

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Tusla I.D: TU2018MO503

Name of Service Quay Before, After School & Pre School

Address of Service: Creggs Road, Ballina, Co Mayo, F26 YX95

Email Address: manager@quaypreschoolballina.ie

Name of Registered Provider: Seán Gallagher

Type of Proposed Service:	Full Day Care		Part-Time	✓	Sessional	✓
	Drop-In		Childminding		Temporary	

Proposed change:

- Change in number of children that can be accommodated to 66 children (addition of a playroom).
- Change in number of staff from 7 to 12 staff.

Proposed Number of Children: 66

Recommended Change Following Inspection:

- Maximum of 66 children attending sessional services. The additional room can accommodate a maximum of 19 children attending parttime with a maximum of 63 parttime children to be accommodated overall.
- Increase in number of staff to 12. The service can accommodate a maximum of 8 staff at any one time.

Registered change: Change in number of children that can be accommodated from 44 to 66 (Maximum 63 Part Time)

Date of Inspection:	1	1	0	6	2	0	2	4
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Inspection undertaken by: Martina Farrell

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: 2nd Floor, St. Mary's HQ., Castlebar, Co. Mayo.

Rationale for Inspection:
Proposed Change of Circumstance

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

Registration Status:	Registered Part Time/Sessional Service for 66 Children (Max 63 Part Time)
Date of Registration	21 st June 2024

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).

Description of Service	Quay Before, After School and Pre School is non-profit service operated by a voluntary committee. It is registered to provide parttime and sessional services for children aged from two to six years of age between the hours of 09:00-14:00 hours. The service is also registered to provide school aged childcare services.
Premises	The premises is located on the grounds of a primary school in Ballina, County Mayo. The building is a purpose-built, single storey structure with three playrooms, sanitary facilities, a kitchen and an office. An enclosed outdoor area with play equipment is provided for the children adjacent to the building.
Staffing	There are nine staff in the service including a manager, childcare staff and school aged care staff.
Methodology	<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>
Acknowledgements	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.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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:

This requirement has been met.

(1)

(a) There is a designated person in charge in the service.

(b) There is a named person to deputise in the service when needed.

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:

The requirement has been met.

(1) It is proposed that the children to attend the additional playroom will be aged over 2 years and 8 months with the required sessional child ratios for this age group of 1 adult for every 11 children to be maintained by the service.

1 adult will be provided for each 6 children aged between 2 and 3 years of age, and

1 adult will be provided for each 8 children aged from 3 to 6 years of age for children attending parttime services.

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.*
- (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.*

Requirement met:

(1)

(a)

The requirement has been met.

Adequate and suitable play facilities are provided for the proposed number and age ranges of the additional children. The additional playroom that is to be known as the Preschool room is laid out in well-resourced designated interest areas. Toys and play equipment are displayed at low levels with easy access for children facilitating them to select and replace equipment after use. The types of play equipment are varied to promote and support different areas of child development. The equipment includes a range of tabletop games and activities such as puzzles, peg boards and threading activities. Messy play is to be facilitated using water and sand tables. An activity table is set up in the room for group play with themed materials for example a weather themed activity using coloured rice arranged as a rainbow. There is a wide selection of art and craft equipment including paints, paper, scissors and stencils. Dressing up clothes are displayed on hangers with a large wall mirror provided for children to look at themselves beside a role play area with a well-equipped toy kitchen. The play equipment materials used are varied including wooden, plastic and metal toys. One area of the room is allocated to transport and construction toys with a wide selection of blocks and

building items. A low-level table with pull out drawers holds wooden trainsets for the children to use on the tabletop. A range of musical instruments are stored in low-level boxes to support children's enjoyment of music. There is a selection of age-appropriate books available for children to view stored in open shelving beside the proposed playroom's rest area. Appropriately sized tables and chairs are set up in the proposed playroom for the children to engage in tabletop activities and groupwork. Adult sized chairs are also provided in the proposed additional playroom.

Adequate types of play equipment are provided outdoors for the proposed additional children to promote physical activity and gross motor development such as ride on toys, recycled tyres, balls and rackets. A large chalkboard has been erected in the sheltered area for artwork. Further opportunity for messy play is provided by the sandboxes, plastic utensils and mud kitchen outdoors.

(b)

The requirement has been met.

A rest area is provided in the proposed additional playroom with soft furnishings, blankets and wipeable cushions. Sleep mats with blankets to be laundered on a regular basis outside of the service are available if a child needs to sleep while in the service.

(3)

(a)

The requirement has been met.

The service has access on the premises to a secure enclosed outdoor area with ground coverings of tarmac and cement pathways. The area has a canopied sheltered space extending from the side of the building to facilitate outdoor play in inclement weather. The area is enclosed by wooden and metal fencing and has a large access gate with securing mechanisms in place to prevent a child from leaving unnoticed and to control access. The outdoor area is accessed directly from the front entrance doors of the building.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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.

