

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015WX073
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<b>Name of Service:</b>	Little Daisies Childcare
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<b>Address of Service:</b>	Gorey Community Youth and Childcare Centre, Maryward Lane, St Michael's Road, Gorey, Co. Wexford
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<b>Eircode:</b>	Y25 T8P8
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<b>Name of Registered Provider:</b>	Mandi Tighe
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	13/05/2024
	14/05/2024

<b>No of pre-school children:</b>	AM	52	PM	30
		60		NA

<b>Address of the Early Years Inspectorate:</b>	Early Years Inspector, Tusla Child and Family Agency Ely Hospital, Ferrybank, Wexford.
<b>Inspection undertaken by:</b>	C. Ryan
<b>Title:</b>	Early Years Inspector

<b>Authority to Inspect</b>
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

Little Daisies Childcare is a community-based preschool offering a play-based service. The service operates from 7.30am to 6pm and can accommodate up to 67 children at any one time. The service's aim is "to provide a safe, caring and friendly environment which enables children to relax and experience maximum enjoyment during their time attending our facility". The service is located in the Gorey community youth building in Gorey town and consists of four playrooms, two sleep rooms, a sensory room, sanitary accommodation, and an office. Outside there are secured play areas directly accessible from the playrooms.

### Staffing

There are 33 staff employed in the service, including a caretaker and administration staff. On the day of inspection there were 18 staff working directly with the children attending the service. The registered provider does not work directly with the children. The service employs two childcare managers who are the designated people in charge daily on the premises. All of the staff working directly with the children held the minimum of level 5 and above qualifications in Childcare and Early Childhood Care and Education.

### 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 inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations:

Regulation 9 Management and Recruitment (1) (2) (a) (b) (c) (d) (4),  
Regulation 11 Staffing levels (1) (2),  
Regulation 15 Record of a preschool child,  
Regulation 17 Information for parents,  
Regulation 20 Facilities for rest and play (1)(b),  
Regulation 21 Equipment and materials,  
Regulation 23 Safeguarding Health, Safety, and Welfare of the Child,  
Regulation 24 - Checking in and out and record of attendance,  
Regulation 25 First aid (1) (2) (a) (b),  
Regulation 26 Fire Safety (1) (a) (b) (4) and  
Regulation 28 Insurance.

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

An immediate action notice was issued to the registered provider on the 13 May 2024 regarding non-compliance identified under regulation 23 general safety. The registered provider submitted a response to the office of the early years inspectorate on the 15 May to demonstrate the actions taken to correct the non-compliance.

## Acknowledgments

The inspector wishes to acknowledge the cooperation of the people in charge, 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.*

*(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.*

*(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

(1)(a)(b)

On both days of the inspection the managers were the designated people in charge of the service.

(c)

There was a clear management structure within the service with designated roles and responsibilities for each member of staff. The staff files for all staff employed in the service were reviewed on the day.

(2)(a)(b)

There were validated references for all employees kept in each staff members file.

(c)

Garda vetting disclosures were available for all staff working in the service. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to re-new Garda vetting every three years.

(d)

Police vetting disclosures were maintained on file for staff who had worked or lived outside the state for more than six consecutive months.

(4)

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

(6)(A)

The service employed staff under the scheme known as the access and inclusion model.

### 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)(2)

Throughout the period of the inspection there were adequate numbers of staff working directly with the children attending the service.

Day 1:

During the morning there were 52 children being directly cared for by 16 staff. During the afternoon there were 30 children being directly cared for by 8 staff, ensuring there were adequate staff available to work with the children and to maintain staff/child ratios at all times.

Day 2:

During the morning there were 60 children being directly cared for by 14 staff. Additionally, the two childcare managers, an administrative staff and the caretaker were on the premises.

### 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.*

### Compliance Information

(1)  
There was a registration form available in respect of each child enrolled in the service. A sample of forms for the children from each of the rooms were reviewed as part of the inspection process and were found to contain all of the information required under parts (a) – (i) of this regulation.

### Part IV – Information and Records

#### Regulation 17 – Information for parents

*A registered provider shall ensure that a parent or guardian of a child proposing to attend the service is provided with the information referred to in subparagraphs (a) to (g) of Regulation 16(1).*

### Compliance Information

The registered provider provides the parents with a parent handbook which includes the services policies. The handbook outlines to parents the curriculum, the hours of operation, the funding schemes available, contact details and the facilities available within the service. It provides parents with information on the day-to-day requirements and running of the service: healthy eating, medication management, behaviour management, complaints, fire safety and first aid.

