

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015WW227

**Name of Service** Coillte Academy Pre-school

**Address of Service:**  
2 Cill Sarin  
Herbert Road  
Bray, Co. Wicklow A98 Y7E5

**Email Address:** Carolberkeley998@gmail.com

**Name of Registered Provider:** Carol Berkeley

<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	<input type="checkbox"/>	<b>Part-Time</b>	<input type="checkbox"/>	<b>Sessional</b>	<input checked="" type="checkbox"/>
	<b>Drop-In</b>	<input type="checkbox"/>	<b>Childminding</b>	<input type="checkbox"/>	<b>Temporary</b>	<input type="checkbox"/>

**Proposed change:**  
To change from a sessional service, to a sessional and parttime service.  
To change the hours of operation from 09:00am to 12:00, to 09:00 to 13:00.

**Proposed Number of Children:** 22

**Recommended Change Following Inspection:**  
Change from sessional to sessional and parttime.  
Change of operational hours from 09:00am to 12:00 to 09:00am to 13:00.

**Registered change:** Additional Service Type from Sessional to Part-Time & Sessional for 22 (Max 17 Part-Time) children

**Date of Inspection:**

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**Inspection undertaken by:** H. Bourke

**Title:** Early Years Inspector

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<b>Tusla Early Years Inspectorate Address:</b>	Tusla Child and Family Agency
	First Floor Trinity Building
	IDA Business Park
	Southern Cross Road
	Bray
	Co. Wicklow

### Rationale for Inspection:

**Proposed Change of Circumstance**

**Note: For Office use only, to be completed by Registration Office**

<b>Registration Status:</b>	<b>Registered Part-Time &amp; Sessional for 22 (Max 17 Part-Time) Children</b>
<b>Date of Registration</b>	<b>16<sup>th</sup> August 2024</b>

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

<b>Description of Service</b>	This sessional service was first established in 2012. It 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. The service operates 09.00am to 12.00pm. The service participates in the Early Childhood Care and Education (ECCE) scheme and operates for 38 weeks of the year. The children have access to an outdoor area directly beside the premises on a daily basis.
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<b>Premises</b>	The service operates from a purpose-built single storey building in the garden of the registered provider's home located within a housing estate in the urban setting of Bray Co. Wicklow.
<b>Staffing</b>	There are 3 adults employed in the service and this includes the registered provider.
<b>Methodology</b>	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. 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 registered provider who was present on the day of the inspection.

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### 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.

#### Requirement met:

The requirement has been met.

(1)(a)

The registered provider is the designated person in charge and there is a named person to deputise if required.

### 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.

#### Requirement met:

The requirement has been met.

(1)

The service can accommodate 22 children on a sessional basis with an adequate number of adults working directly with the children during their day.

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### 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—

- (a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and
- (b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

#### Requirement met:

This requirement has been met.

(1)(a)

The service comprises of one large room. The room is bright and spacious and well laid out to cater for the age range of children who attend the service.

(b)

The registered provider has a low-level bed available for a child who may require sleep during their day. Additional low-level beds will be purchased if they are required. There is a suitable rest area already provided in the service should the children need a rest during their day.

### 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.

#### Requirement met:

The requirement has been met.

Parents provide all morning snacks for their child attending on a sessional basis and will also supply additional food for children who will be availing of the part-time facility.

The registered provider will inform parents that all snacks and meals must be in line

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with the Health Eating policy of the service. Refrigerated storage facilities are available for perishable snacks.

Portable water and fresh milk are available for children. If a child requires additional food the registered provider can provide a healthy snack as needed.

### 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.*

#### Requirement met:

The requirement has been met.

- The registered provider stated the side gate, which is the main access point to the service is locked at all times, ensuring children cannot leave the service unsupervised and unauthorised access to the service cannot occur.
- The emergency exit doors were unobstructed.
- Storage is available for children’s belongings.
- Cleaning materials and equipment are locked away in the registered provider’s home.
- The kitchen is inaccessible to children.
- A fridge is available in the registered providers kitchen for the storage of food.
- A cleaning schedule for toys and equipment was available
- The sanitary accommodation was well stocked with a sufficient supply of liquid soap, warm water and paper hand towel. Foot pedal bins were available in the sanitary area, and the care room for the safe disposal of used paper towels and other household waste.
- The sanitary area has both natural and mechanical ventilation.

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### 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.

#### Requirement met:

The requirement has been met.

(1)

The registered provider of the service has a current certification in FAR training.

(2)(a)

A suitably equipped first aid box was available in the care room.

(b)

The first aid box was clearly identifiable and readily accessible in the care room.

### 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.

#### Requirement met:

The requirement has been met.

(1)(a)

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	<p>The registered provider confirmed that fire drills will continue to be carried out in the service on a monthly basis.</p> <p>(b)</p> <p>The maintenance record of the firefighting equipment and the smoke detection system was available and dated the 1<sup>st</sup> of September 2023.</p> <p>(4)</p> <p>There was a visible notice available in a conspicuous position of the procedure to be followed in the event of a fire.</p>
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### Part VI – Safety

#### Regulation 28 – Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.</p> <p>Full insurance was provided to the registration office. There was evidence of an insurance policy for pre-school children attending on a sessional and parttime basis, which expires on the 27th of March 2025.</p>
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### Part VII – Premises and Space Requirements

#### Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,
- (b) safe and secure,
- (c) kept adequately lit, heated and ventilated,
- (d) cleaned, maintained and repaired, as required, and
- (e) equipped with adequate and suitable sanitary facilities.

#### Requirement met:

The requirement has been met.

(a)

The service is located in a purpose built, single storey building in the garden of the registered provider’s private home.

(b)

The point of entry to the service is through a side gate which is monitored by the registered provider. The outdoor area is secured with high concrete walls to prevent a child leaving unsupervised and to prevent unauthorised access to the area.

(c)

The premises benefits from natural light via the full-length glass panel windows in the pre-school room. There is supplemental artificial lighting also provided from covered fluorescent ceiling lights in the care room. There is an oil-fired heating system in place. Full length double glass panelled doors provide adequate lighting and ventilation. All doors and windows have posters or stickers in place, at the eye level of the children to allow them to see them.

(d)

A cleaning schedule was in place for the pre-school facility. The premises and surrounding environment were clean and maintained.

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	<p>(e)</p> <p>The sanitary area the pre-school consists of two child sized toilets with two sinks with a divider between the two toilets to allow privacy for the children using the facilities. There is a toilet for the staff members to use in the registered provider's home. Thermostatically controlled hot water was available in the children's sanitary area and the temperature of the water in the low sinks was 34°C.</p>
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### Part VII – Premises and Space Requirements

#### Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1)</p> <p>Adequate clear floor space has been provided for the work, play and movement of the number of children proposing to attend the service as demonstrated below:</p> <p>(2)</p> <p>The clear floor space measured 42 square metres, allowing for 22 children on a sessional basis and 17 children on a parttime basis.</p>
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