

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2018KY503
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<b>Name of Service:</b>	Puffins Childcare Pre-School And Creche
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<b>Address of Service:</b>	The Conifers, Killarney, Co. Kerry
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<b>Eircode:</b>	V93 YD65
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<b>Name of Registered Provider:</b>	Ashleigh Galvin
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date(s) of Inspection:</b>	03/04/2024
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<b>Date 2 of Inspection:</b>	04/04/2024
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<b>No of pre-school children:</b>	AM	16	PM	15
<b>Day 2</b>	AM	22	PM	21

<b>Address of the Early Years Inspectorate:</b>	Áras an Phobail, Deans Lane, Tralee, Co. Kerry.
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<b>Inspection undertaken by:</b>	N. Reidy
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<b>Title:</b>	Early Years Inspector
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### 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).

<b>Conditions if applicable</b>	N/A
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### Description of service

Puffins Childcare Pre-school & Creche is a private early years service that provides full day care, part-time and sessional care, catering for children between the age of 0 to 6 years. The service operates between the hours of 8:00 am and 6:00 pm Monday to Friday inclusive, incorporating the Early Childhood Care and Education (ECCE) Scheme between the hours of 9:30 am and 12:30pm. The service is registered to provide care for school aged children. The premise is a single storey building converted to a childcare facility. There are 3 care rooms namely the Baby, Toddler/Main and Pre-school rooms. There is a designated fully enclosed outdoor play area located to the rear of the premise.

### Staffing

There are currently twelve adults attached to the early years service, eleven of whom are involved in the direct care of the children. This includes one adult employed under the Access and Inclusion Model (AIM) Support Scheme. The registered provider is not service based and does not work directly with the children who attend this setting.

### 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

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

In consultation with the person in charge, a referral was sent to the Fire Officer to advise on fire safety in respect of the cabin office acquired since the last inspection. A referral was made to the Environmental Health Department in relation to food provision in the designated kitchen for the children attending.

### Acknowledgments

The inspector wishes to acknowledge the cooperation of the person in charge, deputy 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*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(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) There is a designated person in charge and a named deputy who can deputize as required on the premise.
- (b) At all times during the period when the pre-school service is being carried on, the designated person in charge or the named deputy is on the premise. Both were present for the duration of the inspection process.
- (2)
- The person in charge on inspection confirmed to the inspector that twelve adults were employed in the service. The recruitment records in respect of these twelve adults were the subject of the inspection.
- (a)
- There were twenty-three written references and validations were on file from a past employer.
- (b)
- There was one written reference and validation was on file from a source other than a past employer.
- (c)
- The service had demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years in respect of each of the twelve adults.
- (d)
- Police Vetting was on file for two adults who had resided outside the jurisdiction for a period of longer than 6 consecutive months.
- (4) The adults working directly with the children had attained Quality Qualifications Ireland (QQI) in childcare training at Level 5 and above.

### 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) The registered providers did ensure that an adequate number of adults were working directly with the children at all times.

(2) There were 2 playrooms in operation on both days of the inspection.

#### Toddler/Main room

On day 1 of the inspection there were 5 adults caring for 10 children aged between 1 year and 3 years, attending on a sessional, part time and on a full day care basis.

On day 2 of the inspection there were 5 adults caring for 14 children aged between 1 year and 3 years attending on a sessional, part-time and full day care basis.

#### Pre-school room

On day 1 of the inspection there was 1 adult caring for 7 children of whom 6 were early years children and 1 school aged child aged between 2 years 8 months and 7 years attending on a part-time basis and on a full day care basis.

On day 2 of the inspection there was 2 adults caring for 10 children of whom 8 were early years children and 2 school aged children aged between 2 years 8 months and 7 years attending on a part-time and on a full day care basis.

The adult child ratio was correct.

(8)(a) The registered provider did ensure that 2 adults are on the premises during the hours of operation.

## 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

- (1) There was a record for each of the 39 children enrolled in the service of which a sample of 14 records was inspected. Each of the 14 records had the required detail as per(a) to (i).

### 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

#### Compliance Information

##### BASIC NEEDS

- The children attending were encouraged and supported to manage their own personal care appropriate to their level of independence. The children were observed taking their crockery to the sink and the food packaging to the labelled bins in the care rooms. The staff were on hand to guide and support the children who required more help and praised the children for their efforts.
- The staff promoted healthy eating habits in children, the inspector observed the staff showing the children how to wash their hands properly in an un-hurried manner prior to and after mealtimes.
- Visual daily routines, a combination of photographs and words that represent the transitions and play experiences during the day were displayed in the care rooms.
- There were hand washing signs displayed at the children's eye level near the wash basins in the children's sanitary accommodation to support children's personal care.
- The parents/guardians provided the food for each mealtime. Food was prepared, re-heated and plated in the kitchen by an allocated staff member. All food observed was served on plates and in bowls.
- The children sat on the low-level chairs at the low-level tables to eat, the adults supervised and assisted the younger children feeding them.
- The children had enough times to eat and enjoy their food without being rushed and the atmosphere during the mealtimes observed was relaxed with pleasant social interaction among the children and adults.
- Children's labelled drinks bottles were accessible to them in the care rooms during the session.
- The care rooms were beautifully decorated with a variety of the children's artwork, family photographs, colourful murals, photographs of the children participating in various activities in the service and photographs of the local shops and schools for example.
- There was a variety of play materials and fixed play equipment provided in the care rooms. Low level open shelving was in place to enable children to independently access the toys.

