cleaning agents.

### Part VI - Safety

#### Regulation 24 - Checking in and out and record of attendance

*(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*

*(3) A registered provider shall ensure that-*

*(a) no person other than-*

*(i) pre-school child attending the service,*

*(ii) a person dropping or collecting such a child,*

*(iii) an employee, or*

*(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

#### Compliance Information

(1)

The records of arrival and departure reviewed verified that each child attending the service was checked in and out of the service by a staff member.

(3)(a)(b)

All entry to the service with the exception of (i), (ii), (iii) and (iv) was approved by a staff member.

(4)

The visitor log is retained throughout the annual operation of 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)  
The registered providers were qualified in First Aid response (FAR) and available on the premises during the hours of operation.

(2)(a)  
A first aid box was located in the toddler room and playroom in the community hall.

(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 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 written record for the completed monthly fire drills was available on the premises. The last fire drill was recorded as taking place on the 23 March 2024.

(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 in the premises were serviced

on the 22 August 2023 and 20 December 2023.

(4)

A notice of the procedures to be followed in the event of a fire was displayed in a conspicuous position in 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. The expiry date noted was 27 March 2024.