

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D:	TU2018WW506
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Name of Service	Little Harvard Childcare
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Address of Service:	Kirvin Hill, Rathnew, Saunders Lane, Co. Wicklow, A67V9K5
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Email Address:	Gov@littleharvard.ie
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Name of Registered Provider:	James Hargrave
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Type of Proposed Service:	Full Day Care	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Sessional	<input type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change:	Change in maximum number of children attending from 80 to 103. Presently employs 16 staff. This would increase as needed depending on demand and the age profile of the children and length of time that they are availing of the service.
Proposed Number of Children:	103
Recommended Change Following Inspection:	Change the number of children attending on a Sessional basis to 101 and number of children attending on a full day care basis to 91.
Registered change:	Change in number of children that can be accommodated from 80 to 101 (Max 91 Full Day Care)

Date of Inspection:	0	7	0	6	2	0	2	3
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Inspection undertaken by:	Mona Condon
Title:	Early Years Inspector

Tusla Early Years Inspectorate Address:	Loughlinstown Health Centre, Loughlinstown Drive Loughlinstown, County Dublin.
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Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status:	Registered Full Day / Part Time/ Sessional Service for 101 Children (Max 91 FDC)
Date of Registration	10 th July 2023

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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	Little Harvard Childcare, Rathnew is one a chain of 16 services operated by the registered provider. This service is located in a residential area in the village of Rathnew in County Wicklow. The service is presently registered to provide full day-care, part-time day care and a sessional service to pre-school children who are between 0-6 years of age. The service is open from Monday to Friday between 07.00am and 18.30pm. At present six rooms are in use to care for pre-school children. A seventh room which is available is used occasionally to take children in for small groups activities.
Premises	The premises is purpose built and has 7 pre-school rooms with adjoining sanitary accommodation. A separate sleep room is available for children attending the Wobbler1 and Wobbler 2 rooms. There is also a kitchen, an office and a staff room and two staff toilets. A large outdoor area is available located at the front, side and back of the premises.
Staffing	Presently there are 16 staff employed, which includes the manager and deputy manager and a cook. A cleaner is employed daily and attends outside creche hours. All staff hold an Early Childhood Care & Education qualification on the National Framework of Qualifications. The manager and regional manager were present during inspection and it was stated that either the manager or assistant manager will be present on a daily basis to assist in rooms as needed and to undertake administration tasks.
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 regional manager, person in charge, staff and children who were present on the day of the inspection.

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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:

The requirement has been met.

(1)(a) The registered provider has ensured that there is a designated person in charge and a named person to deputise if required. Sixteen staff members are employed to provide direct care to the proposed 101 children who will attend on a full day/ part time or sessional care basis.

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) The service is currently registered to cater for a maximum of eighty pre-school children. On inspection there were a total of seventy pre-school children present. The registered provider is aware of the minimum ratio of adults to children specified in Part 1 of Schedule 6 and will ensure that an adequate number of adults will work directly with the pre-school children in the service. The registered provider will increase her staffing complement depending on the number of children present and type of care required.

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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.

(2) A registered provider—

- (a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, or

Requirement met:

This requirement has been met.

(1)(a)

Play equipment in all rooms was located on open low-level shelving for easy access by pre-school children. Low level tables and chairs were provided in all care rooms for table-top activities.

Each care room was equipped with play and work equipment suitable to the age and stage of development of the children attending. Areas of interest included imaginative play, dress-up, construction play, a home corner, a transport area, an art area and Montessori equipment. A range of books were available in the designated rest areas in each room.

A cleaning schedule was in place to clean toys and equipment both indoors and outdoors.

(1)(b)

A dedicated sleep room is available located between the Wobbler rooms 1 and 2 with 12 standard cots. Sleep mats are available for older children who require sleep. Suitable bed linen is supplied.

Soft seating was provided in all rooms to accommodate a child to take a break from activities and rest if required.

(2)(a)

Children attending the service have access to an outdoor play area. This area is enclosed with high-level fencing which prevents a child from leaving the area and restricts unauthorised access to the play area.

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	<p>The outdoor play area was divided into three distinct areas for use by the children.</p> <p>Age-appropriate play equipment was available in the outdoor area for use by the younger children at the front of the premises. Equipment included push/pull toys, sit-in cars, bikes, play kitchen with props. A partly covered area to shelter from the rain was available here.</p> <p>A second area which was for the children aged from 2 years and 8 months to 5 years who attend the service and was equipped more challenging toys and fixed equipment including a see-saw, slide, climbing frame, balance bridge and bikes.</p> <p>A grassy area was located at the side of the building. Equipment provided in this area included a mud kitchen, sand and water play, and picnic tables.</p> <p>A cleaning schedule was in place to clean toys and equipment both indoors and outdoors.</p>
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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:	<p>The requirement has been met.</p> <p>The service has a healthy eating policy. The service will provide all of the children’s meals and snacks. Drinking water is provided in each care room for the children when thirsty. Crockery and cutlery suitable to the ages of the children in the rooms were provided. A three-week menu plan was available.</p>
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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:

The requirement has been met.

- The entrance door from street level leading into the building and the entrance door leading directly into the service were appropriately secured to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the Early Years' service. Admission is enabled using a buzzer intercom system.
- An enclosed area outside the entrance door was available to facilitate the safe hand-over of children at arrival and departure times.
- Play materials and equipment in use were stored low level stable based shelving units which reduced the risk of the furniture from toppling and injuring a child.
- No trailing flexes, cables or electrical items were accessible to the pre-school children. Pedal bins were available for use in the sanitary areas and in the rooms.
- Cleaning agents were inaccessible to the children.
- The service's refuse bins were inaccessible to the children.
- Cleaning schedules and daily risk assessments were in place in each room.
- Warm water, liquid soap and paper towels were available in each room and in the sanitary areas to facilitate adults and children to wash their hands.
- The kitchen and staff room were inaccessible to the pre-school children.