### 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.

#### Compliance Information

(1)(a)(b)

The four playrooms were well equipped and furnished with a variety of furniture, toys and materials. There were child sized tables and chairs suitable for tabletop activities and snack time. There was sufficient space for children and staff to move around and enjoy various activities and play. Open shelving units allowed children to freely access what they wanted to choose for to play with. There were sufficient variety including manipulative play materials, fine motor skills and life skill materials.

There were two sleep rooms available with cots and sleep mats for the children. A sensory room was available to support children as needed. There were suitable facilities for the children outdoors during the day. The outdoor play area was large and divided into four areas, which were developed and suitable for the different ages of children using them. Three of the rooms had direct access to the outdoor area from their rooms. Outdoor equipment included items such as a covered area, a mud kitchen, playhouse, seating, ride on toys and sand pits.

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

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

The playrooms were well equipped and furnished. The four rooms were laid out with interest areas that were well resourced. Each of the rooms was set up to meet the individual needs of the ages and stages of the children using them. The rooms had low-level shelving units which made play equipment such as the small world and puzzles, and bricks easily accessible to children. There were child sized tables and chairs in the rooms that were used for dining as well as tabletop activities.

Interest areas included the office area set up with phones, computer screen and keypad, transport area, home and kitchen area, small world and painting stations. There were dolls and buggy's and dress up clothes. Sensory trays were available for messy and tactile play. In the toddler room the children enjoyed colouring and play dough at the tables and the rest area was a canopy area in the corner of the room.

The baby room had mats and push along toys with sufficient space for younger children to crawl, roll and pull themselves up. The rooms had family walls and belonging trees displaying family photos. The service had a sensory room, that was used regularly to meet the needs of the children attending the service.

### 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:

- Accident and incident books were fully maintained.
- Attendance records were fully maintained.
- Cleaning products were stored out of reach of children.
- The outdoor play areas were fully enclosed.

##### Infection Control:

The playrooms were clean and well maintained. There was warm water, liquid hand soap and hand towels available in the toilets. Nappy changing practices observed during the inspection were in line with the services policy. There was consistent good hand hygiene observed on the day. Soothers were washed at the end of each day.

##### Safe Sleep:

The service had two designated sleep rooms with standard cots for young children to sleep. The staff were familiar with best practices in safe sleep and carried out physical checks on individual sleeping children, every 10 minutes, recording individual children's sleep positions, colour and breathing. Sleep mattresses were available for older children who needed to sleep or rest.

### Non-Compliance Information

#### General Safety:

1. The main entrance door to the service was broken and the door was not secured when the inspector arrived at the premises. The inspector was able to enter the service unrestricted. This was identified as a significant risk to the children and an immediate action notice was issued.

#### Administration of Medication:

1. Individual care plans for children required updating.
2. Parental consent forms were not in line with the service's administration of medication policy.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

#### General Safety:

- A risk assessment was carried out.
- The front door is being secured by the manual lock. All staff are aware of the manual locking system in place due to the door's magnetic lock being broken.
- A staff member is on duty at the front door at all times of the childcare service operation. The staff member is monitoring access to and from the building and ensuring the door is locked before and after entrance and exit.
- All visitors to the centre must sign in and out.
- A process to replace the front door is in progress, with quotes from a local window and door company received.
- This door has now been ordered.
- Electrician was contacted to temporary fixed the magnetic door lock.
- Magnetic lock on door is now fixed.

#### Supporting documentation submitted

Photograph of fixed magnetic lock and sign in sign out book.

#### Administration of Medication:

- Individual care plans for children have now been updated.
- The administration of Medication Policy has been updated.
- All staff are aware and now using new parental consent forms in line with our administration of medication policy.
- care plans will be reviewed at room meetings each month and making changes if necessary.

- The medication policy will be reviewed every six months. Managers will also be checking these on a regular basis.

**Supporting documentation submitted**

Updated medication form.

**Summary Comment**

The registered provider submitted a response that was satisfactory to meet the requirements of the regulation.

**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.*

**Compliance Information**

(1)  
The attendance records were accurately maintained in the service. Staff checked the children in and out daily, recording the information in attendance books in the individual rooms. A record was maintained of any visitors to the service.

**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 FAR and first aid for children available to the children attending the preschool service.

(2)(a)(b)

There was a suitably equipped first aid box stored in an easily accessible position 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.

(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)

Monthly fire drills were carried out in the service. The last recorded fire drill was carried out on the 5 May 2024.

(1)(b)

A record was maintained of when the firefighting equipment and smoke alarm were serviced in December 2023 and May 2024.

(4)

There was a notice of the procedures to be followed in the event of fire displayed in a conspicuous position in the hallway of the service.

### 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 insurance was in place.