

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW114		
<b>Name of Service:</b>	Little Feet Creche & Pre-School Limited		
<b>Address of Service:</b>	33 Parkmore, Baltinglass, Co. Wicklow		
<b>Eircode:</b>	W91 NX56		
<b>Name of Registered Provider:</b>	Jacqueline Furlong-Kenny		
<b>Service type:</b>	Full Day, Part Time, Sessional		
<b>Date of Inspection:</b>	28/07/2023		
<b>No of pre-school children:</b>	AM	23	PM 23
<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. Redmond		
<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).

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

Little Feet Creche and Pre-school is a privately owned service that was first established in 1995. This full time day service offers care and education to pre-school children aged 0-6 years of age. The service opens from 08:00hrs – 18:00 hrs Monday to Friday (including a sessional Early Childhood and Education Scheme (ECCE) service from 09.00 hrs to 12.00 hrs for 38 weeks of the year). A school age service is also provided. The service operates from an adapted two storey semi-detached house on the outskirts of Baltinglass Co. Wicklow. There are four pre-school rooms, two dedicated sleep rooms, a staff room and a large outdoor facility to the side and rear of the premises.

### Staffing

There are eight people employed in the service and this includes the registered provider. Seven members of staff were present on the day of inspection. The registered provider was present when the inspectors arrived on the premises.

### 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 inspectors wish to acknowledge the cooperation of the registered provider, deputy, 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

A total of eight staff are employed in the pre-school service, these files were reviewed.

(1)(a)

The service had a registered provider and a named person who was able to deputise as required.

(b)

The registered provider 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)

Written past employer validated references were available in respect of five adults.

(b)

Written validated references from reputable sources were available in respect of three adults.

(c)

Completed Garda Vetting Disclosures were available for eight adults employed in the service.

(d)

International police vetting was not required as no adult in the service had lived outside the jurisdiction for more than six consecutive months as an adult.

(4)

Eight staff members held a major award in Early Childhood Care and Education at Level 5 or higher 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)  
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 seven adults employed and present with twenty-three children on the day of inspection.

(8)(a)  
There were two adults on the premises at all times. This was confirmed following review of the staff roster for the service.

### 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.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.*

*(5) A registered provider shall ensure that a record in writing referred to in paragraph (2) is retained for a period of 2 years from the date on which the child attends the service.*

#### 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 pre-school service.

(3)(c)

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

- (4)  
The registered provider had evidence that all children’s records were kept for a period of two years from the time a child left the pre-school service.
- (5)  
The registered provider had evidence that a record in writing was retained for a period of two years from the date a child started in the pre-school service.

### 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:*

- (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)(h)  
There were details of attendance by each pre-school child on a daily basis available for inspection.
- (i)  
There was evidence of staff rosters on a daily basis.
- (j)  
There were recorded details of medication administered to a child attending the service with signed parental consent.
- (k)  
There were recorded details of all accidents, injuries or incidents involving a child attending the service.

(3)

The above listed documentation was open to inspection by 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 and the staff present ensured that appropriate and suitable care practices were in place and being carried out.

All the children in the service were in the outdoor area with the staff members when the inspectors arrived at the pre-school and continued to access the outdoor area several times throughout their day, with adequate supervision.

Children were asked what activity they wished to pursue, and children's participation was encouraged in all activities throughout the day.

The transition between one activity and the next was smooth and unhurried, aided by the language used by the adults to the children, children were told well in advance of what was expected from them and what they would be doing next. This was particularly noticed when children were transitioning from outdoor play to coming indoors for their lunch.

Positive reinforcement of children's behaviour contributed to a pleasant environment for the children in the service, with minor problems handled promptly. One to one attention was given to a child if it was required.

A strong ethos of teamwork was evident in the service, this was observed by how staff members interacted with each other and the children throughout the inspection.

The mealtime was relaxed and observed to be a positive social experience for children, all children sat on low level chairs at a table and were encouraged to feed themselves, with assistance given as necessary.

Children were addressed by their name and were given plenty of time to eat their food. All food is provided by the parents of the children and meals are re-heated on the premises by the staff. The service provides a drinking station in each room and water is brought outdoors when the children are playing outside. Staff observe that children's meals include a variety of food groups in keeping with the healthy eating policy of the service.

All children were offered the opportunity to sleep during the day if they required it. Each care room had a cosy area for the children to use should they need some personal space or rest during their day.

Childrens parents are spoken to on an individual basis at collection time. Parents are encouraged to make direct contact with the service, should they have any concerns or issues.

Children are supported to be independent with looking after their belonging, in the tidy up process and with using the toilet. All with adequate supervision.

### 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)  
A staff member trained in FAR first aid was present and immediately available to the children.

(2)(a)  
The first aid box for children was stored in an accessible and conspicuous position inside each pre-school room.

(b)  
At all times a first aid box was available to the children attending the pre-school.

### 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 that regular fire drills haven taken place within the service. The last fire drill took place on the 21<sup>st</sup> of July 2023.

(b)

There was a written record of the number, type and maintenance of firefighting equipment and smoke alarms dated October 2022 and April 2023 respectively.

(2)(c)

The records referred to in paragraph (1) were available for inspection by an authorised person.

(4)

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

### 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

The seven staff members demonstrated they could provide adequate supervision of the children attending the pre-school service, at all times, during the inspection.

### Part VI - Safety

#### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

#### Compliance Information

The registered provider was able to demonstrate that the pre-school was adequately insured for 42 children.