

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2018WW506
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Name of Service:	Little Harvard Creche & Montessori
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Address of Service:	Kirvin Hill, Saunders Lane, Rathnew, Co. Wicklow
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Eircode:	A67 V9K5
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Name of Registered Provider:	James Hargrave
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Service type:	Full Day
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Date of Inspection:	28/08/2023
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No of pre-school children:	AM	56	PM	52
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Address of the Early Years Inspectorate:	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co. Dublin
Inspection undertaken by:	M. Condon & H. Bourke.
Title:	Early Years Inspectors.

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	Not applicable
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Description of service

This full day care service is located in a residential area in the village of Rathnew in Wicklow Town. The service provides full day-care, part-time day care and a sessional service to pre-school children who are currently aged between twelve months and five 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 namely, Wobbler 1, Wobbler2, Toddler 1, and, Pre-school 1,2 and 3.

Staffing

A total of seventeen adults are employed to provide direct care for pre-school children. A full-time cook and a part-time cleaner are also employed. On the day of inspection thirteen adults provided direct care to pre-school children. The manager was present and available to give assistance in the rooms as needed.

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, health, welfare and development of child, safety and facilities. The inspections 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

A written Immediate Action Notice in relation to Regulation 23 Safeguarding Health, Safety and Welfare of child - was issued to the Registered Provider on 29th August 2023.

The written response received by the Early Years Inspector on 30th August 2023 from the manager on behalf of the registered provider in relation to the immediate action notice was accepted.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the regional 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
- (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)(b) The service had a designated person in charge and a named person to deputise as required who were both on the premises throughout the inspection.
- (2) Seventeen staff files were reviewed.
- (a)(b) There were two written and validated references available for all staff members.
- (c) Documentary evidence of a processed Garda Vetting Disclosure was available for seventeen staff members.
- (d) Police vetting was available for five staff members who had lived in another state for a period of longer than 6 consecutive months as an adult.
- (4)
- All staff members had 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.

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) Throughout the inspection there was an adequate number of adults working directly with the pre-school children
- (2) The adult/child ratios were maintained throughout the inspection. There were twelve adults providing direct care to fifty-six pre-school children who were cared for in six care rooms. An additional relief staff member, the regional manager and manager were present to provide assistance in rooms when needed.
- (8)(a) There were at least two adults on the premises during the inspection and the staff roster indicated that there are at least two adults on the premises at all times.

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:*
- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
 - (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
 - (c) details of the adult:child ratios in the service;*
 - (d) the type of care or programme provided in the service;*

- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (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)(a)-(g)

A copy of the information pertaining to (a)-(g) above was available and on display in the entrance area of the service.

(h) Records were maintained of the attendance of each child daily. These included the times children arrived at and left the service.

(i) A written staff roster was available and corresponded with the staff present on the day of inspection.

(j) Records were available detailing medications which had been given to children with signed parental consent.

The records were complete including the name of the medicine and time and date it was given. A parent/guardian signature was documented indicating the information had been shared.

(k) Records were available detailing accidents and incidents that had occurred involving children while attending the service. These included the required information and a parent/guardian signature indicating the information had been shared.

Part IV – Information and Records

Regulation 18 – Copy of Act etc.

A registered provider shall ensure that a copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations is kept on the premises and the said copies shall be open to inspection on the premises by-

- (a) a parent or guardian of a child attending or proposing to attend the service,*
- (b) an employee, unpaid worker or contractor, and*
- (c) an authorised person.*

Compliance Information

18(a)(b)&(c)

A copy of Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act and of these Regulations was kept on the premises and available in the foyer for a parent, employee, or an authorised person.

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-

- (b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.*

Compliance Information

Inspectors observed that staff were attentive to the personal care of the children. The children's nappies were changed routinely and if needed in between. Bibs were provided when eating to protect their clothes from becoming soiled or wet. Their noses, hands and faces were cleaned when they became soiled. Staff used opportunities when assisting with personal care for warm individual engagement with the children.

