

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2021FL002
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<b>Name of Service:</b>	Kids Campus
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<b>Address of Service:</b>	Castleland Community Centre, Castlelands, Balbriggan, Co. Dublin
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<b>Eircode:</b>	K32 KK33
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<b>Name of Registered Provider:</b>	Danielle Cawley, Rachel Cawley
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<b>Service type:</b>	Sessional
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<b>Date of Inspection:</b>	26/11/2024
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<b>No of pre-school children:</b>	AM	13	PM	0
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<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, 181-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin K67 Y5C6.
<b>Inspection undertaken by:</b>	S Taaffe
<b>Title:</b>	Early Years Inspector

### 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).

<b>Conditions if applicable</b>	Not Applicable
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### Description of service

Kids Campus is one of currently two early years services owned and operated by the registered providers, both of which are located in the Balbriggan area in north Co. Dublin. Up to 22 pre-school children aged 3 – 6 years are registered to attend this service on a sessional basis with eligible children facilitated to participate in the early childhood care and education (ECCE) scheme for 38 weeks each year from 9.00am to 12.00 midday. The service also caters for school age children up to 12 years of age from 7.30am to 8.30am and from 1.40pm to 6.00pm each weekday. The service is operated from one room on the ground floor of a community centre which is located on the ground floor of a secondary school premises situated beside a number of other schools in a mainly residential setting on the outskirts of Balbriggan town. The service has its own designated entrance door leading directly into the care room and its own enclosed outdoor play area adjoining the care room.

### Staffing

The registered providers employ 3 staff members in this service, one of whom is the designated person in charge and one of whom is employed to reduce the adult to child ratio, and when necessary, to work with children with additional needs, in a post which is part-funded by the Minister as part of the Access and Inclusion Model scheme. The two registered providers and a staff member normally based in the registered providers' other service are available to provide relief cover in the event of staff absences.

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

A sampling process was used to assess compliance under regulation 15 - record of pre-school child.

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 inspector wishes 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

(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,

(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) There was a designated person in charge of the service and there was a named person appointed to deputise as required.

(b) The designated person in charge was present and in charge of the service when the inspector arrived unannounced at 9.30am and for the duration of the inspection. One of the two registered providers was present in the service for a period of time during the inspection.

A total of 6 staff files were reviewed, maintained in respect of the two registered providers, the 3 staff members employed in the service and for a relief staff member who is normally employed in the registered providers' other service.

(2)(a)(b) There were 2 written, validated references available for the registered providers and for the 4 staff members.

(a) Six written references were from past employers.

(b) Six written references were from sources other than a past employer.

(c) Garda vetting disclosures were available for the registered providers and the 4 staff members. These Garda vetting records demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) International police vetting was available for 1 adult who had resided outside of the Irish jurisdiction for more than 6 consecutive months as an adult.

(4) The registered providers, the 3 staff members and the relief staff member all of whom who work directly with pre-school children in the service held a major award in Early Childhood Care and Education at Level 6 on the National Framework of Qualifications or had been issued with a letter of eligibility to practice following an assessment of their qualification by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

### 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) During the inspection there were an adequate number of adults working directly with the children attending the service.

(3) There were 3 staff members were working directly with 13 pre-school children aged 2 years 10 months to 4 years 9 months, all attending the service on a sessional basis. One of these staff members was employed to reduce the adult to child ratio, and when necessary, to support a child with additional needs as part of the Access and Inclusion Model scheme.

### 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.*

#### Compliance Information

(1) A sampling process was used in relation to the children's records. Each of the 12 registration forms reviewed by the inspector were appropriately completed with the required information as specified in sub-sections (a) to (i) in this regulation.

### 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-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

#### Compliance Information

(1)(a) The following observations are examples of how the children's learning, development and well-being was facilitated in the service:

#### Basic needs:

- The three staff members, and the registered provider when present, engaged warmly and positively with the children throughout the session and demonstrated that they knew the children well, recognising their individual interests and preferences.
- Parents and guardians provided the children's snacks which included sandwiches, bread rolls with ham and cheese, rice cakes, crackers, cheese, yogurts, fruit, and drinks. The staff members sat with, ate and chatted with the children during snack time, encouraging conversation and promoting a relaxed atmosphere. The children's water bottles were available within their reach, should they feel thirsty at any stage.
- The staff members were observed to be responsive to the children's cues when they needed to use the toilet with prompting, reminders and assistance given when required.
- Children were observed accessing the library area for short periods of rest during the session, relaxing on soft matting, cushions and a bean bag.
- During the inspection the children were afforded the opportunity for a change of environment in the outdoor play area and were dressed appropriately before going outside.