- The inspector observed the children had unrestricted access to the toilets and nappy changing was carried out in a timely manner.
- The children's individual toileting needs were accommodated in consultation with the parents.
- The inspector observed children's privacy and dignity was respected during nappy changing and toileting with the staff members conversing with the children. The staff members waited outside the toilet cubicle doors and reminded children of their presence should they require assistance.
- Adult seating was provided in the rooms to facilitate comforting and nurturing the children.
- Rest/soft areas consisting of low-level seating, a large soft roll and a large mat. The inspector was furnished with correspondence in respect of additional cushions the service has purchased for the rest areas in the care rooms inspected.
- The children had free movement within the playrooms to explore the environment. Children that had recently learned to walk were assisted and encouraged with walking both indoors and outdoors, with the staff holding their hands whilst walking.
- On inspection the children enjoyed much outdoor play time in the outdoor play area. The area was enclosed with colourfully painted fencing and a variety of equipment placed on the artificial grass and soft matting surface including for example: - ride on toys, a playhouse, hoppy balls, low level slides, a see saw, chalk boards mounted on the fencing and a variety of various sized blocks. There were spacious secured storage units were provided and used for the storage of the toys.
- The children were observed to be dressed appropriately for the outdoors with their coats and hats.
- The children were enabled to put on their own coats and hats and praised for their efforts.
- The staff caring for the children were kind, caring, and used soft tones, calling the children's individual names, sitting at their level.

### 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 external doors and gates were appropriately secured to prevent children from exiting the building unsupervised and to restrict unauthorised persons from gaining access to the premise.
- The kitchen door was secured to prevent children accessing it.
- The window blind cords observed were secure.
- Visibility strips were present on the patio doors.
- The cleaning agents observed were safely on high level shelving and in a secured cupboard out of the reach of the children.
- The children's individually labelled toiletries were observed stored in individual baskets and on high level shelving in the sanitary accommodation out of the reach of the children.
- The outdoor play area was secured with fencing and walls and a secure gate with a keypad closure device installed since the last inspection.
- The temperature of the warm water at the wash hand basins did not exceed 43 degrees Celsius. The temperatures were recorded at the wash hand basins as follows: -
  - The Toddler /Main room was 36.3 degrees Celsius.
  - The children's sanitary accommodation serving the pre-school room was 38.3 degrees.
  - The nappy changing room/ adult sanitary accommodation was 42 degrees Celsius.

##### Infection Control:

- Adequate handwashing facilities that included warm running water, liquid hand soap, paper hand towels and pedal operated lidded bins were accessible at the wash hand basins in the service.
- The children washed their hands after using the toilet and prior to mealtimes for example with the staff assisting the younger children.
- The nappy changing units, their surrounds and mats were observed to be clean and dry. The areas and mats were sanitised down after each use.

- For nappy changing the staff wore single-use disposable gloves, single use disposable aprons which were removed after each use. The staff washed their hands and assisted the children to wash their hands afterwards.
- The cots and waterproof mattress covers were sanitized down after each use.
- The inspector was informed that the linen for the cots was individual to each child and is laundered on the premise after each use.
- There was an adequate supply of clean and dry linen stored in a newly constructed linen press in the baby room.
- The cleaning duties were carried out by the staff members, the premise, it's fixtures and fittings were observed to be clean and dry.
- Clean dry bibs were provided for children at mealtimes and laundered after each use.

### Safe Sleep:

- Regular physical sleep checks of sleeping children in the designated sleep room with 4 standard cots were conducted. The records were noted to include the children's position, breathing pattern and skin colour and the room temperature.

## 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.*

### Compliance Information

- (1) The children attending the service were checked in and out each day.

### 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) The Inspector was informed of the adults working with the children who had current First Aid Responder (FAR) training with the certifications in respect of these on file.

(2)

(a) Each playroom had a first aid box stored in a secure cupboard.

(b) The first aid boxes were accessible to the adults and out of the reach of the 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) The service had maintained in writing a record of the following: -

(a) A template to record each fire drill that had taken place in the service. The last recorded fire drill took place prior to the easter recess on 27/03/2024.

(b) A record of the number, type, and maintenance checks of the firefighting equipment and the smoke alarm. The records on file demonstrated the last check for the smoke alarm was 28/08/2023 and the firefighting equipment was 14.07.2023.

(4) A notice of the procedures to be followed in the event of fire was displayed in the service

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

A copy of the insurance certification for the service was displayed in the entrance hall area.

The information provided on the insurance certificate included:

- the contact details for the insurance provider
- the name and address of the service insured.
- the category of insurance cover for the service, that is full day care.
- the number of children covered by the insurance was for 45 children.
- The expiry date of the current insurance cover was 27/03/'25.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required,*

#### Compliance Information

(c) The lighting in the rooms was adequate, it was provided via artificial and natural lighting. The rooms were ventilated by means of the openable windows that were open throughout during the inspection. The designated sleep room window was open prior to children going to sleep and when the room was vacant in between sleep times. The air temperature of the sleep room was record at 19.5 degrees and the care room temperatures recorded at between 18.7 and 19 degrees Celsius. Since the previous inspection a wall mouted air cooling/heating unit was installed in the sleep room.

(d) Since the previous inspection new floor covering was installed in the baby room, the Toddler/main room and the hallway and a cabin for office use was installed to the rear of the building.