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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)

The registered provider ensured that a person trained in first aid was at all times immediately available to the children attending the pre-school service. Four staff members had a certificate in First Aid Response, three of which expired in March 2024 and the fourth expired in May 2025. Evidence was provided to confirm that a fifth staff member had completed this training recently and was awaiting her certificate.

(2)(a) &(b)

Two fully equipped first aid boxes, one located on the ground floor and one on the first floor which was easily accessible were available and stored in a conspicuous position.

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.

Requirement met:

The requirement has been met.

(1)(a) A written record is available of the fire drills completed on a monthly basis in the service.

(b)A record was maintained of the number, type and maintenance of the fire-fighting equipment and smoke detection system of the service. The fire-fighting equipment and the fire detection system were last serviced in April 2023 and November 2022 respectively.

(4)A notice of the procedures to be followed in the event of a fire was displayed in all of the care rooms. The fire assembly point is clearly identified and located at the front of the building.

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Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement has been 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 providers compliance with Regulation 28.
The registered provider had ensured that the Early Years' service was adequately insured to cover up to 103 children attending on a full day care basis.
The service was insured from 28/04/2023-27/04/2024.

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)
The premises appeared to be adequately maintained.

(b)
The front entrance door at street level leading to the premises and the internal entrance door leading into the service were kept secured at all times during the operational hours of the service.

(c)
Lighting
The premises were adequately lit by means of natural lighting which was supplemented by artificial lighting in the care rooms. The sleep room had artificial lighting only which could be dimmed.

Heating
The service had a geo-thermal heating system which was thermostatically controlled. The ambient temperatures of the care rooms and the sanitary accommodation were within the optimum care room temperature range of 18-22°C

on the day of inspection. A portable air conditioning system was available in the sleep room.

Ventilation

All rooms had openable windows. Velux windows were available in the two upstairs rooms. Mechanical ventilation and openable windows were available in the sanitary areas and in the cot room.

(d)

The service was in a clean condition. Up to date documented cleaning schedules carried out by staff were on display in the service.

(f)Sanitary Facilities:

The sanitary areas were located off each pre-school room. Facilities in each are listed below:

Downstairs rooms:

Wobbler 1: 1 nappy changing unit and one wash hand basin was available.

Wobbler 2: 1 nappy changing unit and one wash hand basin was available.

Toddler 1: 1 nappy changing unit, one toilet and one wash hand basin were available.

Pre-school 1: 1 nappy changing unit, one toilet and two wash hand basins were available.

Pre-school 3: Two toilets and two wash hand basins were available.

Upstairs rooms:

Pre-school 4: 2 toilets, 1 nappy change unit and 2 wash hand basins.

Pre-school 2: 1 toilet, 1 nappy change unit and 1 wash hand basin.

Separately on each floor, 1 toilet with a wash hand basin was available for staff only.

Suitable pedal operated lidded bins were provided.

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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.*
- (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:

(1)

The service does have adequate clear floor space for the proposed number of pre-school children to attend on a full day care basis as outlined below. However, the availability of two toilets in the pre-school room 4 upstairs restricts the numbers in this room to 22. Please see (4) below for more details.

(4)

It is proposed that all children attending the wobbler rooms 1 and 2, and the toddler room will attend on a full day care basis. The four pre-school rooms will offer care on a sessional and full-day care basis.

The clear floor space in the Wobbler Room 1 measured 27 square metres. This room has sufficient space to cater for the care needs of a proposed maximum of **10** children aged 1-2 years.

The clear floor space in Wobbler Room 2 measured 24.77 square metres. There is sufficient space to cater for the care needs of a maximum of **9** pre-school children aged from 1-2 years who may attend on full day care basis.

The clear floor space in the Toddler room measured 28.9 square metres. This room has sufficient space to cater for the care needs of a proposed maximum of **12** children aged 2-3 years attending for full day care. However, one due to one wash hand basin is required for every 11 children in the therefore this number is potentially capped at **11**.

Note: It is proposed that children attending the four pre-school rooms will be aged 2 years and eight months to 6 years.

The clear floor space in the Pre-school 1 room measured 29.17 square metres. There is sufficient room to cater for the care needs of a proposed maximum of **16** children attending on a sessional basis or **12** children attending on a full-day care basis.

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The clear floor space in Pre-school 2 room the measured 23.2 square metres. There is sufficient room to cater for the care needs of a proposed maximum of **11** children attending on a sessional basis or **8** children attending on a full-day care basis.

The clear floor space in Pre-school 3 room the measured 43.38 square metres. There is sufficient room to cater for the care needs of a proposed maximum of **22** children attending on a sessional basis or **19** children attending on a full-day care basis.

The clear floor space in Pre-school 4 room the measured 50.75 square metres. There is sufficient room to cater for the care needs of a proposed maximum of **22** children attending on a sessional basis or **22** children attending on a full-day care basis. Due to the fact that two toilets are available to the children in this room, the numbers of children is capped at **22** at any one time.

In summary there is therefore space for a total of **101** pre-school children to attend on a sessional care basis or **91** on a Full Day Care basis.