

# TUSLA REGULATORY INSPECTION REPORT



**TUSLA Identifier:** TU2015WW162

**Name of Service:** Little Harvard Childcare Ltd

**Address of Service:** Riversdale,  
Upper Dargle Road,  
Bray,  
Co. Wicklow A98 TX65

**Email Address:** [gov@littleharvard.ie](mailto:gov@littleharvard.ie)

**Name of Registered Service Provider:** James Hargrave

**Type of Service Registered:** Full Day Care

**Date of Inspection:** 1 2 0 4 2 0 2 2

**No of Pre-School Children present during Inspection:** AM 46 PM 46

**Address of the Early Years Inspectorate:** First Floor Trinity Building,  
IDA Business Park,  
Southern Cross Road,  
Bray,  
Co. Wicklow.

**Inspection undertaken by:** H. Bourke  
**Title:** Early Years Inspector

## Areas which were the subject of this Inspection

Governance	Health Welfare and Development of Child	Safety
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## 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



<b>Description of Service</b>	Little Harvard Childcare was first established in 2009. This full day care service is located in the urban setting of Bray Co. Wicklow. The service is privately owned and is registered to provide care and education for children aged between 2 years and 6 years of age. The service is open from Monday to Friday between 07.00 hrs and 18.30 hrs (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.
<b>Premises</b>	The premises is a purpose built, 2 storey building with 5 pre-school rooms, 1 dedicated sleep room, 5 afterschool rooms, an office, staff room, laundry room and kitchen. There is a large outdoor area to the rear of the premises, which the pre-school children have access to on a daily basis.
<b>Staffing</b>	There were 10 adults present on the day of inspection, this included the designated person in charge and the chef who works in the kitchen. The registered provider was not present and does not work directly with the children. The designated person in charge is supernumerary and is available to assist in reliving staff as required.
<b>Methodology</b>	<p>Tusla’s Early Years Inspectorate (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.</p> <p>The findings on inspection are based on;</p> <ul style="list-style-type: none"> <li>• Information obtained through examination of documentation</li> <li>• Direct observation</li> <li>• Discussion with relevant staff</li> </ul> <p>This inspection was unannounced and focused on areas of Governance, Health, Welfare and Development of Child and Safety. Inspections may also focus on other areas as required.</p> <p>The inspection process has been amended to minimise the amount of time that inspectors spend in the service. A sampling process was used to assess compliance under regulation 19 health welfare and development of child and regulation 23 Safeguarding health, safety and welfare of child. As a result the scope of the inspection included the following rooms, Toddlers, Playschool, Monti 1 and Monti 2 and did not include the Pre-Monti room.</p> <p>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.</p>
<b>Acknowledgements</b>	The Inspector wishes to acknowledge the cooperation of the designated person in charge, staff and children who were present on the day of the inspection.

## GOVERNANCE

### Part III - Management and Staff

#### Regulation 9 - Management and Recruitment

- (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.
- (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:	<p>Following a review of the service files and a discussion with the designated person in charge, it was confirmed that there were 3 new members of staff employed in the service since the last inspection. These files were reviewed:</p> <p>(2)(a) and (b)</p> <p>Two written validated references were available from past employers in respect of three adults.</p> <p>(c)</p> <p>The required Garda vetting disclosure was available in respect of three adults.</p> <p>(7)(a)</p> <p>The service used up to date documentation and power point presentations to support learning and on-going professional development for all of the adults working in the service. Through this documentation, adults working in the service were also updated on all policies and procedures of the service and signed that they had read and understood the policies. Additional information and training sessions had been provided to all adults working in the service in relation to Covid-19. Training took the form of power-point presentations as well as onsite induction especially regarding the enhanced infection control measures.</p>
Non-Compliance Information:	<p>(2)(d)</p> <p>Police vetting was not available for 1 adult who had lived outside the State for a period of longer than six consecutive months since turning eighteen years of age.</p>
Corrective & Preventive Action submitted by the Registered Provider	<p><b><u>CORRECTIVE ACTION</u></b></p> <p>The member of staff concerned has now left Little Harvard employment to further her education. Management have been reminded of the importance of receiving Police vetting in advance of staff taking up employment with Little Harvard Childcare.</p>

## Part III - Management and Staff

### Regulation 9 - Management and Recruitment

	<p><b><u>PREVENTIVE ACTION</u></b> Local and senior management will carry out regular inspections of staff files to ensure compliance with this regulation.</p> <p><b><u>EVIDENCE SUBMITTED</u></b> See summary comment</p>
Summary Comment:	If the stated intervention has been actioned, this will address the non-compliance found on inspection in relation to Regulation 9- Management and Recruitment. This will be reviewed on next inspection.

