

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

<b>Tusla I.D:</b>	TU2020CN002
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<b>Name of Service</b>	Circle of Friends Childcare Service
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<b>Address of Service:</b>	Killeshandra Community Hall, Railway Road, Killeshandra, Co. Cavan
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<b>Email Address:</b>	circleoffriendskilleshandra@gmail.com
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<b>Name of Registered Provider:</b>	Ms. Nicola Clail
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<b>Type of Proposed Service:</b>	<b>Full Day Care</b>	✓	<b>Part-Time</b>		<b>Sessional</b>	
	<b>Drop-In</b>		<b>Childminding</b>		<b>Temporary</b>	

<b>Proposed change:</b>	<p>Phase 1 of 2. Proposal to open 2 new preschool rooms on the 3<sup>rd</sup> floor of the building to facilitate the relocation of children from the existing 2 preschool rooms on the ground floor to this floor.</p> <p>Phase 2 of 2 Proposal to convert the existing preschool rooms on the ground floor to a new Wobbler Room and Toddler Room with a new sleep room and additional sanitary accommodation.</p>
<b>Proposed Number of Children:</b>	60
<b>Recommended Change Following Inspection:</b>	<p>Increase numbers from 30 to 60 children.</p> <p>Extend age range to 1 to 6 years.</p> <p>Increase numbers of staff from 3 to 10.</p>
<b>Registered change:</b>	<p>Change in number of children that can be accommodated from 30 to 60</p> <p>Change in age profile of children from 2 – 6 to 1 – 6 years</p> <p>Change in number of staff from 3 to 10</p>

<b>Dates of Inspection:</b>	2	1	1	1	2	0	2	3
	1	1	1	2	2	0	2	3

<b>Inspection undertaken by:</b>	S. Skinnader
<b>Title:</b>	Early Years Inspector

<b>Tusla Early Years Inspectorate Address:</b>	No.18 The Grange, Plantation Road, Monaghan
	Co. Monaghan

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### Rationale for Inspection:

Proposed Change of Circumstance

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

<b>Registration Status:</b>	Registered Full Day Care for 60 Children
<b>Date of Registration</b>	19 <sup>th</sup> December 2023

### 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).

<b>Description of Service</b>	The premises is located in the town of Killeshandra Co. Cavan and has been in operation since 2020. It currently caters for children aged 2-6 years of age and operates from 8am - 6pm. The maximum capacity that can be catered for is 30 children.
<b>Premises</b>	The service operates from the local community hall. The service consists of 2 preschool rooms on the ground floor with sanitary and nappy changing accommodation and a staff toilet. On the 3 <sup>rd</sup> floor there are 2 new proposed care rooms, sanitary accommodation and an office. There is parking on the grounds for drop-offs and pick-ups. There are 2 new outdoor areas to the side of the building.
<b>Staffing</b>	There are 5 staff members and the registered provider in the service.
<b>Methodology</b>	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.  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.
<b>Acknowledgements</b>	The Inspector wishes to acknowledge the cooperation of the registered provider, 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:**

There is a designated person and deputy in charge. The requirement has been met.

### 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:**

(1) The applicant is aware of the requirements in relation to adult: child ratios and will ensure that they are met when the service commences.

**Phase 1:**

It is proposed that there will be 2 staff members working directly with 17 children in Preschool Room 1 and 2 staff members working directly with 20 children in Preschool Room 2.

**Phase 2:**

It is proposed that there will be 2 staff members working directly with 10 children in the Wobbler Room and 2 staff members working directly with 13 children in the Toddler Room. A 5<sup>th</sup> member of staff will be employed as a floater in the service.

The requirement has been met.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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,*
- (2) *A registered provider—*
- (b) *of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*

#### Requirement met:

(1)(a) The proposed Pre-school Rooms will provide adequate and suitable facilities for children to play indoors, defined interest areas have been developed. There are an adequate number of tables and chairs available.

(b) There are cosy areas consisting of matting, soft blankets and cushions. There are 2 stackable daybeds available for a preschool child to access for sleep. A new sleep room containing 4 standard cots and 1 space saver cot is available on the ground floor for children under 2 years of age to access for sleep. In addition, there is a collapsible cot which can be put up in the Wobbler Room when required. There are 6 stackable daybeds for the children over 2 years of age in the Toddler Room to access for sleep and 1 floor bed for any child aged 15 months to 2 years to access if they do not sleep in a cot.

(2)(b) There are 2 new outdoor play areas to the side of the building. Area 1 is directly outside the current care rooms. It is secured with metal fencing and has an artificial grass surface. A second larger outdoor area is situated across from the building. It also has an artificial grass surface and is fully secured and gated with metal fencing. The requirement has been met.

