

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Initial Inspection of Proposed New Service



Tusla I.D: TU2021WW004

Name of Service: Hollywood Preschool

Address of Service: Hollywood Community Centre, Hollywood, Co. Wicklow, W91 NWK5

Email Address: Preschoolholly20@gmail.com

Name of Proposed Registered Provider: Barbara O'Toole

Type of Proposed Service:	Sessional	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>	Drop-In	<input type="checkbox"/>
	Full Day Care	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed service type: Sessional
Proposed Number of Children: 22
Registered service: Sessional service for 22 children

Date of Inspection: 3 0 0 8 2 0 2 1

Inspection Undertaken by: A. Spain
Title: Inspection Project Manager

Tusla Early Years Inspectorate Address: Early Years Inspectorate, Tullamore Primary Care Centre
 Church Avenue, Tullamore, Co. Offaly

Rationale for Inspection
 Proposed New Service

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

Registration Status: Registered Sessional service for 22 children
Date of Registration: 3rd September 2021

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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).

Description of Service	Hollywood Preschool is a proposed sessional service situated in the village of Hollywood and between the towns of Dunlavin and Blessington. The service is located on the first floor in a community centre and proposes to care for children in the age range 2 years 8 months to 5 years and offer the Early Childhood Care and Educating Scheme (ECCE). The service proposes to open between the hours of 9am and 12.00pm. There is both a church and graveyard on the same grounds as the proposed service and a school adjacent to the service.
Premises	The proposed service is located in rooms leased by the proposed registered provider and include a playroom, separate quiet area, hallway off the quiet area, toy store room, cleaning store and sanitary accommodation for children at first floor level and for staff at ground floor level. An outdoor play area for the sole use of the service is located directly outside of the premises and parking is provided adjacent to the building. There is a reception area, community hall , 2 meeting rooms, sanitary accommodation, a kitchen and a cleaning store at ground floor level in the building.
Staffing	The service is staffed by 2 adults who have certification to confirm Quality and Qualifications Ireland (QQI) level 7 and level 6 in childcare with experience in childcare varying from 12 to 14 years. The proposed registered provider is in the process of employing a third staff member to work on a daily basis in the service.
Methodology	<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 two themes; Governance, and Safety.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with the proposed registered provider are documented in the inspection report and presented to the Registration Office for consideration of a decision in relation to the service receiving continued registration. 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>
Acknowledgement	The inspector wishes to acknowledge the cooperation of the proposed registered provider who was present on the day of the inspection.

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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:

This requirement has been met.

(1)(a) The service had both a designated person in charge and a named person to deputise as required and both were proposed to work in the service. A reference from both a past employer dated 10th February 2021 and from a source other than a past employer dated 22nd February 2021 were held on file in respect of the proposed person in charge of the service. Two validated references from past employers were held of file in respect of the second person proposed to work in the service. The person in charge of the service has a Garda vetting disclosure as conducted on 27th January 2021 and police clearance as secured on 1st September 2014. Subsequent to the inspection a Garda vetting disclosure was submitted on 1st September 2021 to confirm processed Garda vetting as conducted on 31st August 2021 for the second staff member in the service.

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:

This requirement has been met.

(1) An adequate number of adults were proposed to work with the children present in the service as 2 adults will care directly for a maximum of 22 children in daily attendance on a sessional basis.

(8)(b) Not applicable as it was not proposed to provide a childminding service.

(c) Not applicable as the proposed sessional service will not be operated on a single-handed basis.

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—
- (a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, or
 - (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.
- (3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph applies, shall ensure that—
- (a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises, or
 - (b) where no such space is provided, the pre-school children attending the service have access on a daily basis to a suitable outdoor space.
- (4) Where outdoor space to which the pre-school children attending the service have access is provided on the premises of a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre, the registered provider shall ensure that such outdoor space is suitable, safe and secure.
- (5) Where pre-school children attending a sessional pre-school service other than such a service to which paragraph (2) applies, a temporary pre-school service or a pre-school service in a drop-in centre have access to an outdoor space other than such a space specified in paragraph (4), the registered provider shall ensure that such outdoor space is suitable.

Requirement met:

This requirement has been met.

