

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

<b>Tusla I.D:</b>	TU2020MO004
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<b>Name of Service</b>	Making Memories Pre school
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<b>Address of Service:</b>	The Maples, Hazelhill, Ballyhaunis, Co Mayo. F35 KW99
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<b>Email Address:</b>	nicolacarty141@gmail.com
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<b>Name of Registered Provider:</b>	Nicola Carty
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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>	<ul style="list-style-type: none"> <li>Change in number of children from 22 to 44.</li> <li>Addition of a session.</li> <li>Change in hours of operation to 9:30-12:30 hours.</li> </ul>
<b>Proposed Number of Children:</b>	44
<b>Recommended Change Following Inspection:</b>	All changes to be approved.
<b>Registered change:</b>	<ul style="list-style-type: none"> <li>Change in number of children that can be accommodated from 22 to 44.</li> <li>Addition of a session.</li> <li>Change in hours of operation from 09:00-12:00 and 12:30 to 15:30, to 09:30-12:30 hours.</li> </ul>

<b>Date of Inspection:</b>	0	3	0	7	2	0	2	3
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<b>Inspection undertaken by:</b>	S Gallagher & M Farrell
<b>Title:</b>	Early Years Inspectors

<b>Tusla Early Years Inspectorate Address:</b>	2nd Floor, St. Mary's HQ., Castlebar, Co. Mayo.
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<b>Rationale for Inspection:</b>
<b>Proposed Change of Circumstance</b>

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

<b>Registration Status:</b>	Registered Sessional Service for 44 Children
<b>Date of Registration</b>	1 <sup>st</sup> September 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).

<b>Description of Service</b>	Making Memories Pre school is a privately owned and operated early years service located in Ballyhaunis in Co Mayo. The service is registered to provide services for children aged from 2-6 years of age and to provide a morning session from 09:00-12:00 and an afternoon session from 12:30-15:30 hours. A registered school age service is also provided.
<b>Premises</b>	The premises is located in a designated section of a two storey building that was purpose built for the provision of childcare and is situated in a residential area. The service proposes to extend the area of the premises used by the service to include an additional playroom, a messy playroom and change the designated dining room to a sensory playroom. These rooms are proposed to be used by the service in addition to the existing playroom known as the Maple playroom, a lobby area, office, kitchen and sanitary accommodation.
<b>Staffing</b>	It is proposed that five staff including the registered provider will care directly for children in the service.
<b>Methodology</b>	<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>
<b>Acknowledgements</b>	The inspectors wish to acknowledge the cooperation of the registered provider who was present on the day of the inspection.

### Part III – Management and Staff



Child and Family Agency Act 2013  
Child Care Act 1991 (Early Years Services) Regulations 2016

Version 05  
Implemented- Aug 2022  
EYI-IR12.23 F07 FFP (CIC)

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### 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 is the designated person in charge in the service.

(b) There is a named person to deputise in the service as needed.

### 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.

(8) Without prejudice to paragraphs (2) to (7)—

(b) a childminder shall ensure that a second person familiar with the operation of the service and in a position to provide assistance to the childminder in operating the service is, at all times, within close distance of the service and available to attend the service to assist the childminder in the event of an emergency, and

(c) a registered provider of a sessional pre-school shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

**Requirement met:**

The requirement has been met.

(1) It is proposed that 5 adults will work with up to 44 children availing of sessional services and maintain the adult: child ratios of:

- 1:11 for children aged between 2 ½ and 6 years of age.
- 1:5 for children aged between 2 and 2 ½ years of age.

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## 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, 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—
- (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:

The requirement has been partially met.

(1)(a) Adequate and suitable play facilities are in place to cater for children from 2 years to 6 years.

Room 1 (The Pines playroom):

The proposed playroom is laid out with a number of defined interest areas including a home area, baby doll area, a low level table with train tracks, an arts and crafts area, a dress up section, jigsaws, puzzle, blocks and table top activities. All equipment and materials are stored on low level shelving units to facilitate a child led learning environment. Low level tables and chairs are provided.

Room 2 (The Messy playroom):

The proposed messy playroom contains play equipment including 2 mud kitchens, a water table, a sensory table, a slide and play resources for the outdoor play area.

Room 3 (The Sensory room):

The play equipment in the proposed sensory room comprises of a ball pond, a silver dark den sensory tent and a balancing system.

(b) The rest areas provided in the service are adequate to facilitate rest for the proposed number of children attending the sessional service. Foam matting and stackable beds are provided.

(2)(b) A suitable and enclosed outdoor area is provided to the rear of the premises for the pre-school children. Play resources located in the outdoor area includes a water wall, a climbing frame, a picnic bench, hula hoops and a planting area. Further equipment is stored in the messy playroom.

