

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2016DR012

Name of Service: The Embassy Montessori Primary School

Address of Service: 5 Clyde Road
Ballsbridge
Dublin4

Email Address: everinak@hotmail.com

Name of Registered Provider: Everina Keveny

Type of Proposed Service: <i>(Tick the relevant services)</i>	Sessional	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Drop-In	<input type="checkbox"/>
	Full Day Care	<input checked="" type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change to service: To change from a Part-time service to a Full Day Care service

Proposed Number of Children: 44

Registered Change: Full Day care service for 44 children

Date of Inspection:	Day Month Year								
	2	6	0	8	2	0	2	1	

Inspection undertaken by: Ms M Foley

Title: Early Years Inspector
Early Years Inspectorate

Tusla Early Years Inspectorate Address: Early Years Inspectorate,
Child and Family Agency,
Dublin North East,
2nd Floor, Unit 4&5 Nexus Building, Block 6A,
Blanchardstown Corporate Park,
Dublin 15.

Rationale for Inspection :

Proposed Change of Circumstance	<ul style="list-style-type: none"> Proposal is to change from a Part-time to a Full Day Care service
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Note: For Office use only, to be completed by Registration Panel

Registration Status:	Registered Full Day Care service for 44 children
Date of Registration	8 th September 2021

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).

Description of Service	<i>The service is currently registered as a Part-time service for children aged from 2.5 to 6 years old. The registered provider submitted a request to change to a Full Day Care service. The proposal includes a change of opening times from 8.45 am to 1.45 pm to new opening times from 7.30 am - 6pm daily for 38 weeks in line with the school year. The service participates in the Early Childhood Care and Education (ECCE) scheme.</i>
Premises	<i>The service is located at garden level of the registered providers' home which is in a residential area of Dublin 4. The service has a designated entrance/exit door at the side of the registered providers' home. There are three large bright care rooms, a large well maintained sensory room, a kitchen/office and sanitary accommodation. The outdoor area is located at the rear of the premises.</i>
Staffing	<i>The service plans to employ six staff including the registered provider.</i>
Methodology	<p>The inspection was an announced Focused 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 three themes: Governance, 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 presented to the Registration Panel for consideration of a decision in relation to the service receiving registration.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the Registered Provider 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.

The registered provider is the person in charge, and the registered provider has a named person who can 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:

(1) As outlined by the registered provider there will be an adequate number of staff working with the children at all times.

The registered provider has 41 children currently enrolled.

There are three care rooms.

Junior room 1; there will be a maximum of 8 children aged from 2.5 to 3 years old and two staff member, one of which is the registered provider.

Junior room 2; there will be a maximum of 16 children aged from 3 to 4 years old and two staff members.

Senior room: there will be a maximum of sixteen children aged from 4 to 5 years old and two staff members.

(8)(b) &(c) Not applicable as the application is to increase opening times to include a full day care 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.*
- (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*
- (4) *Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.*
- (5) *Where pre-school children attending a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre have access to an outdoor space other than such a space specified in paragraph 4, the registered provider shall ensure that such outdoor space is suitable*

Requirement met:

The requirement has been met.

(1)(a) Each care room was fully furnished, freshly painted and ready for use to meet the care needs of the children assigned to that care room. In each room there were open shelving with toys and equipment clearly labelled and within easy reach of the children.

Junior room 1; there were low level tables and chairs for eight children aged from 2.5 to 3 years old.

The open shelving was stocked with Montessori toys and equipment such as shapes, jigsaws, puzzles and games including wooden fish-in-the pond numerical games. Areas of interest included an arts and craft area, a cosy area, a library area and a home area.

Junior room 2; was a large bright room with many areas of interest such as a library area, an interest in the world area which included flags of other countries and maps of the world. Montessori equipment including wooden shapes with matching boards, rods and cylinders, counters and games to support learning such as puzzles, words and numbers were arranged on open shelving.

A well-maintained cosy area and age-appropriate books plus arts and craft materials, animals and jigsaws were also available. Low level tables and sixteen low level chairs were ready for the children.

The senior room; was located at the front of the house. It was a large bright room With many areas of interest including a library area, home area, numerical area and an arts and crafts area.

Phonograms of matching cards and compound words were set up and ready for the children to use.

The sensory room was accessed down four steps and was set up to provide an additional space for small group activities and to support children who may need to use the room. A rest and relaxation area a sensory area and toys were available.

The large outdoor area; was located at the rear of the premises. The area was surrounded by high stone walls and a secure garden fence and gates. There was a grass surface, two paved areas and a wooden deck area.

Sheds had safety locks in place. The trampoline had a net surround, its ladder was housed in the trampoline with the net fully closed as the trampoline is not for use by the children attending the service.

The registered provider has included in their outdoor daily risk assessment for staff to check that the trampoline net is locked prior to access to the garden.

Tall fruit trees and shrubs provide areas of interest and a sensory experience.

A sand box, soft balls and picnic benches and low chairs and tables are also available.

(b) There were adequate and suitable rest and relaxation areas in the three care rooms. Five sleep mats were available to meet the sleep and rest needs of the children. The service is registered to provide care and education to children aged from 2.5 to 6 years old. All children over 2 years old.

The service is not registered to provide on overnight childcare service.

(2)(b) Not applicable as the service has not moved premises on or after 30 June 2016.

(3)(a) A suitable, safe and secure outdoor space to which the pre-school children attending the service is provided on the premises.