- It is proposed that snacks and meals for the children will be provided from home. A healthy eating policy is in place in the service and is to be made available in electronic form to the parents of the proposed additional children. The designated person in charge plans to provide children's parents/guardians with information on healthy nutritious snacks and food items in line with the service's policy.
- The staff advised the inspector that plastic jugs of drinking water and cups are to be available to the children in the proposed additional playroom. These were available in the playroom for inspection.

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:

General Safety

- Secure storage for medication is available in the office that is secured to prevent children from accessing the area.
- Cleaning products are stored in storage areas off the hallway with secured doors to prevent children from accessing them.
- The toys and equipment set out in the proposed additional playroom are in good condition and suitable for the age range of the proposed additional children.
- Padding is in place on the supports of the outdoor play shelter to minimise potential impact and reduce the risk of injury.
- A red pull cord in one of the sanitary areas has been secured out of reach of the children.
- The emergency exit routes are free from obstruction.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	<p>Infection control:</p> <ul style="list-style-type: none"> • A refrigerator is provided in the proposed additional playroom for the storage of perishable food items in children snacks and meals. • Cleaning schedules are detailed in the service’s infection control policy and itemised in checklists to be completed by staff on an electronic application. • Aprons and gloves are provided for use by the staff in the nappy change area. • Records of regular pest control services are available with the last service dated for the 17 May 2024. • The outdoor waste storage bins are located at the front of the building and are inaccessible to children in the service. • Foot pedal operated bins are provided in the proposed additional playroom and sanitary units for the disposal of waste.
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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:

The requirement has been met.

- (1) Certificates of completion of First Aid Responder (FAR) training were available for three staff members with expiry dates ranging from the 2 September 2024 to the 7 September 2025.
- (2)
 - (a) A suitably equipped and labelled first aid box is stored on a shelf in the proposed additional playroom out of potential reach of children.
 - (b) The first aid equipment is to be available at all times to children attending the service.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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 firefighting 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:

The requirement has been met.

(1)

- (a) Templates are available for the electronic recording of the monthly fire drills that are proposed to take place in the service.
- (b) Records in writing are available in the service of the number, type and installation record of firefighting equipment and smoke alarms in the premises. The records show that the smoke alarms/fire detection system were last maintained on the 19 February 2024 and the firefighting equipment was last serviced/maintained on the 21 March 2024.

(4)

Notices of the procedures to be followed in the event of fire are displayed conspicuously beside the door in the proposed additional playroom with escape route maps provided. The fire assembly point used by the service to the front of the building is clearly signposted.

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 provider's compliance with Regulation 28.

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) No obvious defects were observed in the building structure.
- (b) The main entrance doors to the service have keypad operated mechanisms and are securable to allow staff to control access to and egress from the service. Internal doors are securable to prevent children from accessing spaces without authorisation. The outdoor area is enclosed and has gates with securing mechanisms in place.

(c) Lighting:

There is natural light from windows and artificial lighting provided in the premises which is adequate and suitable for the provision of a childcare service. The light fittings in the proposed additional playroom and in the sanitary areas have protective covers. The light in the sanitary units is triggered by motion, switching on once a person enters the unit.

Heating:

Heating is provided by a gas-powered heating system with two radiators in the proposed additional playroom controlled to maintain a temperature below 50°C. The proposed playroom air temperature and sanitary area temperatures were recorded between the required 18-22°C during the inspection.

Ventilation:

There are openable windows in the proposed additional playroom to allow ventilation of the room. The sanitary units have a mechanical ventilation system in place.

- (d) There are cleaning schedules and cleaning recording templates in place for all areas of the service. The playroom and sanitary areas are clean, and the equipment is in good condition.
- (e) Sanitary facilities are provided for the proposed additional playroom as follows:
- Child sanitary accommodation**
- Two sanitary units with two toilets and two wash hand basins are provided for the proposed additional 22 children's use. One of the units is accessible directly from the new playroom and the second allocated unit is accessible from a hallway linking the playroom to the Junior Preschool room. Warm water recorded below 43°C, liquid soap, paper towels and foot pedal bins are provided in the sanitary units for handwashing and drying purposes. Nappy changing facilities are available if required in the service including a nappy changing table, foot pedal operated bin for disposal of nappies and handwashing facilities.
- Adult sanitary accommodation**
- The service has one allocated adult sanitary unit with one toilet and handwashing facilities provided. This can accommodate a maximum of eight adults in the service at any one time.

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.*
- (4) *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) Adequate clear floor space of 45.15 square metres is provided in the proposed Preschool room for the proposed additional 22 children attending sessional services. The clear floor space can accommodate a maximum of 19 children attending parttime services in the room.
- (2) The regulations require that 2.35 square meters of clear floor space is available for each child aged between 2 and 3 years of age. 2.3 square meters of clear floor space is required for each child aged from 3 to 6 years of age. The proposed additional playroom has 45.15 square meters of clear floor space and can accommodate a maximum of 19 children attending parttime services in the playroom.
- (4) (a) and (b)
 The minimum of 1.818 square metres per child is available for 22 children in the proposed additional playroom where sessional pre-school services and parttime services are to be provided at the same time.