#### Requirement not met:

(3)(a)

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	<ol style="list-style-type: none"> <li>1. The large timber beams surrounding the pebbled area are unevenly positioned and not secured posing a risk of injury to a child.</li> <li>2. Several sections of black underlay in the pebbled area are exposed posing a trip hazard for the children.</li> <li>3. A multicoloured pallet propped against the shed is not anchored posing a risk of falling on a child. The potted plants placed on the top of the pallet pose a potential risk of falling and injuring a child.</li> </ol>
<b>Response from Provider:</b>	<p>The registered provider advised in written responses that:</p> <ol style="list-style-type: none"> <li>1. The timber beams are no longer stacked.</li> <li>2. Large outdoor mats have been ordered to cover the area which are to be delivered before the 10th of September 2023. In the meantime, the black underlay has been covered with pebbles.</li> <li>3. The pallet has been removed.</li> </ol> <p>Photographic evidence of the actions taken to address the unmet requirements was submitted to the Early Years Inspectorate by the registered provider.</p>
<b>Summary Comment:</b>	The requirements have now been met.

### 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.*

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>It is proposed that healthy snacks in line with the service’s healthy eating policy are to be provided from home for the children attending sessional services.</p> <p>The registered provider advised the inspectors that drinking water is to be always available to the children in the service.</p>
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## Inspection Due to a Proposed Change of Circumstances

### 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.*

<p><b>Requirement met:</b></p>	<p>The requirement has been partially met.</p> <p><b>General Safety</b></p> <ul style="list-style-type: none"> <li>• The kitchen has a securing mechanism on the door to prevent children from accessing the area. A half door is in place with a securing device to prevent children accessing the kitchenette area of the proposed new playroom.</li> <li>• Secure storage for medication is available in the kitchen.</li> <li>• The toys and equipment available in the rooms are in good condition and free from hazards. The play equipment storage units have broad stable units.</li> <li>• The emergency exit routes are free from obstruction.</li> <li>• The boiler and the oil tank are secured to prevent access by children.</li> </ul> <p><b>Infection control:</b></p> <ul style="list-style-type: none"> <li>• A refrigerator is provided in the service for the storage of perishable food items.</li> <li>• Aprons and gloves are provided for use as needed.</li> <li>• The outdoor waste storage bins are inaccessible to children in the service.</li> </ul>
<p><b>Requirement not met:</b></p>	<p><b>General Safety</b></p> <ol style="list-style-type: none"> <li>1. The protective casing of one of the light fittings in the sensory room was damaged exposing the bulb and poses a potential safety risk to children.</li> <li>2. A cupboard under the sink unit in the nappy changing area used to store cleaning products did not have a securing mechanism in place to prevent access by children.</li> <li>3. There are no visibility strips/stickers in place on glass doors leading from the proposed new playroom to the outdoor area posing a risk of injury to children.</li> <li>4. One mud kitchen located in the messy playroom has a loose screw exposed posing a potential risk of injury to a child.</li> <li>5. The plastic storage box in the sensory room was damaged with jagged edging exposed posing a risk of injury to a child.</li> </ol> <p><b>Infection control:</b></p> <ol style="list-style-type: none"> <li>6. The bin provided for the disposal of nappies is not foot pedal operated as required.</li> <li>7. The soap dispensers in the children’s main sanitary area require cleaning.</li> </ol>
<p><b>Response from Provider:</b></p>	<p>The registered provider advised in written responses that:</p> <ol style="list-style-type: none"> <li>1. New replacement casing has been ordered for the light.</li> <li>2. Securing devices are now in place on the cupboard doors.</li> <li>3. Stickers are now in place on the glass doors.</li> <li>4. The mud kitchen has been disposed of.</li> <li>5. The storage box has been removed and disposed of.</li> </ol>

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	<p>6. A new pedal bin has been ordered and installed.</p> <p>7. The soap dispensers have been cleaned.</p> <p>Photographic evidence of the actions taken to address the unmet requirements was submitted to the Early Years Inspectorate by the registered provider.</p>
<b>Summary Comment:</b>	The requirements have now been met.

### 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.

<b>Requirement met:</b>	<p>The requirement has been partially met.</p> <p>(1) Evidence of the completion of first aid training (FAR) for children was available for one staff member in the service with an expiry date of 29 November 2023.</p>
<b>Requirement not met:</b>	<p>(2) (a) &amp; (b)</p> <p>The first aid equipment box is not adequately stocked with no eye pads, water-based burns dressings, sterile unmedicated wound dressings and a pocket face mask available. There is an inadequate supply of disinfectant wipes, triangular bandages and crepe bandages for the proposed number of children.</p>
<b>Response from Provider:</b>	<p>The registered provider advised in a written response that:</p> <p>(1) (a) &amp; (b)</p> <p>A new first aid box has been purchased for each room. Photographic evidence of replacement first aid equipment was submitted to the Early Years Inspectorate by the registered provider.</p>
<b>Summary Comment:</b>	The requirement has now been met.

