

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW105
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<b>Name of Service:</b>	Donard/Glen Daycare
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<b>Address of Service:</b>	Donard Demesne, Donard, Co. Wicklow
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<b>Eircode:</b>	W91 WY17
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<b>Name of Registered Provider:</b>	Fionnuala Tyrell
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	13/02/2025
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<b>No of pre-school children:</b>	AM	32	PM	28
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<b>Address of the Early Years Inspectorate:</b>	Tusla Child and Family Agency First Floor Trinity Building IDA Business Park Southern Cross Road Bray Co. Wicklow
<b>Inspection undertaken by:</b>	H. Bourke and M. Condon
<b>Title:</b>	Early Years Inspectors

### 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

N/A

### Description of service

This service was first established in 2002 and is a non-profit community day care facility. The chairperson of the committee is the registered provider and does not work directly with the children attending the service. The pre-school is registered to provide care and education to children aged between one and six years of age. The service operates between the hours of 07.30 hrs and 18.30 hrs Monday to Friday and participates in the Early Childhood Care and Education (ECCE) scheme and operates a sessional service for 38 weeks of the year. The service also provides an after-school facility and a breakfast club. The childcare facility operates from a purpose-built premises located on the outskirts of Donard village in Co. Wicklow. There are four care rooms, three of which are being used for the pre-school children, a dedicated sleep room, a kitchen, dining area, staff room, manager's office and a dedicated laundry room. There is a large, secure outdoor area to the side of the premises, to which the children have daily access.

### Staffing

There are currently ten adults employed in the service, including the manager, administration staff and chef. There were nine adults present on the day of inspection.

### 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 areas of governance, 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 inspectors wish to acknowledge the cooperation of the manager, 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

Following a discussion with the manager and inspecting the staff roster it was confirmed that ten adults are employed in the service, these files were reviewed.

(1)(a)

The service had a person in charge and a named person who was able to deputise as required.

(b)

The manager was on the premises at the time of the arrival of the inspectors and remained on the premises for the duration of the inspection.

(c)

There was a clear management structure within the service.

(2)(a)(b)

Written validated references were available in respect of ten adults.

(c)

The required three-year Garda Vetting Disclosures were available for nine adults employed. The service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring

services to renew Garda vetting every three years, in relation to one adult working in the pre-school. Please refer to the information outlined under regulation 23 of this report.

(d)

International police vetting was available for one adult working in the service who had lived outside the jurisdiction for more than six consecutive months as an adult.

(4)

Seven staff members held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or a qualification deemed equivalent.

### Non-Compliance Information

(4)

One adult working with the children attending the pre-school did not have a qualification in Early Childhood Care and Education at Level 5 or higher.

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

#### Corrective and Preventive Action

(4)

We have reviewed our staff roster, and two suitably qualified adults will attend as required in all rooms. Adult child ratio's will be maintained at all times with suitably qualified adults and staff roster will reflect same

#### Supporting documentation submitted

(4)

Photographic evidence on a room attendance record which records staff members was submitted with the CAPA process.

### Summary Comment

The above actions have addressed the non-compliance found on the day of inspection in relation to regulation 9 (4) and will be reviewed on next 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.*

*(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)  
Throughout the inspection there were an adequate number of adults working directly with the children attending the pre-school service.

(2)  
The correct adult/child ratio was maintained at all times. There were six adults employed to work directly with 32 children on the day of inspection.

(8)(a)  
The manager ensured that there were two adults on the premises at all times. This was confirmed by reviewing the staff roster.

### 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.*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*  
*(c) an authorised person.*

### Compliance Information

(1)(a)-(i)

The manager ensured that a record in writing of the above particulars, were kept in respect of each child attending the pre-school service.

(3)(c)

The manager ensured that these records were available for inspection to an authorised person.

## 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;*
- (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.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

### Compliance Information

(1)(a), (h)-(k),

The manager made sure that a record in writing was kept of the above information in relation to the service.

(3)

The manager ensured that these records were available for inspection to an authorised person.

## 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 door to the service was securely locked on arrival of the inspectors to the service.

- All toys examined were in good condition and equipment was suitable, age appropriate and in good working order.
- The kitchen area was inaccessible to the children.
- Documentary evidence was available of daily risk assessments being carried out in the service.
- All cleaning products were stored safely out of the reach of children.
- The emergency exit route from each care room was free from obstruction and clearly marked.

