

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D:** TU2015WX080

**Name of Service** Little Oaks Academy

**Address of Service:** Oakwood Estate, Ramstown, Gorey, Wexford, Y25 NY88

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

**Name of Registered Provider:** Ms. Paula Driver

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

**Proposed change:** Increase number of children attending from 59 to 80

**Proposed Number of Children:** 80

**Recommended Change Following Inspection:** Adequate space for 76 children

**Registered change:** Change in number of children that can be accommodated from 59 to 76

**Date of Inspection:** 1 7 0 4 2 0 2 3

**Inspection undertaken by:** C. Ryan  
E. Cullen

**Title:** EYI

**Tusla Early Years Inspectorate Address:** Early Years Inspector  
Tusla Child and Family Agency  
Ely Hospital, Ferrybank Wexford

### Rationale for Inspection: Proposed Change of Circumstance

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

<b>Registration Status:</b>	Registered Full Day Care Service for 76 Children
<b>Date of Registration</b>	31 <sup>st</sup> May 2023

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### 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>	Little Oaks Academy is a privately operated early years service which opened in 2010. It offers a play-based curriculum to children aged 0 to 6 years. The service operates from 7.30am to 6.30pm and is registered to accommodate a maximum number of 59 children. The registered provider proposes to increase the number of children attending the service to 76 children with the addition of a log cabin to the rear of the premises.
<b>Premises</b>	The service operates from a bungalow in a residential estate in Gorey town and consists of four playrooms, a sleep room, a sensory room, sanitary accommodation, a kitchen and an office. An outdoor garden play area is available to the rear of the service.
<b>Staffing</b>	The registered provider and the manager are the designated people in charge daily and work directly with the children. All the staff working directly with children in the service hold the minimum of level 5, 6 and 8 qualifications in Childcare and Early Childhood Care and Education.
<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 two themes: Governance, and Safety.</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 presented to the registration panel for consideration of a decision in relation to the service receiving continued registration.</p> <p>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>Additional Information</b>	This service was found to be operating outside its registration status and operating the change prior to the approval of the Registration Office.
<b>Acknowledgements</b>	The inspector wishes to acknowledge the cooperation of the registered provider, person in charge, staff and children who were present on the day of the inspection.

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## Inspection Due to a Proposed Change of Circumstances

### 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 registered provider is the designated person in charge and is on the premises daily.  
A second named staff member is available to deputise as 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.

(8) Without prejudice to paragraphs (2) to (7)—

(b) a childminder shall ensure that a second person familiar with the operation of the service and in a position to provide assistance to the childminder in operating the service is, at all times, within close distance of the service and available to attend the service to assist the childminder in the event of an emergency, and

(c) a registered provider of a sessional pre-school shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

#### Requirement met:

The registered provider is familiar with the Child Care Act 1991 (Early Years Services) Regulations 2016, Schedule 6 Staff: Child ratios and will ensure that there are always adequate numbers of staff working directly with the children attending the service.

### 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.

(2) A registered provider—

(b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

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## Inspection Due to a Proposed Change of Circumstances

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—

- (a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises or
- (b) where no such space is provided, the preschool children attending the service have access on a daily basis to an outdoor service

### Requirement met:

(1)(a)

The new room is located where the kitchen was and has been converted for use as a playroom. The room provides sufficient space for the proposed number of children. The early years room was warm, bright and lit by natural light. The room was set up and equipped with toys, activities and Montessori materials suitable to the ages and stages of development of the children proposed to use the room.

(1)(b)

Provisions were in place for children to rest and sleep while attending the service. There were sleep mats available for children over the age of two years. There is a sleep room located within the baby room and a second sleep room located adjacent to the toddler room with additional cots for children under the age of two years.

(2)(b)

The outdoor play area was located to the rear of the premises. It was fully enclosed and had sufficient space to accommodate the number of children attending. There was a variety of interest areas, toys, and equipment.

(2)(b)

The outdoor playground consisted of a variety of spaces, all fully enclosed by boundary walls and a gate to the rear of the creche. There were sufficient toys and equipment including a playhouse, ride on toys, sheltered areas, a kitchen and the interest areas were well developed and resourced.

(3)(a)(b)

The outdoor play area is suitable, safe and secure and provides space, variety and stimulation for the children

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## Inspection Due to a Proposed Change of Circumstances

### 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 service supplies the main hot meal and afternoon snack for children attending. Parents supply the food for the mid-morning snack. The service has an additional supply of extra snacks and food in the event that a child requires extra food. The service engaged with the environmental health service in relation to their new kitchen.

### 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:

#### Infection control:

Warm water for hygienic hand washing was available and was thermostatically controlled not to exceed 43°C. The service was clean and well maintained. Cleaning schedules were available for viewing. New windows have been installed in two of the nappy changing areas to provide ventilation in the sanitary area.

