

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WX017
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<b>Name of Service:</b>	Bumbles Bees Creche
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<b>Address of Service:</b>	Whiterock Ave, Whitebrook Hill, Whiterock, Wexford
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<b>Eircode:</b>	Y35 X016
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<b>Name of Registered Provider:</b>	Helen Scallan
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	2 December 2022
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<b>No of pre-school children:</b>	AM	26	PM	11
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate Tusla Child and Family Agency Ely Hospital Ferrybank Wexford
<b>Inspection undertaken by:</b>	C. Ryan
<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

Bumblebees Creche is a privately operated full day care service offering a play-based programme to children. It is located on the outskirts of Wexford town. As well as offering full day care, the service also offers sessional and after-school care to children aged 2 to 12 years of age. The service operates from 8.30am to 6.00pm and is open 51 weeks per year and can accommodate 37 children. The service operates from a bungalow used solely for the purpose of the pre-school children. The service consists of an entrance hall, four playrooms, a kitchen, children's toilets and a separate staff toilet. Children had access to a large, secured garden and play area to the rear of the premises.

### Staffing

There were seven staff working in the service on the day of inspection. The registered provider is the designated person in charge and works directly with the children attending the service. The staff working directly with the children in the service all held qualifications in Early Childhood care and Education at Quality Qualifications Ireland (QQI) level 5 and above on the National Qualifications Framework or a qualification deemed by the minister to be equivalent.

### 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 an 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.

A sampling process was used to assess compliance under regulation 9 management and recruitment, regulation 11 staff ratios, Regulation 15 record of a pre-school child, regulation 19 health, welfare and development of the child, regulation 23 safeguarding health, welfare and development of the child, regulation 25 first aid, regulation 26 fire safety and regulation 28 insurance, as a result, the scope of the inspection included the all the early years rooms and the outdoor area.

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

A recommendation was sent to Better Start National Early Years Quality Development Service with the consent of the registered provider on 16 December 2022. This service offers support in relation to quality assurance and improvement in Early Years Early Childhood Care and Educational (ECCE) services.

## Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, 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.

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(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.

#### Compliance Information

(1)(a)(b)

The registered provider was the designated person in charge on the day of inspection and remained on the premises for the duration of the inspection. There was a second named staff member available to deputise as required.

From a discussion with the registered provider, it was established that there were two new members of staff employed in the service, since the last inspection on 18 February 2020. The files for the new staff members were reviewed on the day of inspection.

(2)(a)(b)

There were two written and validated references available on file for each new staff member.

(c)

Garda vetting disclosures were available on file in the service for all of the new staff members.

(d)

Police vetting disclosures were not required as none of the new staff members had worked or lived outside the state for a period of longer than six consecutive months.

(4)

Certificates of qualifications for all the new staff members working directly with the early years children were available on file.

### 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.*

*(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.*

*(4) Subject to paragraph (5), where a registered provider contemporaneously provides-*

*(a) a sessional pre-school service, and*

*(b) a full day care service or a part-time day care service, or both, the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).*

### Compliance Information

(1)(2)

There was an adequate number of staff working with the children for the duration of the inspection.

(3)(4)

During the morning, there were 26 children being directly cared for by 6 staff.

In the playschool room, there were 5 early years children in the care of 2 staff.

In the pre-school room 1, there were 10 early years children in the care of 2 staff.

In the pre-school room 2, there were 11 school aged children in the care of 2 staff.

The registered provider was supernumerary to the staff and available to assist in the rooms as required during the day.

## 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.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 2 years from the date on which the child to whom it relates ceases to attend the service.*

### Compliance Information

(1)

A sample of 12 children's records were reviewed on inspection. The records were securely stored in the registered provider's office. All the files reviewed contained the information required under Regulation 15 (1) (a-i). The records were up to date, factual and consistent.

(4)

The registered provider ensured that all records were stored for a period of two years from when the child ceases to attend.

