

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WW207
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Name of Service:	Treetops Daycare & Afterschool Club
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Address of Service:	Sea Road, Kilcoole, Co. Wicklow
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Eircode:	A63 P300
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Name of Registered Provider:	Áine Conway , Gary Conway
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Service type:	Full Day
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Date of Inspection:	29/08/2024
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No of pre-school children:	AM	51	PM	24
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Address of the Early Years Inspectorate:	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co. Dublin.
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Inspection undertaken by:	M Condon & O Quill
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Title:	Early Years Inspectors
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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
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Description of service

This service is located in a residential area in Kilcoole village, County Wicklow. The service is registered to provide a full day care, part time and sessional service for pre-school children aged 0-6 years. Childcare services are also provided for school-aged children up to the age of 12 years. The service operates between the hours of 07:30 and 18:30 on a Monday to Friday basis.

The service consists of four pre-school rooms, the wobbler, toddler rooms and full time Montessori rooms are on the ground floor and the Montessori sessional room is on the first floor. Sanitary areas are available on both floors. A kitchen, office and storage area are located on the ground floor. The outdoor area is at the side and rear of the premises.

Staffing

On the day of inspection four pre-school rooms were in operation. Fifteen staff were employed to provide direct care for the pre-school children. This includes the person-in-charge and her deputy person-in-charge who provide support in the pre-school rooms as needed. In addition, a chef is employed.

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 and safety. 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 inspectors wish to acknowledge the cooperation of the registered providers, 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

(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.

Compliance Information

(1)(a) The service has a designated person in charge and a named person who is able to deputise as required.

(b) The designated person in charge was on the premises at the time of the arrival of the Inspectors and remained on the premises for the duration of the inspection.

(2)
There were a total fifteen staff members employed in the service. This number includes the two registered providers who were present on the day of inspection. These fifteen files were reviewed on the day of the inspection.

(a)&(b) There were thirty written and validated references for fifteen staff members.

(c) Documentary evidence of processed Garda Vetting Disclosures was available for fifteen staff members. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) International Police vetting was available for two staff members who had lived in another state for a period longer than six consecutive months as an adult.

(4)
Documentary evidence was available to confirm that fourteen staff members had 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. One staff member was employed to carry out domestic duties and therefore did not require a qualification in Early Childhood Care and Education.

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.

(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,

*(8) Without prejudice to paragraphs (2) to (7)—
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) At all times during the inspection an adequate number of adults were working directly with the children attending the pre-school service.

(2) The minimum ratio of adults to children for full day care services was adhered to at all times during the inspection. There were fifty-one children attending the service being supervised by ten adults on the day of inspection.

(8)(a) The staff roster demonstrated two adults are on the premises at all times during the hours of operation.

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)

Twenty files were examined.

The records required in writing in relation to (a)-(i) above was kept for each child. The children’s files were located in a secure place in the service.

(3) (c) A record in writing referred to in paragraph (1) (a)-(i) was open to inspection on the premises by the inspectors.

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 main entrance door and the side entrance door to the garden area were secure. A visitor's book was available in the hallway on arrival. The service met the necessary safety requirements in respect of the indoor and outdoor environment.

Infection Control:

The staff members supervised children's handwashing and handwashing routines were well established. Foot pedal operated bins were provided for the disposal of used tissues. Sanitary facilities were equipped with warm water, liquid soap, and paper towels for handwashing. Written cleaning schedules were on display for the room environment and sanitary area which were observed to be maintained in a clean and hygienic condition.

Administration of Medication:

Medication was not given at the time of the inspection, written parental consent was available should medication be required to be administered to a child. The staff members were familiar with required safe practice when administering medication in the service. Medicine was safely stored.

Safe Sleep:

Six standard cots were available for the children in the Wobbler room to sleep when required. The inspectors observed staff checking sleeping children at 10-minute intervals and maintaining a record of the checks. The room temperature was maintained between 16 and 20°C when children were sleeping. Older children were facilitated to sleep on low level beds in their room while being supervised by a staff member.

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) On the day of inspection two adults trained in First Aid Response were present and immediately available to the pre-school children.

(2)

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

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

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 fire fighting 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) A record in writing was kept of all fire drills that took place in the premises. The last fire drill was recorded on the 01/08/2024.

(b) Written records were available detailing the number, type and maintenance of firefighting equipment and smoke alarms, dated January 2024 and July 2024 respectively.

(4) Notices were displayed detailing the procedures to be followed in the event of fire in all rooms and hallways in the service.

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

At all times during the inspection the pre-school children were supervised.