(b) Not applicable as there are secure outdoor spaces on the premises.

(4) & (5) Not applicable as the service is registered to provider full day care, part-time and sessional childcare.

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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.

- The service kitchen has facilities to re-heat hot meals and a fridge to store perishable snacks and lunches until needed.
- The registered provider stated that parents will provide all meals for their child.
- Extra nutritious food and snacks will be available if needed.
- Drinking water will be freely available.

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 proposal is to increase opening times to accommodate a full day care service.

- The entrance and exit doors of the service were safe and secure to prevent unauthorised entrance and unsupervised exit from the pre-school. All care rooms will be managed as a pod with staff assigned to one room. Staff breaks will be staggered and 2 metre physical distancing with other adults advised, encouraged and undertaken.
- During Covid-19 pandemic, staff from each care room will meet and greet each child and parents/guardians. Junior room 1 & 2 will enter through one door and the senior room have been assigned a separate entrance door.
- The surface of the walls, floors, doors and shelving in all rooms were clean freshly painted and well maintained.
- Cleaning schedules were in place which includes a daily, weekly and monthly plan.
- Thermostatically controlled warm water was available at all wash-hand basins to support hand hygiene on arrival and as needed throughout the day
- Paper towels, liquid soap and pedal operated bins were in place at all wash-hand basins in sanitary areas.
- Cleaning agents and medicines were stored out of reach of children in locked presses or on high shelves.
- An isolation area has been identified should a child or staff member feel unwell. A Covid-19 box with personal protective supplies such as disposable masks, single use gloves & hand sanitizer were available.
- Wall mounted hand sanitizer units were positioned outside rooms and on the walls in the lobby area to facilitate regular hand hygiene.

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- Staff was familiar with the possible signs and symptoms of Covid-19 and the steps to be taken in the event of a case.
- Staff was aware of the need to notify Tusla using the Covid-19 notification form and a form was available in the prepared Covid-19 box.

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—
- is safely stored in an easily accessible and conspicuous position on the premises, and
 - is available to the children attending the pre-school service at all times

Requirement met:

The requirement has been met.

(1) The requirement has been met as demonstrated by first aid certificates available for inspection. The registered provider is aware of the need to have a person always trained in first aid for children immediately available.

(2) (a)(b) First aid boxes were easily accessible and available in each childcare room. They are stored out of reach of the children. Thermometers for checking a child's temperature are also available and stored out of reach of children.

Part VI - Safety

Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- any fire drill that takes place in the premises, and
 - the number, type and maintenance record of fire fighting 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) Records of monthly fire drills completed up until June 2021 were available for inspection. Templates were ready for use when the new school year commences.

(b) Maintenance certificates for the firefighting equipment were available and dated 3/12/2020.

Maintenance certificates for the smoke detection system were available and dated 14/4/2021.

(4) A notice of the procedure to be followed in the event of a fire was on display.

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Part VI - Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement has been met.

The insurance policy had an expiry date of 31/10/21 and provided cover for up to 50 children.

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) On visual checks; the premises appear to be of sound and stable structure. The three care rooms and associated sanitary areas were clean and appear well maintained.

(b) The entrance doors to the service will be monitored, supervised and managed by staff in each of the care room to prevent unauthorised entrance and unsupervised exit. All fire escape routes and doors were free of obstacles.

(c) The childcare rooms were adequately lit, heated and ventilated. All rooms were bright with natural light from the windows augmented by electric lighting when needed. The radiators are thermostatically controlled.

(d) The care rooms, sanitary areas and corridors were cleaned, maintained and in good repair.

(e) The service is currently equipped with adequate and suitable sanitary facilities for a maximum of 44 children aged over 2.5 years old. There are two separate sanitary areas off the hall beside Junior 1 & 2 rooms. Each area consists of a toilet and wash-hand basin with a paper towel dispenser, liquid soap and a pedal bin. Water temperature on the day of inspection was 30 degrees Celsius.

Near the Senior room there is a sanitary area with three toilets and two wash-hand basins. Paper towel dispensers, liquid soap and a pedal bin were ready for use.

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) *a sessional pre-school service, and*
 - (b) *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).*
- (5) *A registered provider of a temporary pre-school service shall ensure that a minimum of 2 square metres of clear floor space is available for each child attending the service.*

Requirement met:

The requirement has been met.

(1) There was adequate clear floor space available for the 41 children aged from 2.5 to 6 years old currently enrolled and due to attend the service on a full day care basis.

(2) The minimum clear floor space for a full day care service available in each of the care rooms is as follows;

Junior room 1; there was 19.6m². The room can cater for a maximum of 8 children aged between 2.5 and 3 years old attending a full day care service.

Junior room 2; there was 45.85m². The room can cater for a maximum of 20 children aged from 3 to 4 years old attending a full day care service.

Senior room: there was 29.04 m². The room can cater for a maximum of 13 children aged from 3 to 6 years old attending a full day care service.

(3) The service can provide full day-care, part-time and sessional childcare and the maximum number of children that can be enrolled for a full day care are outlined at (2) above and the number who can attend a sessional service is outlined at (4)(a) & (b) below.

(4)(a) & (b) The clear floor space for a sessional service available in each of the care is as follows

Junior room 1: 11 children

Junior room 2: 25 children

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Senior room: 16 children

However, the sanitary accommodation available to the children can only accommodate a maximum number of 44 children at any one time.

(5) Not applicable as the service is not a temporary pre-school service.