

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW155		
<b>Name of Service:</b>	Busy Fingers Pre-School		
<b>Address of Service:</b>	2 Killacloran, Aughrim, Aughrim, Co. Wicklow		
<b>Eircode:</b>	Y14 P796		
<b>Name of Registered Provider:</b>	Patty Keogh		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	20/02/2024		
<b>No of pre-school children:</b>	AM	27	N/A

<b>Address of the Early Years Inspectorate:</b>	Tusla Child and Family Agency First Floor Trinity Building IDA Business Centre 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).

Conditions if applicable

Not applicable

### Description of service

This sessional service was first established in 2000. The service operates from a purpose-built premises located on the grounds of the registered providers home in the rural setting of Aughrim Co. Wicklow. The service is registered to provide care and education for children aged between 2 years and 6 years of age. The service comprises of three large pre-school rooms with sanitary accommodation, although only two care rooms are currently in use. The registered provider operates a sessional ECCE services for 38 weeks of the year Monday to Friday 9.00 am to 12:30pm. The service has staggered the arrival and collection times of the children since the pandemic.

### Staffing

There are currently nine staff members employed in the service and this includes the registered provider.

### 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, person in charge, 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

Nine adults are employed in the service, and six were present on the day of inspection. These files were reviewed.

(1)(a)

There was a person in charge of the service and there was a named staff member who was able to deputise as required.

(b)

The person in charge was on the premises at the time of arrival of the inspector and remained on the premises for the duration of the inspection.

(2)(a)(b)

Written references were available in respect of nine staff members.

(c)

The current required Garda vetting disclosures were available in respect of nine staff members.

(d)

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

(4)

Nine members of staff 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 10 - Policies, procedures etc. of pre-school service

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

#### Compliance Information

On the day of inspection there was an Infection Control policy available for review.

#### Non-Compliance Information

The nappy changing procedure within the Infection Control policy was not robust enough for correct infection control practices.

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

##### **Corrective and Preventive Action**

A review of our nappy changing procedure and Toileting Policy has been carried out and the policy and procedures have been updated. This is linked to our Infection Control Policy. All staff have been made aware of the changes to the procedure and policy and have brought their practice in line with the new procedure.

##### **Supporting documentation submitted**

A revised nappy changing procedure and toileting policy were submitted with the CAPA report.

#### Summary Comment

The non-compliance in relation to Regulation 10 Policies, procedures of pre-school service has been addressed and will be reviewed at the 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.*

*(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.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.*

#### Compliance Information

(1)  
Throughout the inspection there were an adequate number of adults working directly with the children attending the pre-school service.

(3)  
The correct adult/child ratio was maintained at all times. There were six adults employed and present with twenty-seven children on the day of inspection.

(8)(c)  
There were two adults on the premises at all times. The registered provider does not operate the service single-handedly.

### 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 person in charge was able to demonstrate that a record in writing was kept in respect of each child attending the service, containing the required particulars listed in (a)-(i).

(3)(c)

The records referred to in paragraph (1)(a)-(i) were available for 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 ensured that appropriate and suitable care practices were in place. Children were asked what activity they wished to pursue, and children's participation was encouraged in all activities throughout the morning.

The transition between one activity and the next was smooth and unhurried, aided by the language used by the adults to the children. One to one attention was given to a child if it was required.

The staff in both rooms knew the names of all the children attending the service, and a strong sense of teamwork was evident throughout the morning while observing the adults and children interact with each other.

The classrooms were laid out to reflect specific areas of interests for the children. The cosy areas in both the pre-school rooms were well laid out and inviting should the children require a rest during their day. The cosy areas in the pre-school rooms consisted of a sofa, a large rug and cushions.

There was an area in each care room where the children's belongings were stored, this was within easy reach for the staff and children but did not impact on the available free space in the room.

There was a communal sanitary area consisting of four toilets in separate cubicles and four sinks. There was a separate nappy changing area with its own sink unit adjacent to the sanitary area.

Snack time was a well organised and happy event. Hand washing by the children was observed before the children started eating their snack.

There was fresh drinking water available to the children throughout the morning. The snack time was relaxed and observed to be a positive social experience for children as adults engaged with them helping when required.

Children were addressed by their name and were given plenty of time to eat their food. The staff sat with the children during snack time. All food was provided by the parents of the children attending the service.

Childrens parents are spoken to on an individual basis at collection time.

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

### Part V - Care of Child in Pre-school Service

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The registered provider ensured that each care room was adequately stocked with age-appropriate toys for the children attending the service. There was a suitable number of age-appropriate tables and chairs, in each pre-school room for the children and all toys were clean and in good condition.

Toys and equipment were stored in plastic containers with pictures on the boxes so the children could easily identify what was stored in each container. All containers were within easy reach of the children in the care room and there was enough equipment and toys for all children to enjoy each activity available to them.

The outdoor area was a large, enclosed area with a soft impact surface, to the front of the service. There were several permanent pieces of play equipment in the area to encourage imaginative play. Examples of the equipment available were a fixed toy train with carriages, a large tunnel, slides, seesaws, swings, rocking toys and footballs and goal posts. The outdoor area was suitable, safe and secure.

### 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 each child attending the service was checked in and out by a staff member.
- (3)(a) (i)-(iv)  
The registered provider ensured that no other person other than the approved list (i)-(iv) could enter the premises.
- (b)  
A daily record in writing of any such person was available in the premises.
- (4)  
The registered provider demonstrated that all records referred to in paragraph (3)(b) were kept for a period of one year.

## 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 provider ensured that a staff member who was trained in FAR first aid, was available to the children attending the pre-school throughout their day.
- (2)(a)  
There was a fully stocked first aid box located in a visible place within both the pre-school rooms.
- (b)  
The first aid box was available to all children attending the service throughout their day.

### 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 a record available detailing the fire drills that had taken place in the service. The last recorded fire drill was on the 13<sup>th</sup> of January 2024.

(b)

There was a maintenance records of the firefighting equipment and smoke alarms in the premises dated October 2023.

(2)(c)

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

(4)

A notice of the procedures to be followed in the event of a fire was clearly displayed in the premises and 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 adult/child ratios were above the minimum requirement, and this ensured that the children attending the service had supervision throughout their day.