(1)(a) The service was equipped with an adequate supply of play and work equipment which included wood, stone, pebbles, jars, plants and a microscope in a science area, numbers, coins, counting spots, toy clocks and measuring toys in a maths area, a kitchen, kitchen equipment, utensils and food, a dining table and chairs, doctor set, dolls, prams and cots in a home corner, trolleys in a shop area, trains, cars, a farm and small animals, loose parts and tools in a construction area, a sound box in a sensory area and tray for both water and sand play. Paints, brushes, colours and paper were available in the art area and jigsaws, pegboards, wooden blocks of different sizes and dimensions were located close to low level table and chairs for table top activities. Toys were positioned on open low level timber shelves and on the low level deep window sills in the playroom for easy access and retrieval by children.

(b)A “cosy area” off the playroom which had a carpet floor finish and soft floor mat and where books were located on an open low shelving unit provided a suitable area

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	<p>for children to rest and relax while other children not requiring rest continued to play in the main playroom.</p> <p>(2)(a) An outdoor play area for daily use was safely and securely fenced in by a high level concrete wall, stone wall and a high level timber fence on the remaining site boundary. Children had direct access to the outdoor play area at the drop off and collection point for the service which was at a cast iron gate close to the outdoor play area. The cast iron gate at the entry point to the service and the separate cast iron gate that led directly into the outdoor play area were secured by combination locks to guard against unauthorised access and unsupervised exit when children played outdoors. Play equipment on the grass surface included a mud kitchen, plant area, covered sand box and digging areas, a black board, a wishing well, wooden picnic tables and chairs, wall mounted bird feeders and houses and both push and pull along toys on wheels. A lidded box was provided for storage of children’s bags and allow them go directly to the outdoor play area on arrival to the service.</p> <p>(b) Not applicable as the service had not moved premises.</p> <p>(3)(a) Not applicable as a full day care, part-time or childminding service was not the subject of this application.</p> <p>(b) Not applicable as the outdoor play area was on the grounds of the service.</p> <p>(4) Not applicable as a temporary preschool service or service in a drop-in centre was not the subject of this application.</p> <p>(5) Not applicable as the outdoor play area was attached to and part of the application for registration.</p>
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Part V – Care of Children in Pre-School Services	
Regulation 22 – Food and Drink	
<i>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.</i>	
Requirement met:	A stand-up refrigerator was provided in the playroom for storage of perishable foods and drinks as provided by parents and guardians of children. The hooks on the hallway leading to the playroom provided a suitable storage area for childrens bags on removal of the lunch boxes and labelled containers for refrigerated storage.

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:

This requirement has been met

Environment of the Service.

- The rooms proposed for use in the service were for the sole use of a preschool service and were not proposed for use for any other activities in the community centre.
- Direct access to the service at first floor level was secured and an intercom system provided to facilitate access during operational hours of the service.
- A viewing panel was provided on the door to the service and the door release button guarded against unsupervised exit by children when in the hallway off the proposed playroom.
- A stairgate was provided at the bottom of the stairs leading to the service at first floor level and a grab rail was positioned on the wall for children seeking access to the rooms in the service at first floor level.
- A turn lock was provided on the door leading from the playroom to the hallway and childrens sanitary accommodation off the room.
- The locked press in the hallway and the child locks on the press doors on the unit under the sink in the playroom guarded against unsupervised access to cleaning equipment, materials and cleaning agents by children when in the service.
- Window openings in the playroom at first floor level were located above child height.

Infection Control

- Child friendly signage was provided on the cast iron gate leading to the drop off and collection point for the service as a reminder of the need to social distance and avoid congregation when children arrived at and were collected from the service.
- Hand sanitising gel was provided at the drop off and collection point for the service and in the playroom and store room in the service
- The store room in the service was identified as an isolation area and low level seating as well as 2 openable skylights for ventilation purposes were provided in the room. Personal protective equipment (PPE) was stored in a lidded container in the room.
- The hooks on the hallway leading to the playroom provided suitable storage for childrens coats and bags outside of the playroom. An area was allocated in the storeroom for staff to leave their coats and personal belongings.
- A stock of toys was held in storage to ensure that toys cleaned after use by the play pod could be stored and rotated for use on alternate days in the service.
- Subsequent to the inspection picture evidence was submitted on 1st September 2021 which confirmed that social distance markings were placed

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on the wall leading to the entrance gate to the service in order to discourage congregation of parents and guardians approaching the service at drop off and collection times.

- The 4 windows in the playroom and 2 openable skylights in both the “quiet area” and the room identified as the isolation area for the service ensured a good circulation of fresh air during operational hours of the service.
- Prior to the inspection an enhanced Covid -19 infection control policy and response plan and enhanced cleaning schedules were submitted by the proposed registered provider in line with requirement for operating a service during the Covid-19 pandemic.