#### Administration of medication:

There was a policy on the safe administration of medications to children attending the service. An area for the safe storage of medication was identified. If a child requires administration of medicine on a regular basis, an individualised care plan is put in place in collaboration with the parents.

#### General safety:

The entrance to the service was secured by an electronic system to prevent children exiting unsupervised and unauthorised persons gaining access to the building. The service and outdoor spaces are large enough to accommodate the number of children attending the service.

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## Inspection Due to a Proposed Change of Circumstances

### 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:

- (1)
- Documented evidence was available to demonstrate that staff were currently trained in first aid for children and will be present on the premises at all times.
- (2)(a)(b)
- A suitable and fully equipped first aid box was available on the premises and stored in an easily accessible place in the early years rooms.

### 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:

- (1)(a)
- Records were available on the premises for recording fire drills and the registered provider was familiar with the requirement to carry out monthly fire drills.
- (b)
- Fire-fighting equipment and smoke alarms were present and contracts are in place for the regular service and maintenance of same.
- (4)
- A notice of procedures to be followed in the event of a fire was displayed in the early years rooms and the fire assembly point was clearly identified.

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## Inspection Due to a Proposed Change of Circumstances

### Part VI – Safety

#### Regulation 28 – Insurance

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

#### Requirement met:

An insurance certificate was available to demonstrate that adequate insurance was in place to cover 76 children attending.

### 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:

- (a)  
The log cabin appears to be of sound and stable structure.
- (b)  
The entrances to the service were safe and secure.
- (c)  
The cabin was lit and ventilated by natural light through openable windows on external walls, supplemented by artificial lighting when needed. The heating system was thermostatically controlled.
- (d)  
The cabin was clean, well maintained and in good repair. A cleaning policy and schedule was available for the service including contracts for pest control measures.
- (e)  
The service had adequate sanitary accommodation for the proposed number of children and staff who will be present with a nappy changing area, toilet and separate staff toilet available. There were 4 toilets and 2 nappy changing areas with wash hand basins available for the 57 children. A separate toilet and wash hand basin was provided for staff.

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<b>Requirements not met:</b>	Permission for retention for the log cabin is pending approval. Use of the cabin is contingent of this.
<b>Requirement met:</b>	Planning Permission Retention was submitted to the Registration Office on 3 <sup>rd</sup> May 2023. This requirement has now been met.

### 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.
- (3) A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.
- (4) Where a registered provider contemporaneously provides—
- a sessional pre-school service, and
  - a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).

<b>Requirement met:</b>	<p>(1)</p> <p>The log cabin was measured on the day of inspection and had sufficient space to accommodate 15 early years children.</p> <p>(2)</p> <p>A review and measurements of all the rooms was carried out on the inspection also. The following table demonstrates the ages and numbers of children for each of the six rooms:</p> <table border="1"> <thead> <tr> <th>Room</th> <th>Size</th> <th>Age</th> <th>Max capacity</th> </tr> </thead> <tbody> <tr> <td>Baby room</td> <td>29.2 m<sup>2</sup></td> <td>0-2 years</td> <td>10</td> </tr> <tr> <td>Toddler room</td> <td>27.9 m<sup>2</sup></td> <td>1-2 years</td> <td>10</td> </tr> <tr> <td>Small ECCE room</td> <td>25.8 m<sup>2</sup></td> <td>2-4 years</td> <td>14 sessional/ 11 FDC</td> </tr> <tr> <td>Wobbler room</td> <td>15 m<sup>2</sup></td> <td>2-3 years</td> <td>8 sessional/6 FDC</td> </tr> <tr> <td>Big ECCE room</td> <td>34.6 m<sup>2</sup></td> <td>3-5years</td> <td>19 sessional/15 FDC</td> </tr> <tr> <td>Log Cabin</td> <td>28.9 m<sup>2</sup></td> <td>3-5 years</td> <td>15 sessional/12 FDC</td> </tr> <tr> <td><b>Total:</b></td> <td></td> <td></td> <td><b>76 children</b></td> </tr> </tbody> </table>	Room	Size	Age	Max capacity	Baby room	29.2 m <sup>2</sup>	0-2 years	10	Toddler room	27.9 m <sup>2</sup>	1-2 years	10	Small ECCE room	25.8 m <sup>2</sup>	2-4 years	14 sessional/ 11 FDC	Wobbler room	15 m <sup>2</sup>	2-3 years	8 sessional/6 FDC	Big ECCE room	34.6 m <sup>2</sup>	3-5years	19 sessional/15 FDC	Log Cabin	28.9 m <sup>2</sup>	3-5 years	15 sessional/12 FDC	<b>Total:</b>			<b>76 children</b>
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(3) This requirement has been met.

(4) This requirement has been met.