

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier: TU2016WW001

Name of Service: Kids Inc Childcare

Address of Service: 11 Inbhear Mór Square, Templeraíne, Arklow, Co. Wicklow

Eircode: Y14 DY61

Name of Registered Provider: Leanne King

Service type: Sessional

Date of Inspection: 15/01/2025

No of pre-school children:	AM	7	PM	No.
-----------------------------------	----	---	----	-----

Address of the Early Years Inspectorate: Loughlinstown Health Centre,
Loughlinstown Drive,
Loughlinstown,
Co. Dublin.

Inspection undertaken by: Mona Condon

Title: Early Years Inspector

Authority to Inspect

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).

Conditions if applicable N/A

Description of service

This service is located in an adapted retail unit in Arklow town, Co Wicklow. The premises consists of a playroom, a sanitary area and an office/ kitchen. The outdoor play area for the service is sited at the back of the premises. The service is registered to provide sessional care for a maximum of 20 pre-school children aged two to six years and the hours of operation are between 09.30- 13.00.

The service also provides care for school-aged children daily from Monday to Friday during the school terms.

Staffing

There are four staff employed to provide care and education to the children in the service.

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 and safety. The inspection may also focus on other areas as required.

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 person in charge, staff and children who were present on the day of the inspection.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(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.*

Compliance Information

- (a)(b) Eight written and validated references were available for four adults.
- (c) Garda vetting disclosures had been obtained for four adults. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (d) Police vetting was available for one adult who had been employed outside the state for a period of more than six months as an adult.

(4)
Four adults employed held major awards in Early Childhood Care and Education at National Framework for Qualifications.

Non-Compliance Information

9(2)
(a)(b) There was no evidence that two references which were available for two adults had been validated.

(d) Police vetting was not available for one adult who had been employed outside the state for a period of more than six months as an adult.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

9(2)
(a)(b) We have rechecked and completed new reference check forms for the two references referred to. Going forward we will ensure all references are validated and the documentation is available.

(d) The Police vetting for the adult is now in place. In future we will ensure that if needed, police vetting is available before staff starting employment.

Supporting documentation submitted

Copy of the validation of two references.

Copy of Police vetting for one adult.

Summary Comment

The registered provider has addressed the non-compliance as identified on inspection in relation to Regulation 9.

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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.

Compliance Information

(1) There were two adults present working directly with seven pre-school children throughout the period of the inspection.

(3) The adult/child ratios were maintained at all times.

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.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

Click or tap here to enter text.

(1)(a)-(i)

Ten files were examined.

The records required in writing in relation to (a)-(i) above were kept for each child. The children's files were located in a secure place in the service.

(3)(c) A record in writing referred to in paragraph (1) (a)-(i) was open to inspection on the premises by the inspectors.

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;
- (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)
- (h) A record was available of each child’s attendance which included their time of arrival and time of departure.
- (j) A record was available regarding parental consent for the administration of medication in each child’s registration form. A method to record medication administration was in place.
- (k) A detailed written record of accidents/incidents which occurred to a pre-school child was available. The individual record was signed by the relevant staff present at the time of the accident/incident and the parent of the child.

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:

The main entrance door to the service was secure. The service met the necessary safety requirements in respect of the indoor and outdoor environment.

Infection Control:

The staff members supervised children’s handwashing and handwashing routines were well established. Foot pedal operated bins were provided for the disposal of used tissues and paper towels in the sanitary area and in

the pre-school room. Sanitary facilities were equipped with warm water, liquid soap, and paper towels for handwashing. Written cleaning schedules were on display for the room environment and sanitary area which were observed to be maintained in a clean and hygienic condition.

Administration of Medication:

Medication was not given at the time of the inspection; written parental consent was available should medication be required to be administered to a child. The staff members were familiar with required safe practice when administering medication in the service. Medicine was safely stored.

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) On the day of inspection one adult trained in First Aid Response was present and immediately available to the pre-school children.

(2)

(a) The first aid box for children was safely stored in an accessible and conspicuous position in the pre-school room.

(b) At all times the first aid box was available to the children attending the pre-school service.

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.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
 - (b) an employee, and
 - (c) an authorised person.
- (3) A registered provider shall ensure that a record referred to in paragraph (2) is retained for a period of 5 years after its creation
- (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 record in writing was kept of all fire drills that took place in the premises. The last fire drill was recorded on the 2nd of December 2024.

(b)

A record was available detailing the number, type and maintenance of firefighting equipment and smoke alarm dated December 2024 and April 2024 respectively.

(4)

Notices were displayed in conspicuous positions, detailing the procedures to be followed in the event of fire.

Part VI - Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The children present were supervised at all times during the session.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence of current insurance cover valid until 27th of November 2025. The insurance provides cover for up to 22 children attending for sessional care.