

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2020KE002
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Name of Service:	Brilliant Beginnings Creche and Preschool
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Address of Service:	Block B, Willow Court, Primrose Gate, Celbridge, Co. Kildare
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Eircode:	W23 A2Y6
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Name of Registered Provider:	Lorna Murphy
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	09/12/2024
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No of pre-school children:	AM	31	PM	30
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Address of the Early Years Inspectorate:	Early Years Inspectorate, Child & Family Agency, Suite 7, Vista Primary Care, Ballymore Eustace road, Naas, Co. Kildare, W91 X38W.
Inspection undertaken by:	T. Duignan and 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

Brilliant Beginnings Crèche and Preschool provides full day, part time and sessional care and education to pre-school children aged one to six years. School age care is provided also.

The service operates from 07.00am – 18.30 hours Monday to Friday. The Early Years' Service is based in a purpose-built building, located in a residential development on the outskirts of Celbridge. Four pre-school rooms, one sleep room, two nappy changing areas, a staff room, an office, a kitchen, laundry facilities and a secure outdoor play area are located on the premises. Set down and parking facilities are available outside the premises.

Staffing

The registered provider was present and facilitated the inspection.

There were thirty-one pre-school children attending the service being supervised by eight adults on day of the inspection. Four other adults included the registered provider, the deputy person in charge, an adult who provided school age care and a student on placement.

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, and safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under

- Regulation 9 (2)(a)(b)(c)(d), (4) - Management and recruitment.
- Regulation 11(1),(2),(8)(a) – Staffing Levels.
- Regulation 23 – Safeguarding health, safety and welfare of child.

- Regulation 24 – Checking in and out and Record of Attendance.

However, on inspection additional non-compliances were identified under:

- Regulation 16(1)(i) – Record in relation to pre-school service.
- Regulation 29 (e) – Premises.

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, 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

(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

Following a discussion with the manager it was confirmed that twelve adults are employed in the pre-school service, and this was confirmed by reviewing the staff roster. Twelve adults were present on the day of inspection.

- (2)
- (a)(b) Two written and verified past employer references or references from a reputable source other than a past employer, were available in respect of four adults.
- (c) Garda vetting disclosures had been obtained for twelve adults. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years for two adults. Please refer to the information outlined under regulation 23 of this report.
- (d) Police vetting was available for five adults who had resided outside the state for a period of longer than six consecutive months since turning 18 years of age.
- (4) Nine adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or held a qualification deemed by the Minister to be equivalent.

Non-Compliance Information

- (2)
- (a)(b) Two written and verified past employer references or references from a reputable source other than a past employer, were not available for eight adults working in the service.
- (d) Police vetting was not available for one adult who had resided outside the state for a period of longer than six consecutive months since turning 18 years of age.
- (4) A major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications or held a qualification deemed by the Minister to be equivalent was not available for three adults working in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (2)
- (a),(b) All references have been verified.
- (d) The outstanding Police vetting for one adult has been applied for and evidence of this has been sent to the early years inspectorate.
- (4) We have received confirmation that the staff member who is missing their cert has completed their course successfully, but the official certificate will not be available until March 2025.
- One adult works with school age children.
- One adult has documentary evidence that the qualification is deemed by the Minister to be equivalent. Until such time they will be reassigned to help in the with the kitchen and with our school aged children. We have incorporated a checklist to our staff folder and will be conducting quarterly checks on this folder to ensure we have everything that's required.

Supporting documentation submitted

- (2)
- (a),(b) validated references for eight staff members.
- (d) Police vetting for one adult and evidence of application for one adult.
- (4) Qualification certificate for one adult; letter that qualification is deemed by the Minister to be equivalent.

Summary Comment

The written response and documentary evidence submitted has been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 9.

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) There were thirty-one children attending the service being supervised directly by eight staff members and one student during the inspection.
- (2)(b) The minimum ratio of adults to children was adhered to during the day.
- (8)(a) The staff roster indicated that they were 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:*
- (i) details of staff rosters on a daily basis.*

Non-Compliance Information

- (1)(i) While there was a staff roster available on the day of inspection, break times and cover for breaks were not documented on the roster.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (1)(i) We have changed the style of our roster it now includes Lunch times and cover for them.

Supporting documentation submitted

- (1)(i) Roster.

Summary Comment

The written response and documentary evidence submitted has been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 16(1)(i).

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 entrance door to the service was electronically controlled by staff members to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the care rooms. The person in charge documented the inspectors' visit to the service in the visitor's book on arrival.

Infection Control:

Thermostatically controlled hot water, liquid hand soap and paper towels were available for hygienic hand washing and drying in each care room. The staff members supervised children's handwashing and handwashing routines were well established. Individual bed linen was provided and laundered frequently.

Administration of Medication:

Medication was not given at the time of the inspection. The staff members were familiar with the required safe practices when administering medication in the service.