#### Supporting relationships around children:

- Staff members greeted children and parents on their arrival to the premises, sharing information in a friendly way.

- The children were observed to engage and interact comfortably with the staff members, using their names in conversations and play, and the staff members were observed responding to the children in an interested and positive manner.
- The children appeared confident and relaxed in their environment and were observed naturally forming small groups and engaging in a range of tabletop and floor play activities during the inspection. The children participated in a singing activity during the session and appeared very familiar with the words of the songs and associated actions and participated readily and enthusiastically in the activity.
- The staff members demonstrated an awareness of the individual needs of the children and described positive and appropriate strategies to meet the children’s needs based on their preferences and interests, including when additional supports were required.

### Physical and material environment:

- The toys, equipment and play materials were positioned on low level shelving to enable the children to select and replace items of interest.
- The room was laid out in clearly-defined interest areas including a home corner containing wooden kitchen units equipped with play food, real life packaging, crockery, utensils, appliances and baby care items; a café area with large purpose-built wooden shop counter; an arts and crafts area; a construction area and a library area.
- Samples of the children’s Christmas- and winter-themed art work were displayed in the service which demonstrated that children’s creativity was valued and encouraged.
- There were a suitable range of books available to support the children’s language development and to provide choice at story time.
- Family photographs were on display which supported the children to develop a sense of belonging and connectedness in the service and bridged the gap between the service and home.
- The service’s fully enclosed partially covered outdoor play area which was accessed directly from the pre-school room was surfaced in safety matting. A plastic climbing frame with a standing platform and 2 slides attached, ride-on toys, step-on rubber shapes, balls, a wall-mounted blackboard with chalk were amongst the materials provided to facilitate outdoor play for the children in attendance.

### 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

The following are examples of the measures undertaken by the registered providers and staff members to safeguard the health, safety and welfare of the pre-school children attending the service:

#### General Safety:

- The main entrance door leading into the premises was secured to prevent children from exiting the service unsupervised or an unauthorised adult from entering the service. A push button digital lock with magnetic door release button was in place on the doorway leading into the adjoining community centre corridor. The outdoor play area was fully enclosed with gated high fencing and the walls of the premises.
- The water temperature in the sanitary accommodation was thermostatically controlled and did not exceed the recommended maximum water temperature of 43°C. This reduced the risk of scalding for the children.
- Cleaning agents were stored safely out of the reach of children.
- Blind cords were appropriately secured.
- Metal poles which were in place to support a lean-to roof in the outdoor play area were padded which reduced the risk of injury for children in the service.
- A staff member halved whole grapes which had been provided in a child's lunchbox in order to reduce the risk of choking. The inspector was informed that further communication of this requirement would be passed on the parents as a reminder.

#### Infection Control:

- A refrigerator was available and used to store the children's snacks which were provided from home by the parents, reducing the risk of bacteria growth in perishable food items.
- The children were facilitated to wash their hands before eating, after using the toilet and following messy play and outdoor play. There was running warm water, liquid soap and electric hand dryers available for hand hygiene at the wash hand basins in the service.
- Tissues were available for wiping noses and appropriate hand hygiene practices were observed being undertaken when staff members assisted children to clean their noses.

- Up to date documented cleaning schedules were available in the service and the service was visibly clean.

### Administration of Medication:

- No child attending the service required any medication to be administered on the day of inspection. Administration of medication forms were available to record the details of any medication administered in the service, should the need arise.

### Fire Safety:

- The designated emergency exit doors were clear and unobstructed.

## 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.*

### Compliance Information

(1) Accurate details of all children in attendance were maintained during the inspection. The children were entered as present in attendance records provided in the service, noting each child's arrival and departure times.

## 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) The person in charge who worked in the service on a daily basis held in-date First Aid Response (FAR) training which ensured that a person with FAR training was at all times immediately available to the children attending the service.

(2)(a)(b) The first aid box was suitably equipped and easily accessible to the adults and available at all times for the children when in attendance at the 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 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.*

### Compliance Information

- (1)(a) A record was maintained of all fire drills which had been completed in the service. Fire drills were carried out monthly. The last recorded fire drill took place on 21/11/2024.
- (b) A record was kept of the number, type and maintenance of the fire fighting equipment and smoke alarms in the premises. Fire extinguishers were certified as having been serviced in May 2024 and the smoke detection system on 06/08/2024.
- (4)The fire evacuation procedure was displayed in the service which contained details of the procedure to be conducted in the event of a fire.