

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2019MO001		
<b>Name of Service:</b>	Ros Na Réaltóg		
<b>Address of Service:</b>	Ross West, Crimlin, Castlebar, Co. Mayo		
<b>Eircode:</b>	F23 V008		
<b>Name of Registered Provider:</b>	Róisín Geddes		
<b>Service type:</b>	Sessional		
<b>Date of Inspection:</b>	16/11/2023		
<b>No of pre-school children:</b>	AM	13	PM -
<b>Address of the Early Years Inspectorate:</b>	Early Year's Inspectorate, 2 <sup>nd</sup> Floor, St. Mary's HQ., Castlebar, Co. Mayo.		
<b>Inspection undertaken by:</b>	M Farrell & L Costello		
<b>Title:</b>	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

## Description of service

Ros Na Réaltóg is a privately owned and operated early years' service. The service is registered to provide sessional services between 09:00 - 12:30 hours for children aged from two to five years of age. The service is based in a primary school in a rural area near Castlebar, Co Mayo. There is one playroom and sanitary facilities in the primary school with a large, enclosed, well- developed, green outdoor space to the side of the premises.

## Staffing

There are three staff in the service including the registered provider who works directly with the children and relief staff.

## 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/safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under sections of regulations 9, 11, 15, 16, 23, 25, 26 and 28; however, on inspection additional non-compliance which posed a risk was identified under Regulation 8. These findings are outlined within the relevant regulations within this report.

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.

## Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, staff and children who were present on the day of the inspection.

### Part II - Registration and Register

#### Regulation 8 - Notification of change in circumstances

*(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.*

*(3) Where a registered provider has been unable for good and proper reason to notify the Agency within the time specified in paragraph (1) or (2), as the case may be, of a change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2), the registered provider shall notify the Agency in writing of the change as soon as possible thereafter.*

#### Non-Compliance Information

(1) & (3)

The service was registered to open from 09:00 - 12:30 hours however had changed the opening hours to 09:00 - 12:00 hours from August 2023 without notifying the Agency.

#### Corrective & Preventive Action submitted by the Registered Provider

The registered provider advised in a written response that:

##### **Corrective and Preventive Action**

An application was sent in for change of circumstances with times.

The service sent change of circumstances request with reasons for change of timings to the Inspectorate.

##### **Supporting documentation submitted**

Application for change in opening hours was received by the Early Years Inspectorate from the service.

#### Summary Comment

The action taken by the registered provider has addressed the regulatory non-compliance found on 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

(2)

The designated person in charge informed the inspector that there was one new staff member working in the service since the most recent focused inspection of the 23 September 2023. The vetting documentation for two staff had previously been reviewed and found to have met the regulatory requirements. The following vetting information was available for the staff new to the service:

(a) Two written validated references from past employers including their most recent employer.

(c) Vetting disclosures from the National Vetting Bureau of the Garda Síochána.

(d) International police vetting documentation in relation to time spent in living in a different jurisdiction.

#### Non-Compliance Information

(2)

(d) An international child protection certificate was required for the staff member.

### Corrective & Preventive Action submitted by the Registered Provider

The registered provider advised in a written response that:

(2)

(d)

#### **Corrective and Preventive Action**

An international child protection certificate was applied for by the staff member. The certificate was received by the service and sent to the Inspectorate.

#### **Supporting documentation submitted**

A copy of the required international child protection certificate was submitted by the registered provider to the Early Years Inspectorate.

### Summary Comment

The actions taken and evidence submitted by the service has been reviewed by the Early Years Inspectorate and deemed to have addressed the regulatory non-compliance found on inspection.

## 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.*

### Compliance Information

(1) On the morning of the unannounced inspection, there were 2 adults caring for 13 children in the service.

(3) The minimum ratio of adults to children of 1 adult for each 11 sessional children aged from 2 years and 6 months to six years was adhered to with 2 adults caring for the 13 children present for the session.

### 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.*

*(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*

- (a) a parent or guardian of a pre-school child but only in respect of the record relating to that child,*
- (b) an employee who is authorised in that behalf by the registered provider, and*
- (c) an authorised person.*

#### Compliance Information

(1) (a) to (i)

A sample of ten children’s records were selected for review by the inspector from the children currently enrolled in the service. The records were found to be compliant, containing the details as laid out under the regulation.