Safe Sleep:

Measures were taken to safeguard children when sleeping. All children were aged over two years on the day of inspection. The children slept on low beds appropriate to their age and stage of development; an adult was always present in the room where children slept on low beds. Children's outer clothing was removed prior to them being placed to sleep. All sleeping children were checked at ten-minute intervals and staff kept a record of the checks.

Fire Safety:

Monthly fire drills had been carried out. Emergency exits were kept clear to allow for timely evacuation in the event of a fire. There was a signed assembly point in the outdoor area and staff members demonstrated an awareness of fire evacuation procedures.

Outing:

The service does not conduct outings.

Non-Compliance Information

General Safety:

1. Garda vetting was available for twelve adults; however, two vetting disclosures were not dated within the previous three years, in adherence to the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
2. While it is acknowledged that a system of daily indoor and outdoor environmental risk assessments had been implemented, the process of the completion of the daily risk assessment and the oversight by management required to be reviewed as risks were identified by the inspector which had the potential to cause injury to children.

Infection Control:

3. Nappy changes were observed on the day of inspection. On two occasions, the adult failed to remove their apron following the bagging up of the soiled nappy and removal of used gloves. Soiled nappies used aprons and used disposable gloves need to be disposed of at the same time following removal of the old nappy. This practice was not adequate for infection control practice as it created a risk of cross contamination.
4. The foot pedal operated nappy change bin used in the nappy change area did not adhere to the updated requirements of the Early Years Inspectorate Regulatory notice. Use of nappy disposal bins in Early Years Services issued on 10 November 2022.
5. The foot pedal operated bin used in the sanitary area was not working and it was observed that the lid was left partially open which created a risk of contact with the internal contents of the bin. This was not adequate for the infection control purposes.

Administration of Medication:

6. The system in place to manage storage of medication for children who have a health care plan requiring medicine to be administered regularly or in an emergency situation required to be reviewed as a child's medication was unable to be promptly located when requested by the inspector.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. The adults have been re-vetted, and a copy added to the staff files. We have added a checklist system to our staff folder.
2. The system in place has been reviewed, we will revert back to paper check lists for risk assessments, starting from 27 January 2025. A staff meeting and training on 21 January 2025 was completed.
Going forward risk assessment will be conducted in real time. We have put a new check list in place for management, one of its listings is to spot check risk assessments on a monthly basis to ensure risk assessments are being physically checked.

Infection Control:

3. We had a training evening with our team on 21 January 2025 and this included training for correct step by step procedure for nappy changing.
We have re-positioned the visual guides on the wall in both nappy changing areas, so they are more easily followed.
4. Two pedal bins designed for nappy changing have been ordered. Monthly spot checks on nappy changing practice will be completed to ensure it's been followed correctly.
5. Two pedal bins designed for nappy changing have been ordered. Monthly spot checks on nappy changing practice will be completed to ensure it's been followed correctly.

Administration of Medication:

6. Training on the administration of medicine was completed on 21 January 2025.
There is a new designated area in the office for medicine included as part of a care plan, this was included in the training, and everyone was shown the location. We will conduct spot checks and ask team members at random to show us where the medicine is located and to talk us through the administration. A new monthly check list to ensure that the medication is in date will be filled out once per month by either the manager or deputy manager.

Supporting documentation submitted

General Safety:

1. Garda Vetting documents for two adults.
2. Risk assessment documents.

Infection Control:

3. Staff training attendance sheet signed by each staff member.
4. Invoice for nappy bins ordered.
5. Invoice for nappy bins ordered.

Administration of Medication:

6. Staff training attendance sheet signed by each staff member.

Summary Comment

The written response and documentary evidence submitted has been assessed by the Early Years Inspectorate. Regulatory compliance is met for regulation 23. This area of practice will be assessed at the 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.*
- (2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*
- (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.*
- (4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

Compliance Information

- (1) The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained in each care room.
- (2) Not applicable.
- (3) (a), (b) The registered provider ensured that any person entering the service was approved and a record in writing was maintained.
- (4) The registered provider confirmed that the records were retained in storage for the required period.

Part VII - Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are-
(e) equipped with adequate and suitable sanitary facilities.

Non-Compliance Information

- (e)
1. The requirement for one toilet and one wash hand basin for every eight adults employed in the service was not met. There was one toilet and one wash hand basin available for the twelve staff members employed in the service. Two toilets and two wash hand basins were required.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (e)
1. We have had a plumber evaluate what the options are - a plan to divide the current staff toilet area which would create two cubicles with a wash hand basin is the most suitable option. This work is planned to be completed by the end of February 2025.

Supporting documentation submitted

1. Quotation for proposed work.

Summary Comment

The written response and documentation submitted has been assessed by the Early Years Inspectorate. This area will be assessed at the next inspection.