

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW162			
<b>Name of Service:</b>	Little Harvard Childcare Ltd			
<b>Address of Service:</b>	Riversdale, Upper Dargle Road, Bray, Co. Wicklow			
<b>Eircode:</b>	A98 TX65			
<b>Name of Registered Provider:</b>	James Hargrave			
<b>Service type:</b>	Full Day, Part Time, Sessional			
<b>Date of Inspection:</b>	07/05/2024			
<b>No of pre-school children:</b>	AM	76	PM	76
<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

This full day care service was first established in 2009. The premises is a purpose built, two storey building with six pre-school rooms, afterschool rooms, an office, staff room, laundry room and kitchen. There is a large outdoor area to the rear of the premises, which the children have access to on a daily basis. The 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 two years and six 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.

### Staffing

There are fifteen members of staff employed in the service. Twelve staff members were working directly with the children on the day of inspection. The registered provider was not on the premises and does not work with the children. The additional staff members were the service manager, the deputy manager and the full-time chef. The managers provided additional support when required.

### 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.

The following regulations were reviewed:

Regulation 9 – Management and recruitment, (1)(a-c), (2)(a-d), (4) and (7)(a)

Regulation 10 - Policies, procedures of pre-school service,

Regulation 11 - Staffing levels, (1) and (8)(a)

Regulation 16 – Record in relation to pre-school service, (1)(g)-(k) and (3)

Regulation 20 – Facilities for rest and play, (1)(b)

Regulation 31 - Notification of incidents

Regulation 32 – Complaints, (1)(a)(c), (2)(a)(b) and (3)(a)(b)

A sampling process was used to assess compliance under Regulation 19 (1)(b) and (3)- Health, welfare and development of child, this included rooms pre-school 1, pre-school 2 and pre-school 3.

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.

### Additional Information

This inspection was triggered by information received by the Inspectorate.

### Acknowledgments

The inspector wishes to acknowledge the cooperation of the 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.

(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

Following a conversation with the manager of the service and reviewing the staff roster it was determined that there were fifteen staff members currently employed in the service. These fifteen 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 fifteen staff members.

(c)

The required three-year Garda vetting disclosures were available in respect of fifteen adults.

(d)

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

(4)

Fourteen members of staff held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or had a qualification deemed by the Minister to be equivalent.

(7)(a)

The service had documentation to support learning and on-going professional development for all 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.

### 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

- Staff recruitment policy.
- Staff training policy and induction.
- Staff supervision policy.
- Complaints policy-internal procedures re staff disclosures.
- Behavioural management policy.
- Risk management policy.

The above list of policies were reviewed and found to be compliant with the requirements set out in schedule 5.

### 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.*

*(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)  
The manager ensured that there were an adequate number of adults working directly with the children attending the pre-school service.

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

## 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:*

- (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)(g)-(k)

The manager ensured that a record in writing was kept of the above list of documented information in relation to the pre-school service.

(3)

The manager ensured that the above list of documents referred to in paragraph (1)(g)-(k) were open to inspection on the premises 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.*

*(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.*

### Compliance Information

(1)(b)

The manager 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. Positive reinforcement and one to one attention when required by staff, contributed to a pleasant environment for the children in the service.

The classrooms were laid out to reflect specific areas of interest and there was a large variety of toys and equipment to engage the interest and encourage the imaginative play of the children in the room. The pre-school rooms were bright and inviting and cosy areas were laid out in a way to encourage the children to use them.

The service provides all the food for the children. The service has a full-time chef who provides all hot meals and the snacks for the children attending the service.

There was fresh drinking water available to the children. The mealtime was relaxed and observed to be a positive social experience for children as adults engaged with them helping when required and giving them ample time to finish their meals. There was extra food available should children want more after finishing their lunch.

Children were supported to use the toilet independently and were encouraged to wash their hands afterwards.

Care practices by adults reflected families' personal preferences while ensuring that the needs of individual children were met.

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

(3)

A manager ensured that no practices that were disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful were carried out in respect of any child attending the service.

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

### Regulation 20 – Facilities for rest and play

- (1) Subject to this regulation, a registered provider shall ensure that-
- (b) there are adequate and suitable facilities for a pre-school child to rest during the day,

#### Compliance Information

(1)(b)

Sleep routines were reflective of children’s needs which promoted good habits around sleep. Safe sleep practices were adhered to, and children had heavy clothing and shoes removed before being settled to sleep on individual low-lying beds. If a child does not want to sleep or does not settle within a reasonable amount of time, they will be moved to the second pre-school room, to be with the other children who are not sleeping and are included in the current activities in the room.

Each care room had a suitable cosy area for the children should they require a rest during their day.

## Part VIII - Notifications and Complaints

### Regulation 31 - Notification of incidents

*A registered provider shall notify the Agency in writing within 3 working days of becoming aware of any of the following incidents occurring in the preschool service:*

#### Compliance Information

The manager of the service notified the Agency, in writing, within three working days of becoming aware of an incident that occurred within the service.

### Part VIII - Notifications and Complaints

#### Regulation 32 – Complaints

- (1) A registered provider shall ensure that the complaints policy of the service specifies-
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,
  - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.
- (2) A registered provider shall ensure that-
- (a) a record in writing is kept of a complaint made to the provider in respect of the pre-school service, and
  - (b) the complaint is duly dealt with in accordance with the provider's complaints policy.
- (3) A record in writing referred to in paragraph (2)(a) shall-
- (a) include the nature of the complaint and the manner in which the complaint was dealt with, and
  - (b) be open to inspection on the premises by an authorised person.

#### Compliance Information

(1)(a)

The manager of the service ensured that the correct procedure was followed by the person making a complaint in relation to the service.

(c)

The manager ensured that the person making the complaint was informed of the manner in which the complaint was being dealt with.

(2)(a)

The manager ensured that a record in writing was kept of the complaint.

(b)

The manager ensured that the complaint was dealt with in accordance with the service's complaints policy.

(3)(a)

A record in writing referred to in paragraph (2)(a) demonstrated how the complaint was dealt with by the service.

(b)

The manager ensured that the record of the complaint, how it was managed and the resolution of the complaint was open to inspection to an authorised person.