

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2016DR035		
<b>Name of Service:</b>	Monkstown Grove Montessori School		
<b>Address of Service:</b>	Monkstown Community Centre, Monkstown Grove, Monkstown, Co. Dublin		
<b>Eircode:</b>	A94 V3P9		
<b>Name of Registered Provider:</b>	Alison O'Sullivan		
<b>Service type:</b>	Part Time, Sessional		
<b>Date(s) of Inspection:</b>	27/04/2023		
<b>No of pre-school children:</b>	AM	21	PM 18
<b>Address of the Early Years Inspectorate:</b>	Tusla Child and Family Agency, Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, County Dublin.		
<b>Inspection undertaken by:</b>	Olivia Quill		
<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		

### Description of service

Monkstown Grove Montessori was established in 1993 and is privately owned and operated. The service is registered to provide part-time care to children aged 2-6 years and operates an Early Childhood Care and Education Scheme. The programme of care is facilitated through a Montessori based curriculum. The service is registered to operate from 08:45 to 12:45 each weekday.

The early years service is located in an urban, residential area in Monkstown, South County Dublin. The service operates from one purposely adapted classroom within Monkstown Community Centre. The service has a fully enclosed outdoor play area located to the front of the community centre with a grass surface.

### Staffing

In total four adults are employed in the service including the registered provider. Three adults were working directly with the children on inspection.

### 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. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9 - Management and Recruitment, 11 – Staffing Levels, 16 – Record in relation to Pre-school service, 19 – Health, welfare and development of child, 23 - Safeguarding Health, Safety and Welfare of child, 25 – First Aid and 26– Fire Safety. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 16 – Record in relation to Pre-School service.

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 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*

*(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.*

### Compliance Information

*(1)*  
*(a)(b)* The service had a designated person in charge and a named person to deputise as required. The designated person in charge was present throughout the inspection.

*(2) and (4)*

The requirements for regulation 9(2) and (4) were met during the last inspection of the service on 02 June 2021 in respect of the adults currently employed. Therefore, regulation 9(2) and (4) were not assessed during this inspection as no new adults had commenced employment in the service since the last date of inspection.

### 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.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

#### Compliance Information

*(1) An adequate number of adults were working directly with the children at all times during the inspection.*

*(2) The minimum ratio of adults to children for part-time day-care service was adhered to at all times during the inspection. There were twenty-one children attending the service being supervised by three adults on the day of inspection.*

*(8)(a) There were two adults on the premises at all times.*

## Part IV – Information and Records

### Regulation 16 – Record in relation to pre-school service

*(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:*

- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

### Compliance Information

- (1) The registered provider had a record in writing of the following information in relation to the service:*
- (h) A record of attendance of each pre-school child was maintained by staff.*
  - (i) The staff roster was available.*
  - (j) A sample of medication records were reviewed. Medication given was recorded correctly and signed by two staff and parents.*
  - (k) A sample of accident and incident records were reviewed. The forms were completed as required and signed by parents and staff.*

### 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

(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 service had a healthy eating policy in place and lunch was provided daily by the parents of the children in attendance. Lunch time was observed to be a relaxed and sociable event where staff sat and ate with the children. Children were observed eating a variety of sandwiches, crackers, fruit and yoghurts for their lunch. Drinking water was available to the children throughout the day and children also brought in their own water bottles. Children were encouraged and supported to be independent suitable to their age and stage of development including using the toilet independently and cleaning up following lunch time and play.

The routine in the service was observed to be child-led, and children were observed to be engaged in their play. Staff were observed acting in a supportive role, extending children's learning through conversation and prompts. Staff displayed warmth and kindness during all interactions with the children. Transitions within the service were managed with ease a bell was used to prompt children to tidy-up before snack time. Staff communicate daily with parents at collection and arrival times. The service also uses a phone app and email to share additional information with parents.

The service operates in a large, bright open plan care room. Low-level tables and chairs were provided suitable to the children attending the service. A library and rest area with a rug was available to the children along with shelves with materials from the Montessori teaching curriculum. All Montessori equipment and play materials were observed to be easily accessible to the children on low level shelving provided. Each area was adequately resourced. Children were observed moving freely around the care room and choosing the activity they wished to engage in.

