

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW106				
<b>Name of Service:</b>	Manor Kilbride Montessori School				
<b>Address of Service:</b>	Lisheen Road, Brittas, Co. Wicklow				
<b>Eircode:</b>	D24 AY03				
<b>Name of Registered Provider:</b>	Rebecca Kelly				
<b>Service type:</b>	Part Time				
<b>Date of Inspection:</b>	26/11/2024				
<b>No of pre-school children:</b>	<table border="1"> <tr> <td>AM</td> <td>35</td> <td>PM</td> <td>14</td> </tr> </table>	AM	35	PM	14
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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
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable.
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### Description of service

Manor Kilbride Montessori is a privately owned service which was established in 2012. The Montessori is registered to provide care and education for children aged between two years and six years of age. The Montessori is in a purpose built, standalone building beside the registered provider's private home. The service is situated in the townlands of Brittas Co. Wicklow. The Montessori consists of two pre-school rooms, a sanitary area, a small office and two separate outdoor areas which the children have access to several times during the day. The service caters for 44 children in a part-time service and operates between the hours of 08.30am and 01.00pm Monday to Friday. It participates in the Early Childhood Care and Education (ECCE) scheme for 38 weeks of the year.

### Staffing

There are currently seven adults employed in the Montessori and the registered provider works full time in 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 cooperation of the registered provider, 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.

(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.

(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

Following a discussion with the registered provider and a review of the staff roster, it was confirmed that there were seven adults employed in the Montessori. The registered provider works in the service full time. These staff files were reviewed.

(1)(a)

The registered provider was present in the Montessori and there was a named staff member who was able to deputise as required.

(b)

The registered provider was on the premises at the time of arrival of the inspector and remained on the premises for the duration of the inspection.

(c)

There was a clear management structure in the Montessori that identified the lines of authority and accountability.

(2)(a)(b)

Validated written references were available in respect of seven adults.

(c)

The mandatory three-year Garda vetting disclosures were available in respect of seven adults.

(d)

Police vetting was available for one adult had lived outside the State for a period of longer than six consecutive months since turning 18 years of age.

(3)

The required Garda Vetting disclosures were all acquired in advance of an adult commencing work in the Montessori.

(4)

Seven adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications.

(6A)

Two adults were employed in the Montessori 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.*

*(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 Montessori.

(2)  
The correct adult/child ratio was maintained at all times. There were six adults employed and present with 35 children on the day of inspection.

(8)(a)  
There were two adults on the premises at all times. This was supported by 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 registered provider ensured that a record in writing of the above particulars, were kept in respect of each child attending the Montessori.

(3)(c)

The registered provider 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;
- (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;
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;
- (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)-(k)

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

(3)

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

## 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-
- (b) 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)(b)

The registered provider ensured that there were appropriate and suitable care practices in place within the Montessori. Children's emergent interests were encouraged, observed, recorded and discussed by the adults and included, where possible, in the following weeks planned activities for the children.

Children were given the opportunity for free play during the morning, and children's participation was encouraged in all activities throughout the day.

All the children have to opportunity to access the outdoor area at least on two occasions during their day. The children have suitable outdoor clothes, so they can use the outdoor facilities during all types of weather.

The transition between one activity and the next was smooth and unhurried, aided by the language used by the adults to the children. Positive reinforcement of children's behaviour contributed to a pleasant environment for the children in the service. One to one attention was given to a child when required, in addition, support was given to children so that they remained included in activities they maybe have been unsure or unfamiliar with. A strong ethos of teamwork was evident from observing how staff members worked together.

The relationships between the adults and children reflected a sense of belonging, inclusion, connectedness and diversity.

There was a cosy area in each pre-school room, with rugs and soft furnishings for children to use should they require it during their day.

Children's parents are spoken to on an individual basis at collection time.

There is a daily record of how each child has been during their day and this was shared with the parents at collection time. Parents are encouraged to make direct contact with the Montessori, should they have any concerns or issues.

### 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 registered provider ensured that all children attending the Montessori were checked in and out on the service register. The service uses an electronic tablet to record this.

(3)(a)(i-iv)  
The registered provider ensured that no other person other than the agreed list of people has access to the Montessori.

(b)  
The registered provider had a record in writing in the form of a visitors' book of all such persons who accessed the Montessori.

(4)  
The registered provider was able to demonstrate that the visitors' book was kept for a period of one year from the dates to which it related.

### 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)

There was a staff member trained in FAR first aid and available to the children throughout their day.

(2)(a)

A suitably equipped first aid box was located in an accessible place within the premises.

(b)

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

### 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.*

*(2) The record referred to in paragraph (1) shall be open to inspection by-*

*(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)

There was evidence of regular fire drills haven taken place within the service. The last fire drill took place on the 22<sup>nd</sup> of October 2024.

(b)

There was a maintenance record of the firefighting equipment and smoke alarms in the premises dated June 2024.

(2)(c)

These records were open to inspection by an authorised person.

(4)

There was a notice of the procedures to be followed in the event of a fire, displayed within the pre-school rooms.