

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WW232			
Name of Service:	The Convent Montessori			
Address of Service:	Unit 3, Marina Village, The Harbour, Greystones, Co. Wicklow			
Eircode:	A63 V406			
Name of Registered Provider:	Margot Kinsella			
Service type:	Part Time, Sessional			
Date of Inspection:	16/10/2023			
No of pre-school children:	AM	13	PM	9
Address of the Early Years Inspectorate:	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co Dublin			
Inspection undertaken by:	Mona Condon			
Title:	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).

Conditions if applicable	Not applicable
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Description of service

This service provides sessional and part-time education to children from 9.00am to 12.30pm with the option also for children to finish at 13.00pm or 13.30pm daily. The pre-school currently caters for pre-school children aged 2 years and 10 months of age to 5 years. The service consists of one playroom which has direct access to the outdoor courtyard. Access to a sanitary area, a cloakroom, kitchen area and storage is also available to the pre-school during its hours of operation.

Staffing

The service employs three adults who give direct care to the children. The registered provider is not present in the service on a daily basis but will provide assistance as needed and relief for staff absences.

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 inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

Non-Compliance Information

The Registered Provider was operating outside the registration status of the service. The service was registered to provide care for a maximum of eight children on a part-time basis i.e., after 12.30pm. On the day of inspection nine children were availing of Part-time care. It was stated by the Person in charge that the maximum number of children availing of part-time care on any one day is twelve.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

We submitted a change of circumstances application on 17th October to increase the number of part time children we cater for from 8 to 16. On the 26th October we received approval to increase our number of part time children which we can cater for from 8 to 16.

Supporting documentation submitted

Copy of CIC received and approved by Tusla Registration Department.

Summary Comment

The non-compliance in relation to Regulation 8 has been addressed.

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.

Compliance Information

1)(a)

The designated person in charge of operating the service was present during the inspection and a named adult was able to deputise as required.

(b)

The designated 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 total of four staff files were reviewed.
- (a) & (b)
Eight written and validated references were available for four adults.
- (c)
The required Garda vetting disclosures were available in respect of four adults employed.
- (d)
International Police vetting was available for one adult who had lived outside the jurisdiction for a period of over 6 months as an adult.
- (4)
Four adults employed held major awards in Early Childhood Care and Education at National Framework for Qualifications.

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.*

Compliance Information

- (1) Throughout the inspection there was an adequate number of adults working directly with the pre-school children.
- (2) The adult/child ratios were maintained throughout the inspection. On inspection there were three adults providing direct care to thirteen pre-school children.

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)

Thirteen files were examined.

In relation to the files examined, the record required in writing in relation to (a)-(i) above was kept for each child. Each child's file was 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 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.

Compliance Information

(1)(b)

Staff demonstrated warmth and affection in their interactions with the children. They addressed them by name, used gentle tones and interacted with them in a positive manner. One child who was upset was comforted by staff and they tried to settle her to play/read and interact with the other children.

The Inspector observed that staff were attentive to the personal care of the children. Staff assisted children in the bathroom used opportunities when assisting with personal care for warm individual engagement with the children.

Children were engaged in activities during the session and played alone, in pairs and in small groups, while being supervised and guided as needed by the staff present. Transitions from one activity to the next were observed and children were given notice so that each change took place smoothly with the children assisting.

Staff sat with the children when eating. They provided them with help when needed whilst supporting their independence.

The children had access to outdoor play in a large courtyard. This was divided into several interest areas including sand play, water play, construction, a low-level slide, and transport toys. Staff interacted with the children encouraging turn-taking, sharing, and giving them an opportunity to try equipment/toys safely.

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:

- Care plans were in place for two children who had specific needs. These plans were available in the care room and staff were knowledgeable regarding the steps to be taken for each child.
- The outdoor play area was secured by high walls and gates. The main entrance to the premises was secured.
- All cleaning products were stored out of the reach of children.
- Fire exits were unobstructed.

Infection Control:

- Pedal operated bins were available for the safe disposal of used paper towels in the sanitary areas and in the care room.
- Table cleaning was observed before snack time.
- Hand washing by the adult and children was observed after using the toilet and before lunch. Liquid soap and paper towels were available to facilitate hand washing.

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.
- Temperature reducing medication was available, in date and stored safely.

Non-Compliance Information

General Safety:

1. The temperature of the water in the sanitary area was not maintained at the recommended temperature of less than 43°C. When tested the temperature was 49°C which could cause scalding of a child's hands.

2. The servicing of the fire alarm was not carried out on an annual basis as required. The date for the last service of the fire alarm was 2nd of March 2021. It is acknowledged that the Registered Provider stated the alarm service would be carried out on the 27th of October 2023.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. We changed the water temperature control device located on the boiler to 40 degrees Celsius. We have written to the club confirming that the water temperature must not exceed 40 degrees Celsius.
2. A fire alarm service has been requested to be carried out as soon as possible. The club protocol is to request 3 quotations and then submit for approval. Requests for quotes have been sent out and the aim is to have the alarm service completed by the end of November. A copy of the service will be forwarded once completed. We have requested that this is brought up at the next board meeting and that a system is put in place for the fire alarm service to be completed yearly.

Summary Comment

The actions taken by the Registered Provider have been considered by the Inspector. It is acknowledged that the Registered Provider has addressed the non-compliance number 1 of this regulation.
Number 2 non-compliance remains outstanding and will be reviewed on next inspection.

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)

One adult trained in First Aid Response was present and immediately available to the pre-school children. An additional two staff members were qualified in Paediatric First Aid.

(2)

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

(b) At all times the first aid box was available to the children.

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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
 - (b) an employee, and
 - (c) an authorised person.
- (3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation
- (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 29/09/2023.
- (b)
- A record was available detailing the number, type and maintenance of firefighting equipment and smoke alarm, b dated February 2023 and March 2021 respectively.
- (4)
- Notices were displayed in conspicuous positions, detailing the procedures to be followed in the event of fire.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence of current insurance cover valid until 27th March 2024. The insurance provides cover for up to 20 children.