### 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.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

#### Compliance Information

- (1) The registered provider kept records of the following information in the service:
- (a) The name, position, qualifications and experience of the staff members.
  - (b) Information on the type of service type and ages of children that the service is registered to provide services to in the service’s statement of purpose and function.
  - (c) The adult: child ratios provided in the service.
  - (d) The service’s type of care or programme.
  - (e) The facilities available in the service.

- (f) The service's hours of opening and fees.
  - (g) The service's policies, procedures and statements as required under Regulation 10 were available electronically in the service. The registered provider told the inspectors that parents are provided with electronic copies of the policies when their children commence in the service.
  - (j) The designated person in charge informed the inspectors that no child had required to have medication administered to them while attending the service. A policy regarding the administration of medication was available in the service.
  - (k) An accident/incident book with details of any accident, injury or incident involving children attending the service with the last incident dated on the 24 October 2023.
- (3)
- The records referred to in paragraph (1) were made available in the service by the registered provider to the inspectors on request.

## Non-Compliance Information

- (1)
  - (h) The daily attendance records did not always contain time of the children's departure from the service and did not record the children's full name with first names only provided in the records sampled.
  - (i) Several staff roster/attendance records reviewed did not contain the finishing time of one staff member.

## Corrective & Preventive Action submitted by the Registered Provider

The registered provider advised in a written response that:

### Corrective and Preventive Action

- (h) The daily attendance record has been updated with time of the children's arrival and departure from the service. The children's full name is recorded on the register too. Records were sent to the Inspectorate with updates complete.
- (i) Staff records have been updated with finishing times for all staff. Staff records were sent to the Inspectorate with updates complete.

### Supporting documentation submitted

Copies of records were submitted by the registered provider to the Early Years Inspectorate

## Summary Comment

The actions taken by the registered provider have addressed the non-compliance found on inspection under this regulation.

### 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:

Some of the children were playing in the secured outdoor area on the inspectors' arrival to the service. Entrance to the premises was controlled and monitored by staff with securing mechanisms in place on the gates. The internal door between the primary school and service was secured during the inspection. Cleaning products were stored out of reach of the children in a cupboard in the playroom.

##### Infection Control:

Hand washing facilities with warm water recorded under 43°C were provided with liquid soap and paper towels for children to wash and dry their hands with. A refrigerator was provided in the playroom to store perishable food items in children's lunches. Tables were cleaned down by the staff following the children eating their lunch in the playroom.

##### Administration of Medication:

The staff advised the inspectors that none of the children in the service required medication to be administered to them whilst in attendance. The service had a written policy on medication administration in place.

##### Fire Safety:

Emergency exit routes in the service were found to be free from obstruction during the inspection.

#### Non-Compliance Information

##### General Safety:

1. There was a large trampoline that was not secured stored on its side in the outdoor play area.

##### Infection Control:

2. Following playing outdoors, the children's hands were not washed before they were handed fruit including raisins and mandarins to eat by the staff in the polytunnel.
3. There was a push top bin provided and used by children to dispose of used paper towels in the children's sanitary unit instead of the required foot pedal operated bin.

### Action submitted by the Registered Provider

The registered provider advised in a written response that:

#### **Corrective & Preventive Action**

##### **General Safety:**

1. The trampoline was dismantled from the stored area and removed from the play area.

##### **Infection Control:**

2. Children's hands are washed before food is given to children and for circle times. Staff spoke to the children on the importance of washing hands for mealtimes and circle times.
3. A new foot pedal bin was installed on 16 November 2023. A foot pedal bin has been provided and is in working order. Bin reviews are on the maintenance checklist.

#### **Supporting documentation submitted**

Photographic evidence was submitted by the registered provider.

### Summary Comment

The actions taken by the registered provider have been reviewed by the Early Years Inspectorate and found to have addressed the non-compliance found on inspection

### 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) Certificates of the completion of First Aid Response (FAR) training courses were available for two members of staff with expiry dates of 13 July 2025 and 14 July 2026 respectively.

(2)

(a) An appropriately stocked first aid box was safely stored in an easily accessible location in a labelled cupboard in the playroom.

(b) The first aid box was readily accessible to the staff if a child required first aid treatment.

## 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.*

#### Compliance Information

(1) (a) The registered provider submitted a copy of written records of the service's fire drills to the Early Years Inspectorate following the inspection with the last fire drill recorded on the 9 November 2023.

## Part VI - Safety

### Regulation 28 - Insurance

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

#### Compliance Information

A certificate of insurance valid until the 27 March 2024 was available with adequate insurance cover for a sessional service for the service's maximum number of 22 children.