

Early Years Inspectorate Regulatory Report

Pre School

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| TUSLA Identifier: | TU2018KE512 | | | |
| Name of Service: | Cadamstown Montessori | | | |
| Address of Service: | Cadamstown National School, Cadamstown, Broadford, Naas, Co. Kildare | | | |
| Eircode: | W91 YX81 | | | |
| Name of Registered Provider: | Caroline Salley | | | |
| Service type: | Sessional | | | |
| Date of Inspection: | 26/09/2024 | | | |
| No of pre-school children: | AM | 10 | PM | n/a |
| Address of the Early Years Inspectorate: | Early Years Inspectorate, Child & Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace road, Naas, Co. Kildare, W91 X38W. | | | |
| Inspection undertaken by: | T. Duignan | | | |
| 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

Cadamstown Montessori was established in 2018 as a privately run childcare service and provides sessional care and education to pre-school children aged three to six years for 38 weeks of the year. The opening hours are 9.00am – 12.00pm and 12.20 – 15.20 hours, Monday to Friday.

The Early Years' Service is located in a standalone log cabin in the grounds of Cadamstown National School. There is a pre-school room, sanitary and nappy changing facilities, a large secured outdoor area and parking available.

Staffing

Two adults including the registered provider work in the service. The morning and afternoon sessions are operated single-handed by the two adults. The registered provider works directly with the children. Both adults hold a major award in Early Childhood Care & Education on the National Framework of Qualifications.

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 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.

Additional Information

1. A referral was sent to the Registration Office in relation to the expired planning permission for the service.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, 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.

(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

Two staff files were reviewed.

(2)

(a)(b) Two written and verified past employer references or references from a reputable source other than a past employer, were available in respect of two adults employed.

(c) Garda Vetting disclosures were available for all adults employed in the service. Garda Vetting disclosures were available for two adults, one of which was dated within the last three years. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

(d) Police vetting was available for one adult who had resided outside the state for a period of longer than 6 consecutive months whose records were reviewed.

(4) Of the two staff records reviewed, the two adults employed and working directly with children attending the service held at least a major award in Early Childhood Care and Education at Levels 7 and 8 on the National Framework of Qualifications.

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.*
- (8) Without prejudice to paragraphs (2) to (7)-*
- (c) a registered provider of a sessional pre-school service 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.*

Compliance Information

- (1) There were ten pre-school children attending the service being supervised directly by one adult.
- (3) The minimum ratio of adults to children was adhered to during the day.
- (8)(c) A second person familiar with the operation of the service and in a position to provide assistance to the person in charge was available to attend the service at all times to assist the person in charge in the event of an emergency and was within close distance of the service.

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

Ten child records were requested.

(1)(a)-(i) Two records were available and contained the details required (a)-(i).

Non-Compliance Information

(1)(a)-(i) Of the sample of ten records in writing requested, eight records were not available.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)(a)-(i) Child registration forms were sent to each parent to complete and return to the service with the required information detailed within them. There is now an enrolment folder in the service with blank enrolment forms within for any new starts

Supporting documentation submitted

Photographs of the registration forms.

Summary Comment

The written response and photographic evidence submitted by the registered provider has been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 15.

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 entrance door to the service was secured and controlled by the staff member to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the care room. The person in charge documented the inspectors' visit to the service in the visitor's book on arrival. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents. The staff member in the service completed daily indoor and outdoor risk assessments to promptly manage any risk identified. The service had a system in place to manage maintenance issues.

Infection Control:

Thermostatically controlled hot water, liquid hand soap and paper towels in paper dispensers were readily available for hygienic hand washing and drying. The children's hand washing practices were well established and supervised by a staff member. Foot pedal operated bins were in place for the hygienic disposal of used paper towels and other waste materials. A cleaning schedule was available to evidence daily cleaning.

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. Medication was stored safely out of the reach of children. The two staff members were aware of the administration of medication policy and the safe practices to follow when administering medication.

Safe Sleep:

A comfortable rest area was available to any child who wished to have a rest or take a break from activities for a while.

Fire Safety:

The staff members were familiar with the fire evacuation procedures from the service. Fire exits were not obstructed. Fire drills were carried out and records maintained.

Outing:

The service does not conduct outings.

Non-Compliance Information

General Safety:

1. The planning permission for the service had expired on 31 January 2023. There was no documentary evidence that an application for retention planning had been completed.
2. Garda vetting was available for two staff members; however, the vetting disclosure for one staff member was not dated within the previous three years in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The planning permission was submitted on the 15th of October. A reminder set on our school calendar to reapply before future planning permission expires.
2. Garda Vetting was reapplied for and obtained on the 10th of October. A reminder has been set on our school calendar to reapply before any future Garda vetting expires.

Supporting documentation submitted

General Safety:

1. Photograph of planning permission application.
2. Garda Vetting document.

Summary Comment

The written response and photographic evidence submitted by the registered provider has been assessed by the Early Years Inspectorate. Regulatory compliance is not met for regulation 23 as the planning permission application is currently in process. The planning permission for the service remains outstanding.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

- (1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.
- (3) A registered provider shall ensure that-
- (a) no person other than-
 - (i) pre-school child attending the service,
 - (ii) a person dropping or collecting such a child,
 - (iii) an employee, or
 - (iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and
 - (b) a daily record in writing is kept of the entry on the premises of any such person.
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

Compliance Information

- (1) The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained.
- (2) Not applicable.
- (3) (a), (b) The registered provider ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The registered provider confirmed that the records were retained in storage for the required period.

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) Persons were trained in in First Aid Response (FAR) for children and were immediately available to the children attending the service.
- (2)
- (a) The first aid equipment was safely stored, in a conspicuous position in the care room.
 - (b) A suitably equipped first aid box for children was available to the children attending the service.

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

Children in the service were observed being supervised at all times throughout the inspection including, indoors, during snack time and as necessary for hand washing and toilet use.