

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2017DR501		
<b>Name of Service:</b>	Cocobee Childcare		
<b>Address of Service:</b>	1 & 2 Old Bray Road, Cornelscourt, Foxrock, Dublin 18, Co. Dublin		
<b>Eircode:</b>	D18 XP29		
<b>Name of Registered Provider:</b>	Lorraine Foy, Lynn Ruddle		
<b>Service type:</b>	Full Day		
<b>Date(s) of Inspection:</b>	11/06/2024		
<b>No of pre-school children:</b>	AM	58	PM 54
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Tusla Child and Family Agency, 7 <sup>th</sup> Floor, Brunel Building, Heuston South Quarter, Dublin 8.		
<b>Inspection undertaken by:</b>	E. Mulhern & L. Magee		
<b>Title:</b>	Early Years Inspectors		
<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

Cocobee Childcare is registered to provide full day care to children aged between 0-6 years. The service currently accommodates children aged 1-6 years. It operates from a purpose built two-storey facility in an urban area of Foxrock, South County Dublin. Children are allocated to one of five rooms according to their age and have access to an outdoor area. Separate sleep rooms are available for children attending the Baby and Wobbler rooms. The service opens Monday to Friday from 8am to 6pm.

### Staffing

There are 16 staff employed to work in the service including the person in charge. The person in charge reports to an operations manager. The operations manager was present for the feedback meeting at the end of the 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 areas of governance and health, welfare and development of child. 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 inspectors wish to acknowledge the cooperation of the operations manager, 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

*(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) The service had a person in charge and two named persons to deputise.
- (b) The person in charge was always on the premises during the inspection. The staff roster provided for the person in charge or a named deputy to be present at all times of opening.
- (2)
- (a) & (b) Appropriate consideration had been given to the references of all adults. References had been sourced and verified from past employers. References had been sourced and verified from other sources where an employee had only one or no previous employers.
- (c) Garda vetting disclosures were available for all adults and were dated within the last three years.
- (d) International police vetting was available for all adults whom this was required.
- (4) Fourteen adults working directly with children held 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.

### Non-Compliance Information

- (4) Two adults working directly with children did not hold 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.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

One adult is due to complete the final modules of her level 5 course before the end of summer. Management will continue to train and monitor her performance until complete. The second adult who previously enrolled in the level 6 course has opted to enrol in the level 5 certificate. This will commence in September.

Going forward management will aim to only interview team members that hold the minimum award for Early Childcare Education.

### **Supporting documentation submitted**

Supporting documents were submitted in keeping with the actions stated.

### **Summary Comment**

9 (4) It is acknowledged that measures have been put in place to address the non-compliance. However, the regulatory requirement remains outstanding currently as two adults do not currently hold the required qualification to work with children.

## **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.*

### **Compliance Information**

(1) An adequate number of adults were working with the children. There were 15 adults working directly with 58 children.

(2) The minimum adult to child ratio requirement was always maintained.

### 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.*

#### Compliance Information

A sample of 10 records for children were reviewed. The required information was available as outlined below.

- (a) The name and date of birth of each child.
- (b) The date when each child first attended the service.
- (c) A section was available for recording the date when the child ceases attending.
- (d) The name, address and telephone number of parents and information where parents can be contacted.
- (e) Names and contact details of other adults authorised to collect the child.
- (f) Medical information, allergies, dietary preferences, additional needs, and other information specific to the child.
- (g) The name and telephone number of the child’s medical practitioner.
- (h) Immunisation details.
- (i) Signed parental consent for medical treatment in the event of an emergency

### 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)

- (h) Details of children’s attendance was available including the time they arrived at and left the service.
- (i) A staff roster was available detailing the start and finish times of all adults.
- (j) Records were available of medicines given to children. These included signed parental consent.
- (k) Records were available detailing accidents, injuries and incidents involving children.

### 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:

Appropriate measures had been taken to safeguard the children. The entrances and exits were secured to prevent unauthorised access or children leaving unsupervised; equipment was appropriately maintained and items that could cause harm to children including medicines, loose cables and cleaning products were secured out of their reach; heavy furniture was secured to the walls to prevent tipping.

Emergency exits were kept clear to allow for timely evacuation in the event of a fire. Staff demonstrated a good understanding of measures to keep children safe in the event of a fire; this included maintaining an attendance record of each child on the premises to bring with them when evacuating.

### **Infection Control:**

Appropriate measures were taken to reduce the risk of infection spreading. The premises and equipment were clean and well maintained; beakers were individually labelled; soothers were kept in individual containers; sterilizing equipment was available for use as needed; waste was managed appropriately with the use of pedal operated lidded bins; individual bed linen was provided; cleaning schedules were in place which included the weekly laundering of bed linen.

Children washed their hands after outdoor play, after using the toilet and before eating; staff washed their own and children's hands after nappy changing; they took appropriate measures to prevent cross contamination during nappy changes including using gloves and cleaning the changing mat between children.

### **Administration of Medication:**

Staff demonstrated an understanding of procedures to follow to safeguard children when giving medicine. This included obtaining written parent/guardian consent; having a second staff member present as a witness; making a record and sharing the record with the child's parent/guardian on collection. A documented plan of action was available for a child who may require emergency medicine in the event of anaphylaxis. Staff caring for the child demonstrated a clear understanding of how to recognise the signs of anaphylaxis, how to administer the medicine and subsequent actions to take if required.

### **Safe Sleep:**

Measures were taken to safeguard children when sleeping. The children slept in cots appropriate to their age and stage of development. The cots were in good condition with well fitted mattresses and bed linen. Staff demonstrated a good understanding of the procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS). This included maintaining the room temperature between 16 and 20°C and using appropriate bed linen to prevent overheating. They checked the children at 10 minute intervals and made a record of the checks.

### **Outing:**

The person in charge stated that the children are not taken on outings from the service.

## 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 always available to the children.

(2)

(a) Suitably equipped first aid boxes were stored in conspicuous positions easily accessible to staff.

(b) The first aid boxes were always available to children.

## 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) Records were available of fire drills carried out in the service. The most recent drill recorded was dated 27 May 2024.

(b) A record was available detailing the maintenance of the fire-fighting equipment dated February 2024.

(4) A notice of the procedures to be followed in the event of fire was displayed in a conspicuous position.

## Non-Compliance Information

(1)(b) A record was not available detailing the maintenance of the smoke alarm system.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

Inspection of the smoke alarm system was carried out on 13 June 2024. This new provider has been contracted carry out all inspections to the fire alarm system. These dates are scheduled in the diary.

### Supporting documentation submitted

Certificate of fire detection and alarm system testing dated 13 June 2024.

## Summary Comment

The non-compliance has been deemed to be adequately address the non-compliance.