All children spent time in the outdoor area and suitable outdoor clothing was worn.

### 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:

- External doors were secured to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- Cleaning agents and medication were stored safely.
- All toys and play equipment were safe for the age group using them and in good working order.

##### Infection Control:

- The environment was clean. Staff were observed cleaning the tables prior to lunch being served.
- Liquid soap, warm water and paper towels were available to facilitate hand washing. Children in the were supported to wash their hands at regular intervals including following using the toilet and before meals.
- Suitable pedal operated bins were provided for waste.
- A refrigerator was provided for perishable items in children's lunch boxes.

##### Administration of Medication:

- Staff demonstrated an understanding of the procedure to follow in the event that a child may require medicine including storing medicine appropriately.
- Records were available of previous medications given. These included the time and date it was given, the name of the staff who gave it and the signature of a second staff as a witness.

##### Fire Safety:

- Fire exits were unobstructed and a sign was in place to mark the assembly point.

#### Non-Compliance Information

##### Infection Control:

1. The nappy changing policy in place was inadequate for infection control purposes as it did not detail all required steps for example cleaning the nappy changing mat and washing a child's hands after nappy changing.
2. The cloth cover was torn on the cushion provided making it not possible to clean effectively.
3. There was a stale odour in the sanitary area the mechanical ventilation unit was covered in dust and there was no evidence that it had been serviced.

##### Administration of Medication:

4. Two children were on specific medication and there were no care plans in place for these children.

**Fire Safety:**

5. Documentation reviewed evidenced that fire drills were not carried out monthly. The Fire Policy stated, “An emergency evacuation drill will be conducted at least once a term.”

**Action submitted by the Registered Provider**

**Corrective & Preventive Action**

**Infection Control:**

1. The nappy changing policy has been reviewed and amended to include more comprehensive and detailed procedures to insure infection control in this area. All staff have been brought up to date with the amendments to the procedures.
2. The cloth cover on the children’s easy chair has been sowed and fully repaired. The staff have been made aware that any materials, equipment, or furniture which are damaged and pose a health or safety risk should be removed and repaired, or replaced, as soon as possible.
3. The management of the community centre was notified that the ventilation in the bathroom did not appear to be working. They immediately replaced the unit with a new one. The staff will check the fan is operation on an ongoing basis. (By listening out for it when the light switch is on.) The Management will be notified if there is a problem occurs again.

**Administration of Medication:**

4. A medical care plan template has been developed. The policies and procedures regarding the medical care plan have also been developed and the staff are now trained in this regard. medical care plans have been completed for the children currently requiring same, in collaboration with their parents.

**Fire Safety:**

5. Policies and procedure regarding fire drills have been amended: the fire drills will no longer be held on a once a term basis but will be held monthly. All staff have been made aware of this change in our policy.

**Supporting documentation submitted**

**Infection Control:**

Written and photographic evidence.

**Administration of Medication:**

Written evidence.

**Fire Safety:**

Written evidence.

## Summary Comment

Supporting evidence was submitted in keeping with the actions submitted. The regulatory requirement of Regulation 23 has been met. Practice 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)* A person trained in first aid for children was immediately available to the children at all times on the day of inspection. Staff had up to date First Aid Responder certificates that were valid until 5 July 2024.

*(2)*

*(a)* A first aid box was safely stored in an easily accessible and conspicuous location within the service.

*(b)* A first aid box was available to the adults and children in the service at all times.

## 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.*
- (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 written record was available detailing monthly fire drills that had taken place in the service. The last fire drill had been recorded as undertaken on the 27 February 2023.*
  - (b) The number, type and maintenance record of firefighting equipment and smoke alarms on the premises was available. The maintenance records for the fire equipment were dated 25 August 2022 and 16 August 2022 for the smoke alarms.*
- (4) The procedures to be followed in the event of a fire was displayed in a conspicuous location in the service.*