### Infection Control:

- Cleaning schedules for all pre-school rooms and for the remainder of the premises were available and maintained.
- Each pre-school room had access to a sanitary area, with toilets, changing tables, running water, liquid soap and paper towels.
- Hand washing by adults and children was observed before meals.
- Children's soothers were stored in individual containers and named accordingly, cleaning and storing of soothers was included in the daily cleaning policy of the service.
- A foot pedal bin was available in all sanitary areas for the safe disposal of used paper towels. Foot pedal bins were also available in all pre-school rooms and the nappy changing areas.
- Table cleaning was observed before and after snack time as was hand washing by adults and children before snacks and after using the toilet.

### Safe Sleep:

Staff were aware of the key principles required for safe sleep of young children. The sleep room temperature was recorded by the inspector at 20°C at 12.10pm, while children were present in the room.

There was written evidence that staff recorded the safe position, colour and breathing of children who were sleeping, at 10-minute intervals.

Cots were well spaced at 50cms apart and all cots had waterproof mattresses. The service had an adequate number of cots to accommodate the age profile of the children who required cots for safe sleep and low-level beds to accommodate the children who no longer slept in cots.

### Non-Compliance Information

#### General Safety:

1. A Garda vetting disclosure for one adult was not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

2. There was no room thermometer available in the sleep room on the day of inspection. A room thermometer is required to record that sleep room temperatures remains within safe limits while children are sleeping.

### Infection Control:

3. On the day of inspection, a member of staff did not wash a child's hands following a nappy change, and the changing mat was not wiped down between one nappy change and the next. Hand washing and correct cleaning of surfaces following a nappy change, are essential for infection control purposes.
4. Following a review of the nappy changing procedure for the service, it was found to not be robust enough for effective infection control purposes.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

##### General Safety:

1. Garda vetting has been applied for, and we will ensure Garda vetting renewal will be applied for within the required time frame.
2. A new thermometer in is in the sleep room

##### Infection Control:

3. There is a new paper roll in use on the changing mats and the revision of the nappy changing policy reinforces the practice of washing the children's hands after nappy changing.
4. The nappy changing policy has been revised.

#### Supporting documentation submitted

##### General Safety:

1. Photographic evidence of an application for Garda vetting for one adult was submitted with the CAPA response.
2. Photographic evidence of a new thermometer in the sleep room was submitted with the CAPA response.

##### Infection Control:

3. Photographic evidence of the changing mats with paper roll available was submitted with the CAPA response.
4. Photographic evidence of a revised nappy changing policy was submitted with the CAPA response.

### Summary Comment

The above actions have addressed the non-compliances found on the day of inspection in relation to regulation 23 General safety and Infection control and will be reviewed on next inspection.

### 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.*

#### Compliance Information

(1)

The manager ensured that all children attending the service were checked in and out on the service register.

(3)(a)(i-iv)

The manager ensured that no other person other than the agreed list of people has access to the pre-school service.

(b)

The manager had a record in writing in the form of a visitors' book of all such persons who accessed the pre-school 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 manager ensured that there were adults trained in FAR first aid available to the children at all times during their day.

(2)(a)

A suitably equipped first aid box was located in an accessible place within the pre-school.

(b)

The first aid box was available to the children attending the service at all times.

## Part VII - Premises and Space Requirements

### Regulation 29 – Premises

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

*(a) of sound and stable structure,*

*(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

(a)

The pre-school premises was observed to be of a sound a stable structure.

(b)

The pre-school service was observed to be safe and secure.

(c)

The pre-school service, was warm, well-ventilated and had adequate lighting throughout the building  
(e)

The service had adequate sanitary facilities for the age range of the children attending the pre-school.

## Non-Compliance Information

- (d)
1. The walls in the Junior ECCE sanitary area were badly chipped in several places and the area needs a complete repaint.
  2. There were visible holes in the wall of the room adjacent to the Wobbler sleep room, these require filling in.
  3. The floor covering in the Senior ECCE room was lifting and a large area of the floor vinyl was being held down with masking tape. This floor covering needs replacing.
  4. The anti-slip carpets fittings on stairs were frayed and torn in places and could pose a trip hazard for both adults and children alike. This carpet needs replacing.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

(d) 1.-4.

A part-time handyman has been employed 2 days a week to address the non-compliances that were identified and will rectify in due course. There will be a regular walk through the premises and outdoor areas to note and attend to any repairs needed.

### Supporting documentation submitted

(d)

4. Photographic evidence of new anti-slip carpeting on the stairs was submitted with the CAPA response.

## Summary Comment

The actions for (d) point 4 has addressed the non-compliance on the day of inspection. The proposed action plan should address the remaining outstanding non-compliances, (points 1-3) in relation to regulation 29 (d) and will be reviewed on next inspection.