

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

**Tusla I.D:** TU2016GY003

**Name of Service** First Steps

**Address of Service:** Creggs Road, Glenamaddy, Co Galway

**Email Address:** [Firststepschildminding12@gmail.com](mailto:Firststepschildminding12@gmail.com)

**Name of Registered Provider:** Marilyn Divilly

<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:** Change in the number of children attending from 45 to 60 children (additional room)  
Change in the number of staff employed from 6 to 10.

**Proposed Number of Children:** 60

**Recommended Change Following Inspection:** Increase the number of children attending to 60 in total.  
Increase the number of staff from 6 to 10 adults.

**Registered change:** Change in number of children to be accommodated from 45 to 60.  
Increase in number of staff from 6 to 10.

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

**Inspection undertaken by:** F Kelly.

**Title:** Early Years Inspector.

**Tusla Early Years Inspectorate Address:** Clinical & Administration Building,  
Block A (1st Floor- Green Corridor),  
Merlin Park, Galway.

### Rationale for Inspection: Proposed Change of Circumstance

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

**Registration Status:** Registered Full Day Care Service for 60 Children  
**Date of Registration** 8<sup>th</sup> January 2024

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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>	A preschool service is provided to children aged between 0 years to 6 years. The service is open from Monday to Friday between 8:00am to 18:00pm. A school age service is also provided.
<b>Premises</b>	This full day care service is located in the town of Glenamaddy, Co Galway.
<b>Staffing</b>	It is proposed to increase the number of staff members to 10 adults.
<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 the following themes; Governance, Health, Welfare and Development of the child, 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 taken into consideration when making a decision in relation to registering the change in circumstance. 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>Acknowledgements</b>	The Inspector wish 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.*

#### Requirement met:

(1)(a)

The requirement has been met. The service has a designated person in charge and a named person who is able to deputise as required.

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### 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.*

#### Requirement met:

(1)  
The requirement has been met. The registered provider will ensure that there is an adequate number of adults working 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.*
- (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.*

#### Requirement met:

The requirement has been met.

(1)(a)  
On the day of inspection, the playroom was equipped with some toys and equipment taking into account the age profile of the children proposed to attend and the amount of time they propose to spend in the playrooms. The registered provider provided a proposed plan for the development of the playroom in relation to age and stage of development of the children.

(b) There were adequate and suitable rest facilities available for the proposed number of children that may attend.

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	<p>The registered provider stated the children that required sleeps would be facilitated at all times and that children could sleep on demand and not just at a set time each day.</p> <p>There were an adequate number of stackable beds and linen available for children over 2 years of age to rest during the day.</p> <p>(2)</p> <p>(b) The registered provider has ensured that suitable, safe and secure outdoor play areas are available to the pre-school children at the rear and side of the premises.</p> <p>(3)(a) Children will have access to an outdoor play area on a daily basis. The outdoor space was observed to be suitable, secure and no safety hazards were noted on the day of inspection.</p> <p>(b) Facilities for outdoor play were provided on site.</p> <p>(4) The outdoor space was observed to be suitable, secure and safe.</p>
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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 registered provider provided evidence that adequate, suitable, nutritious and varied food was available by providing evidence of a healthy eating policy.

### 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 Registered Providers have ensured that all reasonable measures are in place to safe guard the health, safety and welfare of the children attending the service.

- The front entrance door to the crèche was secured. Thus, prevented children from exiting the premises unsupervised and prohibiting unauthorised persons from entering the service.
- The outdoor play area in the service was securely fenced.
- Practices in relation to administration of medication were not observed on the day of inspection. The adults demonstrated knowledge of safe practices with regard the procedures.
- Regular fire drills were conducted in the service.
- The playroom and the sanitary areas were clean and well maintained.

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### 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)  
The requirement has been met as the staff has current paediatric First Aid Course completed.
- (2)(a) The registered provider has ensured that the service is equipped with a first aid box.
- (b). The first aid boxes are available to children when required.

### 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.

#### Requirement met:

- (1)(a) A register was available that will record the monthly fire drills completed in the service was available for inspection.
- (b) A register that records the number, type and maintenance of the firefighting equipment and smoke alarm in the premises was available for inspection.
- (4) A notice of the procedures to be followed in the events of a fire was conspicuously displayed in the main entrance hall.

### Part VI – Safety

#### Regulation 28 – Insurance

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

#### Requirement met:

An insurance quotation was submitted to the Registration Team prior to this inspection. The Registered Provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.

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## Inspection Due to a Proposed Change of Circumstances

### 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 assessment, the building appears to be of sound and stable structure.
- (b) The indoor and outdoor areas appear to be safe and secure.
- (c) Adequate lighting was provided throughout the crèche and there was ample natural lighting and mechanical ventilation in all the playrooms.
- (d) The premises and play equipment were clean and well maintained.
- (e) There were adequate and suitable sanitary areas adjacent to the playrooms. Liquid soap and paper towels were also available.

### 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) 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).

#### Requirement met:

The requirement has been met.

(1)(2)(3)

Adequate floor space is provided for in the playrooms for the free movement of children to play.

The large pre-school room has 54.46 square metres of clear floor space.

With only 2 children’s toilets and wash hand basins available to the children attending, this limits the total number of preschool children to 22 children attending full time and on a sessional basis.