

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WW165		
<b>Name of Service:</b>	Hollyoaks Montessori Pre-school		
<b>Address of Service:</b>	St. Peter's National School, Hawthorn Road, Bray, Co. Wicklow		
<b>Eircode:</b>	A98 YH93		
<b>Name of Registered Provider:</b>	Susan Carey		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	25 November 2022		
<b>No of pre-school children:</b>	AM	17	PM N/A

<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate Tusla Child and Family agency 1 <sup>st</sup> 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 private sessional service was first established in 1999. The Montessori operates from an adapted room in a National school in Bray Co. Wicklow. It is registered to provide care and education to children from 2 to 6 years of age. The Montessori is open from Monday to Friday from 09.10am to 12.10pm and 09.30 to 12.30pm, this staggered opening was started during the recent Covid 19 pandemic and has been kept on since the restrictions have been lifted. The Montessori operates for 38 weeks of the years. It participates in the Early Childhood Care and Education (ECCE) scheme.

## Staffing

There are two full time staff members employed in the service and this includes the registered provider. Both staff members were present on the day of inspection and were working directly with the children in the Montessori.

## 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 inspector wishes to acknowledge the cooperation of the registered provider, second staff member 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*

*(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.*

*(6) Paragraph (4) shall not apply before 1 September 2021 to a person who-*

- (a) has signed a declaration on or before 30 June 2016 to the effect that he or she intends to retire from employment in a pre-school service before 1 September 2021, and*
- (b) is in possession of a letter from the Minister confirming that paragraph (4) shall not apply to him or her before that date.*

*(6A) is inserted by S.I. No.632 of 2016 CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (AMENDMENT) REGULATIONS 2016 which states; Regulation 9 of the Child Care Act 1991 (Early Years Services) Regulations (S.I.*

*No. 221 of 2016) is amended - in paragraph (4), by the substitution of “paragraphs (5), (6) and (6A)” for “paragraphs (5) and (6)”, and (b) by the insertion of the following paragraph after paragraph (6): “)*

*(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, it was confirmed that there was one new staff member since the last inspection. This file was reviewed.

(1)(a)

The registered provider was the person in charge of the service 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.

(2)(a)(b)

Written references were available from past employers in respect of one staff member

(c)

The required Garda vetting disclosure was available in respect of one staff member

(4)

There was an available certificate of qualification in Early Childhood Care and Education at Level 8 on the National Framework of Qualifications for 1 staff member.

(6)(a)

Not applicable as no adult present had signed a retirement declaration.

(6)(A)

No adults were employed pursuant to the scheme known as the Access and Inclusion Model.

### Non-Compliance Information

(d)

Police vetting was not available for one adult who had lived outside the State for a period of longer than 6 consecutive months since turning 18 years of age.

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

#### Corrective and Preventive Action

Police vetting for the staff member has been obtained on the 30<sup>th</sup> November 2022 and will be filed in the staff members personal file for further inspections.

#### Supporting documentation submitted

Photographic evidence was submitted to support the corrective action.

### Summary Comment

The non-compliance as identified on inspection in relation to Regulation 9 (d)– management and recruitment has been addressed.

## 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 Montessori service.
- (3)  
The correct adult/child ratio was maintained at all times. There were two adults employed and present with 17 children on the day of inspection.
- (8)(c)  
There were at least 2 adults on the premises at all times. The registered provider does not operate the service single-handedly.

### 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, and*

### Compliance Information

- (1)(a)  
The registered provider ensured that each child's learning, development and well-being was facilitated within the daily life of the service.  
Children were engaged in a variety of appropriate activities during the inspection including eating together, playing together and other interactions between children which were well managed by the adults who were caring for them.  
There was a curriculum in place and there was evidence of children's emerging interests and plans for learning being documented. Children were encouraged to be independent appropriate to their age and stage of

development, for example, by tidying up after free play and snack time, plus putting on their own coats at the end of the day.

Adults working with children modelled good language skills describing what children were doing and providing new words to build on their vocabulary.

Materials and equipment available included a large range of developmentally appropriate Montessori equipment, arts and crafts materials, sand and water play, a toy shop, dolls houses and other open-ended materials which were well organised and easily accessible to children. Children enjoyed freedom of movement within the Montessori room and the designated hall area.

There was a large selection of age-appropriate toys and equipment available to use in the hall, such as musical instruments, foot balls, large floor jigsaws, hula hoops, balance boards, ribbons and a hamster wheel. All toys and equipment were used to encourage imaginative and gross motor play.

There was a large rest area in the Montessori room for children to use should they require it during the morning. This area contained bean bags, 2 soft cushioned chairs and a small bed.

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

### Regulation 22 – Food and drink

*A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.*

#### Compliance Information

All food and drinks for the children were provided by the parents on the day of inspection, all the children's food was found to be suitable and in keeping with the pre-schools Healthy Eating Policy. All small fruits like grapes had been cut by parents before attending the service. Drinking water was available to the children at all times during the morning.

## 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:

- All cleaning products were stored, out of the reach of children.
- The emergency exit route in the Montessori room was clearly marked and free from obstruction.
- The entrance to the service was through the main door of the National school, which was securely closed with a magnetic lock on the day of inspection. The main door to the Montessori room was also locked and secured to prevent children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- The Montessori had access to the large indoor hall in the National school. The children have access to the hall on a daily basis. The hall was suitable, safe and secure.
- All toys were in good condition and equipment was suitable and in good working order.

### Infection Control:

- A cleaning schedule for the Montessori room was available and maintained.
- The updated infection control policy and procedures to be followed in line with the COVID-19 pandemic, were still in place and included 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 the Montessori room.
- Hand washing by adults and children was observed before snacks. Child friendly signing was located in the Montessori room sanitary area to encourage adults and children alike to effectively wash their hands.
- Tables were cleaned prior to and after snack time in the Montessori room.
- All children had access to a suitable sanitary area. There were 2 separate toilets units, each with its own sink. The hot water in the sanitary area was recorded at 36.1°C. There was liquid soap, paper towels and pedal operated lidded bins, for the safe disposal of used hand towels, by both adults and children.

### Non-Compliance Information

#### Infection Control:

The toilet seat insert for children, in the first sanitary area, was stored on the floor. All toilet equipment should be hung safely out of the reach of children for infection control purposes.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### Infection Control:

The toilet seat insert has been placed on wall beside toilet with hook for easy access for children and for hygienic purpose. The hook has been implemented for daily use of toilet seat insert.

#### Supporting documentation submitted

#### Infection Control:

Photographic evidence was submitted to support the corrective action.

### Summary Comment

The non-compliance as identified on inspection in relation to Regulation 23 – Safeguarding health, safety and welfare of child, Infection control, has been addressed.

### 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.*

*(2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*

*(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.*

#### Compliance Information

(1)

The registered provider ensured every child attending the Montessori was checked in and out on a daily basis.

(3)(a)(i-iv)

The registered provider ensured that no person other than the approved list of persons could enter the Montessori without being approved of in advance.

(b)

A record was available in writing of all such persons.

### 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)

An adult trained in FAR first aid for children was present and immediately available to the children.

(2)(a)

The first aid box for children was stored in an accessible and conspicuous position in the Montessori room.

(b)

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

### 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.*

*(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 15<sup>th</sup> of November 2022.

(b)

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

(4)

There was a notice of the procedures to be followed in the event of a fire clearly displayed in the Montessori room.

### 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 registered provider and second staff member demonstrated they could provide adequate supervision of the children attending the Montessori service 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 had adequate insurance for the Montessori service covering 22 children and expires in 27<sup>th</sup> of March 2023.