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## 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 partially met. (1) (a) Copies of the templates for the recording of all monthly fire drills to take place on the premises are available in the service. (b) A record is available of the number, type and maintenance of the smoke alarms in the premises. The fire detection and alarm system was last maintained on the 5 April 2023.  (4) Detailed notices of the procedures to be followed in the event of fire are displayed in the playrooms with a child friendly sign containing picture prompts for children in the Pines playroom.
<b>Requirement not met:</b>	(1) (b) A record of the number, type and maintenance of the firefighting equipment in the service was not available for inspection.
<b>Response from Provider:</b>	The registered provider advised in a written response that: (1) (b) The service has now received this document from the maintenance company.  A copy of the documentation dated the 5 July 2023 was submitted by the registered provider to the Early Years Inspectorate.
<b>Summary Comment:</b>	The requirement has now been met.

### Part VI – Safety

#### Regulation 28 – Insurance

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

<b>Requirement met:</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.
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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.

#### Requirement met:

(a) The service is located in a designated section of a purpose-built masonry building with a pitched roof that was purpose built for the provision of childcare.

(b) The main entrance door at the front of the service has a securing mechanism to prevent unauthorised entry to the area and children from leaving unnoticed. The gates in the outdoor area are secured to control access and exit.

#### (c) Lighting:

There is both natural light from windows and artificial lighting provided in the premises which is adequate and suitable for the provision of a childcare service. The light fittings in the proposed playroom, messy playroom and in the sanitary areas are encased with protective covers.

#### Heating:

The heating is provided by an underfloor heating system powered by an oil fuel central heating system. The air temperatures in the proposed new rooms were maintained between 18-22°C.

#### Ventilation:

There are openable windows in the proposed playroom, messy playroom and sensory room to allow ventilation of the rooms.

One of the children’s sanitary units and the nappy change area have openable windows to ventilate these spaces. There are mechanical ventilation systems in the children’s sanitary units and the adult sanitary unit located off the entrance hall which are internal rooms with no windows.

(d) There are cleaning schedules and cleaning recording templates in place for all areas of the service.

(e) Sanitary facilities were provided in the service as follows:

#### Child sanitary accommodation

There are two children’s sanitary units located beside the Maples playroom. One unit contains three toilets and three wash hand basins and a second unit has a single toilet and wash hand basin.

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	<p>Nappy changing facilities for a maximum of 11 children are provided in the service with a nappy changing table and wash-hand basins located beside the proposed new Pines playroom.</p> <p><b>Adult sanitary accommodation</b></p> <p>An adult sanitary unit with a toilet and wash hand basin is provided off the entrance hallway near the front of the building.</p> <p>Warm water recorded below 43°C, liquid soap, paper towels and foot pedal bins are provided in the sanitary units for handwashing and drying purposes.</p>
<p><b>Requirement not met:</b></p>	<p>(b)</p> <ol style="list-style-type: none"> <li>1. There are no window restrictors on windows in the new Pines playroom, in the sensory room and in the nappy changing area that open out into a housing estate with the potential for a child to leave the premises and for unauthorised access to the premises.</li> <li>2. Internal doors to the proposed new playroom have no securing mechanisms in place to prevent children from unauthorised access to other areas of the building.</li> </ol> <p>(d)</p> <ol style="list-style-type: none"> <li>1. The ceilings, walls and doors in the proposed new playroom, messy playroom, sensory room, hallway and nappy changing area are stained and require painting.</li> <li>2. Vents in the proposed new playroom, nappy changing area and messy playroom require cleaning.</li> <li>3. The floor, wall and skirting board in one corner of the sensory room has visible dirt. A black residue is visible between the flooring and the beading in an area of the sensory room.</li> <li>4. A toilet seat in one of the children’s sanitary units is broken and requires replacement.</li> </ol>
<p><b>Response from Provider:</b></p>	<p>(a)</p> <ol style="list-style-type: none"> <li>1. Window restrictors have been purchased and installed.</li> <li>2. The Fire Officer is to visit the service and advise next week.</li> </ol> <p>(d)</p> <ol style="list-style-type: none"> <li>3. The rooms and hallway are to be painted.</li> <li>4. The vents have been cleaned.</li> <li>5. This area has now been cleaned and is to be painted.</li> <li>6. A new toilet seat has been installed.</li> </ol> <p>Photographic evidence of the actions taken to address the unmet requirements was submitted by the registered provider including 2. the installation of securing devices on internal doors and 3. the painting of the areas.</p>
<p><b>Summary Comment:</b></p>	<p>The requirements have now been met.</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.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child attending the service.*

#### Requirement met:

The requirement has been met.

- (1) There is adequate clear floor space measuring 45.63 square metres in the proposed new playroom to accommodate 22 additional children attending sessional services. There is an additional messy playroom adjoining the proposed new playroom that measures 22.54 square metres and can accommodate up to 12 children at a time.  
A third additional room previously designated as a dining room is proposed to be used as a sensory room and measures 26.98 square metres.
- (3) The minimum of 1.818 square metres of clear space per child is available in the proposed new playroom for the proposed 22 children to attend sessional services.