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:

This requirement has been met.

(1) Certification was held in the service which confirmed that 1 staff member had up to date first aid training with an expiry date of August 2023 and an expiry date of February 2022 in the case of a second staff member proposed to work in the service.

(2)(a)(b) A first aid box was stored on the stand up refrigerator in the playroom and in an area inaccessible to the children in 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 firefighting 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.

Requirement met:

This requirement has been met.

(1)(a) A recording system to maintain a record of monthly fire drills as conducted in the service was located on the fire escape door leading from the service to ground floor and outside of the building.

(b) The maintenance record for the firefighting equipment that was wall mounted at both ground floor and first floor level confirmed that an annual service was conducted on 29th September 2020.

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(4) A notice of the procedure to be followed in the event of a fire was also positioned on the fire escape door in the hallway in the service. Subsequent to the inspection picture evidence was submitted on 1st September 2021 which confirmed that the fire assembly point was positioned on the wall and close to the fire escape exit at ground floor level in the building.

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

This requirement has been met.

The service had a quotation for insurance with an expiry date of 28th February 2022 covering a maximum of 22 children in daily attendance in a sessional service.

A copy of the services insurance certificate was received into the registration office on the 6th September 2021, it is valid from 6/9/21 to 28/2/2022.

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:

This requirement has been met.

(a) The rooms in the service were in a good state of repair and maintenance on the day of inspection with no evidence of dampness or mould growth on walls or ceilings. The windows and skylights appeared to be both water tight and weather tight when closed. A smooth path led to the entrance gate to the service. A caretaker was available for ongoing maintenance and repairs.

(b) The entrance to the proposed service was separate to the entrance to the main hall and meeting rooms in the building. The entrance to the rooms in the service at first floor level were secured and the intercom and door release system guarded against unauthorised access when children were present. The service was connected to both the public drainage and public water supply.

(c) The 4 openable windows in the playroom and 2 skylights in the “quiet area” coupled with fluorescent ceiling mounted lights which were covered with shatter proof diffusers ensured a good mix of both natural and artificial lighting in the rooms as well as ventilation. The 4 oil fuelled radiators in the playroom and the radiator in the hallway were covered with timber guards which were secured safely to the walls.

(d) The timber floor in the playroom, carpet in the rest area, storeroom and hallway and heavy duty non slip lino in the toilet areas were clean and well maintained on the day of inspection. Walls throughout the service were brightly painted. The sink unit in the playroom was plumbed with a hot and cold water supply to assist with the cleaning schedules in the rooms in the service. The registered provider availed of the assistance of cleaners in the main building for daily cleaning of staff sanitary accommodation at ground floor level and carpet finished areas on the first floor after operational hours of the service. Foot pedal operated bins were provided in all rooms for the temporary storage of waste and refuse. Lidded refuse bins were located at the gable end of the building and were inaccessible to children when playing outdoors. The board of management for the premises had responsibility for pest and vermin control inside and outside of the building.

(e) Two separate toilet cubicles and 2 handwashing units which were serviced with thermostatically controlled hot water, liquid soap and disposable paper towels provided suitable sanitary accommodation off the hallway in the service for children in daily attendance. An openable window provided suitable ventilation in 1 toilet cubicle while a wall vent connected directly to an outside wall provided suitable mechanical ventilation in the second toilet cubicle.

The staff toilet and handwashing unit in the hallway at ground floor level which had an openable window for ventilation purposes provided suitable sanitary accommodation for staff working in the service.

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.*
- (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.*
- (4) *Where a registered provider contemporaneously provides—*
 - (a) *a sessional pre-school service, and*
 - (b) *a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph (3).*
- (5) *A registered provider of a temporary pre-school service shall ensure that a minimum of 2 square metres of clear floor space is available for each child attending the service.*

Requirement met:

This requirement has been met.

(1) A combined area of 55m² across the playroom and adjoining rest and play area provided adequate floor space for the maximum of 22 children proposed to attend the service on a daily basis.

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(2) Not applicable as the application did not relate to a full day care or part-time service.

(3) The area of the playrooms provided adequate floor space for the proposed maximum of 22 children in daily attendance for a sessional childcare service.

(4)(a)(b) Not applicable as the service was not seeking approval for a sessional service which contemporaneously provided a full day care or part-time service.

(5) Not applicable as the application did not relate to a temporary preschool service.