## 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*

*(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)(a)(b) The following observations and discussions with staff reflect the children's experience within the service focusing on the areas of basic needs and supporting relationships on the day of inspection:

During the morning, children ate a variety of snacks supplied by parents. On Fridays, children were allowed to bring a small treat to school. The service supplied the main meal of the day, which consisted of mashed potatoes, sausages and broccoli on the day of inspection. Children were encouraged to feed themselves, with staff observed to sit with the children during mealtimes and give help, assistance as required and praised the children.

Children were observed to use the toilet independently and were given help when required. Handwashing was supervised. Nappy changing was attended to regularly on the day of inspection.

The routine was flexible during the day, with children engaged in a variety of activities. Children enjoyed free play, outdoor play, making Christmas crafts, cutting, gluing and Montessori work. The play was child led, with children currently interested in robots and getting ready for their Christmas nativity.

#### **Supporting relationships around the children:**

Staff were observed to interact well with the children on the day of inspection. For example, staff were observed chatting with children all day, showing interest when children talked and giving praise. The transitions were

smooth, with children moving between activities calmly, demonstrating that the children were familiar and confident in their school.

Measures were in place for parents to receive informal verbal feedback at drop off and collection times. The registered provider emailed and sent group text messages to parents to provide updates and share key information. Parents received a newsletter every 2 to 3 months. Staff in each of the rooms used a digital device to provide parents with daily updates on their child while attending.

### Non-Compliance Information

#### Basic needs:

There were no defined rest or cosy areas in the early years rooms for the children to rest/sleep during the day or relax if they wanted to opt out of an activity.

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

#### Corrective Action:

The classrooms will be restructured to include rest areas.

#### Preventative Action:

The staff will be responsible for the maintaining of the rest areas to ensuring children's rest needs are met.

#### Evidence submitted:

No evidence submitted.

### Summary Comment

The response submitted meets the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016. This will be reviewed on next inspection.

### 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 entrance door to the service was secured to prevent children exiting unsupervised and to prevent unauthorised persons gaining access to the building. Cleaning products were stored securely and safely away from children. The outdoor play area was fully enclosed and secured.

##### Infection Control:

Children were observed washing their hands before snack and after toileting. There was warm running water, liquid soap, and paper hand towels available for hand drying in line with good hand hygiene recommendations. There was a designated nappy changing area and nappy changing policy.

##### Administration of Medication:

Staff showed the inspector signed medication record cards documenting the details of any medications which had been administered in the service in line with the services administration of medication policy. Medications supplied by parents were stored securely in the office and inaccessible to children. The medication policy was emailed to parents.

#### Non-Compliance Information

##### Infection Control:

1. There were inconsistencies observed during the nappy changing procedures during the day. For example, children's hands were not washed, and the changing mat not cleaned after each nappy change.
2. There were no foot pedal bins available for the safe and hygiene disposal of used tissues, nappies and handtowels.

#### Action submitted by the Registered Provider

##### Corrective & Preventive Action

##### Corrective Action:

1. The nappy changing policy was updated and displayed in the nappy changing area. A stool was purchased to help with children's handwashing at the sink. The handwashing procedure is displayed over the sink.

2. New foot pedal bins have been purchased.

**Preventative Action:**

1. Staff have reviewed the new policies and the manager will review the practice.
2. The manager will ensure bins are available.

**Evidence submitted:**

Photographs of the new nappy changing mat, new bins, the nappy changing policy and hand washing policy.

**Summary Comment**

The response submitted meets the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016.

**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)  
There were staff trained in first aid available to the children attending the early years service.
- (2)(a)(b)  
There was a suitably equipped first aid box stored in an easily accessible and conspicuous position in the premises and was available for use.

### 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.
- (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) The registered provider stated that monthly fire drills were carried out within all the rooms. Records were reviewed on inspection to confirm that the last fire drill completed was on 28 November 2022.
  - (b) A record was maintained of when the firefighting equipment was serviced. The last maintenance carried out in the service took place in May and September 2022.
- (2)
- Fire records were made available for inspection on the day.

(4)  
There was a notice of the procedures to be followed in the event of fire displayed in a conspicuous position in the service. The fire assembly point was clearly identified.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

An insurance certificate was available to demonstrate that adequate insurance was in place to cover the number of children attending.