# 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.  
The morning lunches are provided by the parents. A hot homemade dinner and afternoon snack will be provided by the service. A 3 weekly menu is in operation. Potable drinking water is available to the children.  
A fridge is available to store any made-up bottles of powdered infant formula should a child still require this milk.

### 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.  
Emergency exits are unobstructed. All cleaning equipment will be stored out of reach of the children in a locked cupboard. There are safety gates at the top and bottom of the stairs outside the care rooms. Sharp corners on the equipment, shelving units and worktops in the care rooms have protective covers in place.

### 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) All staff members have to date FAR training. Certificates of training were available for inspection.  
(2)(a) A suitably stocked first aid box was provided in each of the care rooms.

# 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 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.

<b>Requirement met:</b>	The requirement has been met. (1) A record was available for the servicing of the firefighting equipment and the fire alarm system dated 20/10/23 and 1/11/23 respectively. A template is available to record fire drills. (4) A notice of the procedures to be followed in the event of a fire was displayed in the service.
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### Part VI – Safety

#### Regulation 28 – Insurance

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

<b>Requirement met:</b>	<b>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.</b>
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### 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.

<b>Requirement met:</b>	The requirement has been met. (a)The service is located in a 3 story community building which on visual inspection appears to be structurally sound. <u>Phase 1:</u>
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The building consists of 2 preschool rooms downstairs and 2 proposed preschool rooms on the 3<sup>rd</sup> floor, and sanitary and nappy changing accommodation, a kitchen and an office area.

Phase 2:

The 2 preschool rooms downstairs are converted to a Wobbler Room and Toddler Room, accompanying sleep room and sanitary accommodation.

(b) The service is safe and secure with locked entrance doors.

(c) Lighting: Lighting in the proposed 2 care rooms on the 3<sup>rd</sup> floor is provided by means of natural light – two openable windows in Preschool 2 and 1 in Preschool 1. It is further supplemented with 4 covered fluorescent lights in each room. There are additional ceiling lights in the sanitary accommodation cubicles and a window and wall mounted light in the lobby between the 2 care rooms. A sensor light is in operation on the stairs down to the front lobby area.

In the proposed Wobbler and Toddler Rooms on the ground floor lighting is by means of natural and fluorescent lighting. There is 1 window and 2 covered fluorescent light in the Wobbler Room and 2 windows and 3 covered fluorescent lights in the Toddler Room.

Lighting is by means of fluorescent light in the new sanitary / nappy changing accommodation and in the new sleep room there is 1 window and covered fluorescent lighting. The existing sanitary accommodation off the Toddler Room has covered fluorescent lighting.

Heating: The room temperature in all the care rooms was adequate on the days of inspection. Heating is by means of gas central heating. There are 2 radiators which are thermostatically controlled in the room. Surface temperatures were recorded at 40 and 44° C in Preschool 2.

In the proposed Toddler, Wobbler and new sleep room radiator covers were placed over the radiators.

Ventilation: Ventilation in all the care rooms and the new sleep room is by means of openable windows. There are trickle vents on each window. In the sanitary accommodations/ nappy changing areas mechanical ventilation is in operation.

(d) The premises, toys and equipment are in good repair. Documentation to record cleaning schedules is available.

(e) Adequate and suitable sanitary accommodation is provided i.e.

Upstairs:

There are two toilets and two hand basins are provided for the children directly off each care room. There is thermostatically controlled running water, liquid soap and paper towels. A nappy changing mat is also available for nappy changing.

Downstairs:

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	<p>There are two toilets and two hand basins provided for the children directly off the proposed Toddler Room. There is thermostatically controlled running water, liquid soap and paper towels. A nappy changing mat is also available for nappy changing. In the corridor outside the proposed Wobbler Room there is a new sanitary accommodation containing 1 toilet, 1 handbasin and 1 nappy changing mat. There is thermostatically controlled running water, liquid soap and paper towels.</p>
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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.
- (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.

<b>Requirement met:</b>	<p>(1) and (2) There is adequate space available to accommodate the pre-school children proposed to move to the new rooms for the downstairs care rooms.</p> <p><u>Upstairs:</u></p> <p>A floor area of 31m<sup>2</sup> is available in the Preschool Room 1 which can accommodate up to 17 children on a sessional basis.</p> <p>A floor area of 38m<sup>2</sup> is available in the Preschool Room 2 which can accommodate up to 20 children on a sessional basis.</p> <p><u>Downstairs:</u></p> <p>A floor area of 28m<sup>2</sup> is available in the proposed Toddler Room which can accommodate up to 10 children on a full day care basis.</p> <p>A floor area of 32m<sup>2</sup> is available in the proposed Toddler Room which can accommodate up to 13 children on a full day care basis.</p> <p>The requirement has been met.</p>
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