Staff sat with the children when eating. They provided them with help when needed whilst supporting their independence. Drinks of water were offered regularly and were available both indoors and outdoors.

All children were given the opportunity to play outdoors. A written roster was available indicating twice daily times when the outdoor area was available to each group of children.

All children were provided with comfort when being placed to sleep. The sleep room atmosphere was calm. Children's outer clothing was removed, and cellular blankets were provided. Staff provided the children with reassurance as they were settling to sleep, talking to them gently and sitting next to them. The children who had soothers were offered these.

Staff demonstrated warmth and affection in their interactions with the children. They addressed them by name, used gentle tones and interacted with them in a positive manner. The staff provided the children with comfort when they became upset - holding them and talking to them in soft tones. Individual written daily diaries were kept throughout the day for children attending the Wobbler rooms, Toddler room and Pre-school 1 rooms to share with parents/guardians to provide for continuation of care. Parents with children attending other rooms were provided with information verbally on arrival and departure.

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 were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- The kitchen was inaccessible to children.
- The designated emergency exit doors were clear and unobstructed.
- All cleaning agents were kept out of reach of children.

Infection Control:

- Children were encouraged to wash their hands regularly including before lunch, after using the toilet and after outdoor play. Effective hand hygiene practices were observed in accordance with the services infection control policies and procedures.
- Cleaning schedules were maintained in each care room and the environment was clean.

Administration of Medication:

- Medication was not given at the time of the inspection.
- Written parental consent was available should temperature reducing medication be required to be administered to a child.
- All medication was stored in a safe place and was clearly labelled for each individual child.

Safe Sleep:

- On the day of inspection, a sleep log was maintained every 10 minutes by staff detailing the physical checks carried out on sleeping children under 2 years of age.

Outing:

- It was confirmed by the person in charge that the pre-school children do not go on outings from the service.

Non-Compliance Information

General Safety:

The temperature of the sleep room was not maintained between the required temperature of 16-20°C.

On the day of inspection, the temperature was recorded at 22.5°C at 12.15pm while 12 children aged 1-2 years slept. This temperature was monitored several times during the inspection and despite measures taken by staff which included the use of a fan and portable air conditioner this could not be rectified.

An Immediate Action Notice was issued to the Registered Provider on 29/08/2023.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

Corrective Action:

To maintain the temperature between 16 and 20 degrees in the Wobbler sleep room, we placed 4 air conditioning units in the room. The corrective action has been working and the temperature has not raised more than 20 degrees.

Preventive Action

We put a system in place where the educators must follow a daily routine to monitor the sleep room temperature.

Supporting documentation submitted

General Safety:

Copy of worksheet detailing the temperatures of the sleep room while children are sleeping.

Photographic evidence of the air conditioning units in place in the Wobbler sleep room.

Summary Comment

The Registered Provider has addressed the non-compliance as identified on inspection in relation to Regulation 23. This non-compliance will be reviewed on next inspection.

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.

(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.

Compliance Information

(1) In each care room staff kept a written record of the time of arrival and departure of each child.

(3)(a)(b)

At the entrance door a safety code was in place on the outer and inner door of the foyer to prevent a visitor to the service gaining access without permission. All other exits were secured. On arrival of the inspectors were asked for identification before entering. It was evident that all approved visitors completed the visitors' book prior to entering.

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) Adults trained in First Aid Response was present and immediately available to the pre-school children.

(2)

(a) The first aid box for children was safely stored in an accessible and conspicuous position in the pre-school room.

(b) At all times the first aid box was available to the children attending the pre-school service.

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.

Compliance Information

(1)

(a) Monthly fire drills were carried out in the service; the last recorded fire drill took place on the 28th July 2023.

(b) Evidence was available to confirm that the fire-fighting equipment was last serviced in August 2023 and the smoke alarm was serviced in April 2023.

(4) Notices of the procedures to be followed in the event of fire were displayed conspicuously in the rooms and in the hallways.

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

The children attending the service were supervised by staff members at all times during the inspection.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

There was evidence of current insurance cover valid until 27th March 2024. The insurance provides cover for up to 103 children.