## 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:	The service had all of the policies procedures and statements required under Schedule 5. Risk management and Infection control policies and procedures had been updated to reflect changing practices due to COVID -19. All of the services policies, procedures and statements that were required to be available for parents were accessible on the services website and this information had been communicated to parents. Policies and procedures specific to the adults working in the service were available at all times to staff members.
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## 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:	<p>(1) There were 8 adults working directly with 46 pre-school children throughout the period of the inspection.</p> <p>(2) The adult/child ratios were maintained throughout the inspection in line with the recommended ratios taking into consideration the ages of the children and the length of time each child spent in the service.</p> <p>(8)(a) There were at least 2 adults on the premises at all times.</p>
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## HEALTH WELFARE & DEVELOPMENT OF CHILD

### 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—

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child

Compliance Information:

(1)(a)

#### BASIC NEEDS:

- The pre-school had a Healthy Eating policy, and this was reflected in the food the children had served to them. Food is supplied by the service for all children attending on a parttime and full-time basis. A 3-week menu was available and reviewed.
- Children were supported and encouraged to be independent with using the toilet but were supervised appropriately. Hand washing following use of the toilet was observed.
- Children were given opportunities to make choices as to which activities they wished to pursue and were supported in their choice by the staff present.
- There was water, visible and available for children to drink throughout the morning.

#### PHYSICAL AND MATERIAL ENVIRONMENT:

- The pre-school rooms were maintained at a comfortable temperature between 20.5°C and 22°C throughout the inspection.
- Low level tables and chairs were provided with shelving to store toys and materials visible and accessible to the children.
- A rest area was available for the children in each pre-school room, consisting of cushions and soft matting, all of which were washable.
- There were materials and toys available to promote fine motor, cognitive and language development including books, painting, craft making, playdough, as well as Montessori equipment, building blocks and a play kitchen.
- All children, who required a sleep, had the opportunity to sleep on camp beds in the sleep room, which was located beside the Toddler room.
- The outdoor area was well laid out and consisted of a soft impact ground covering, with slides, seesaws, climbing frames, tunnels, bikes, toy cars and a mud kitchen for the children to use. There was also a lean-to area so the children could play outdoor during inclement weather.

## 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 entrance door to the service was appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- The large outdoor play area, to the rear of the premises, was fenced in and gated to prevent a child gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to the outdoor area.
- The outdoor area was suitable, safe and secure.

#### INFECTION CONTROL:

- The cleaning agents were stored within a designated area out of the reach of the children.
- Tables were cleaned prior to snack time and all pre-school rooms and sanitary areas were clean.
- Cleaning schedules for pre-school rooms and for the remainder of the premises were available and maintained.
- Each pre-school room had access to a suitable sanitary area, with toilets, warm running water, liquid soap, paper towels and pedal operated lidded bins, for the safe disposal of used hand towels, by both adults and children.
- The updated infection control policies and procedures in line with the COVID-19 pandemic, were still in place and included procedures for dropping off and collecting children, guidance on not attending if symptomatic and what to do in the event of a child or adult developing symptoms while attending the service.
- Hand sanitiser gel was available in each pre-school room and throughout the service.
- Hand washing by adults and children was observed before meals and snacks, after using the toilet and nappy changing of younger children and following outdoor play. Child friendly signing was located within all rooms to encourage adults and children alike to effectively wash their hands.

#### SAFE SLEEP:

- The sleep room was located beside the Toddler room and was used by all the children aged 2 years and over who required sleep during their pre-school day.
- The sleep room was maintained at 20°C throughout the inspection.
- Children had individual bed linen, which was stored in individual plastic bags between use.
- Children were continually monitored with an adult present at all times while children were sleeping. Observations of each child was made at 10 minute intervals and this was recorded on a chart within the sleep room.

## Part VI - Safety

### Regulation 23 - Safeguarding Health, Safety and Welfare of child

	<ul style="list-style-type: none"> <li>The sleep room was well ventilated with an openable window and a door to allow a flow of air through the room on warm days.</li> </ul> <p><b>FIRE SAFETY:</b></p> <ul style="list-style-type: none"> <li>Documentary evidence was available that fire drills were being carried out on a monthly basis as per best practice guidelines. The latest fire drill was carried out on 12<sup>th</sup> April 2022 on the day of inspection.</li> <li>All smoke detectors within the service were serviced on 4<sup>th</sup> January 2022.</li> </ul>
<p>Non-Compliance Information:</p>	<p><b>FIRE SAFETY:</b> There was no current record in writing of the number, type and maintenance record of firefighting equipment. Annual maintenance of firefighting equipment is an essential part of fire safety.</p>
<p>Corrective &amp; Preventive Action submitted by the Registered Provider</p>	<p><b><u>CORRECTIVE ACTION</u></b></p> <p><b>FIRE SAFETY:</b> The Annual maintenance of our fire safety equipment is carried out by an external company and the date of inspection had lapsed. This has now been rectified. Copies of the current certs were submitted to your office on the 13<sup>th</sup> of April 2022.</p> <p><b><u>PREVENTIVE ACTION</u></b></p> <p><b>FIRE SAFETY:</b> Local Management will ensure that the annual date of inspection is not allowed to expire in the future. Senior management will include this area in their inspection process going forward.</p> <p><b><u>EVIDENCE SUBMITTED</u></b></p> <p><b>FIRE SAFETY:</b> See summary comment</p>
<p>Summary Comment:</p>	<p>Photographic evidence was submitted by the registered provider, the non-compliances as identified on inspection in relation to Regulation 23 – General Safety and Fire Safety has been addressed and will be reviewed on next inspection.</p>