



Name of Service:	Juliets Kids Club
Address and contact details of service:	St. Catherine's National School Donore Avenue, South Circular Road, Dublin 8. D08YR66
TUSLA Identifier:	TU2023DY002SA
Type of Service and age profile:	School Age Service for children aged 4 to 12 years
Name of Registered Provider:	Juliet Cronin Darcy
Inspection Date:	9 November 2023
Previous Inspection Date(s):	Not applicable
Inspectors:	A Spain - Registration support manager M McDonnell - Early years inspector
Registration Status:	Registered
Date of Registration:	22 March 2023

Conditions Attached to Registration:	Not applicable
Additional Information:	The inspection was conducted following the receipt of information by the inspectorate. The service is registered to operate at St Catherine's National School. The Early Years Inspectors were informed that the children attend St. James' Church premises from 1.20pm until 2.00pm each day for play purposes, in the absence of an available room in the school building during that time. The information in relation to the use of the two premises was assessed and it was determined that a separate registration was not required for the alternative premises based on the length of time it is used for and as it is used for play purposes only.
Legislation:	Tulsa's Early Years Inspectorate is the independent statutory regulator of School Age Care Services in Ireland, and its role is to promote and monitor the safety and quality of school age care provision in accordance with the following legislation: • The Child and Family Agency Act 2013 Part 12 58 (G). • The Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018). A School Age Care Service is one which caters for children under the age of 15 years enrolled in a school providing primary or post primary education. The service may provide a range of activities that are developmental, educational, and recreational in manner, which take place outside of school hours, the primary purpose of which is to care for children where their parents are unavailable. It is the responsibility of a registered provider to ensure the safety and well-being of school age children and the above legislation authorises Tusla to assess compliance with the Regulations.
Inspection Methodology:	The inspection was unannounced to assess compliance with the Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018) and the Child Care Act 1991, Section

	58 as amended by Part 12 of the Child and Family Agency Act, 2013. The findings on inspection are based on: • Information obtained through examination of documentation. • Direct observation. • Discussion with relevant staff. This inspection aims to determine the extent to which service is appropriate for the care, safety, and wellbeing of children in accordance with the regulations cited above. 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 corrected the non-compliance and will prevent them 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.
Description of Service: Juliets Kids Club is located in varied rooms in a single storey primary school building which is situated in a residential area of Dublin 8. The service is registered to operate between the hours of 1.20pm and 5.30pm during school terms. Children in the age range 4 to 12 years are cared for in the service. The school age service has use of the school outdoor play areas at the back of the school building and a hall in the building for free play activities. The service has access to an onsite kitchen and staff area to prepare food for children availing of the service. Sanitary accommodation is also available.	

Staffing:

The registered provider works in the service in a supernumerary capacity. The registered provider employs six staff members who work directly with the school age children. One of these staff members is available in a relief capacity.

Acknowledgements:

The inspectors wish to acknowledge the cooperation of the children, registered provider, and staff who were present on the day of inspection.

Summary of Findings:

The registered provider was found to be compliant in relation to:

- Regulation 8(1)(c): Vetting disclosures;
- Regulation 9(1)(2): Staffing levels;
- Premises 11(a): Premises;
- Regulation 12: Insurance;
- Regulation 13(1)(a)(b)(c): Complaints;

The registered provider was found to be non-compliant in relation to:

- Regulation 8(1)(a)(b)(d)(2): Vetting disclosures;
- Regulation 9(4): Staffing levels;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013.

Conclusion and follow-up actions:

The inspectors reviewed the actions and evidence that the registered provider submitted as part of the CAPA process. The non-compliances identified on inspection have been adequately addressed.

Regulation 8: Vetting disclosures
Purpose As the registered provider, you must ensure that an effective management structure is in place, and appropriate people are recruited to ensure the quality and safety of the care provided to the children attending the service. Core Regulatory Requirements Does the service have clearly defined governance arrangements and structures?
Regulatory requirement met
(1)(c) A Garda vetting disclosure was held on file in respect of each staff member and the registered provider.
Regulatory requirement not met
(1)(a)(b)(d) The inspectors reviewed the staff files of the registered provider and six staff members who were working with the school age children. It was acknowledged that two references were available from a reputable source other than a past employer for the registered provider. It was also acknowledged that there was a written reference available from a previous employer in respect of all staff. There were also four written references available from sources other than a previous employer in respect of four staff working in the service. However, the registered provider did not have a second reference available in respect of two staff members. In addition, there was no documentation in place such as a record of staff's employment history to demonstrate if Police vetting was required for any staff member. (2) The registered provider did not ensure that staff references were validated in advance of the staff members working directly with the children in the service.
Corrective & Preventive Action Response submitted by the Registered Provider
(1)(a)(b)(d) The registered provider advised that two written references were now held on file in respect of all staff working in the service. The registered provider also advised that two written references will be secured in

respect of any prospective staff members.

The registered provider also advised that staff members employment histories were also now on file. The registered provider confirmed that police vetting was not required for staff members in the service.

(2)

The registered provider confirmed that all references for current staff members have been validated and that references for any prospective employees will be validated in advance of the employees working directly with the children. Copies of all references were submitted to the inspectors.

Summary

The actions and evidence submitted by the registered provider in their corrective and preventive action plan have addressed the non-compliances under regulation 8 that were identified on inspection. This will be reviewed on the next inspection.

Regulation 9: Staffing levels

Purpose

Your service must ensure that an adequate number of staff are available at all times during the provision of services to meet the needs of the children attending. At all times, the number of staff within the service will be appropriate to the needs of children, the type of service and the care provided.

Core Regulatory Requirement

Is there an adequate number of adults working directly with the children at all times?

Regulatory requirement met

(1)(2)

The registered provider ensured that there was an adequate number of staff present on the day of inspection. There were 44 children in attendance and there were 4 staff present.

Regulatory requirement not met

(4)

The registered provider did not ensure that children were appropriately supervised at all times. The inspectors observed the following:

- One adult was supervising 19 children between the ages of 4 to 12 years outdoors at 3.30pm for approximately 15 minutes. At this time the staff member was unable to view all the children in the

outdoor area due to the layout. An enclosed ball play area, two separate areas with picnic tables, and seating were provided outdoors.

- A staff member informed the inspector that there may be times when children are unsupervised in areas of the service.

Where children are not appropriately supervised, this poses a risk to their safety. For example, there is a risk that staff may not be aware of a child/children's need for assistance and support and be in a position to respond to it.

Corrective & Preventive Action Response submitted by the Registered Provider

(4)

The registered provider advised that 2 staff members were now required to supervise in the outdoor play area when the number of children exceeded 10. It was also advised that children were now counted when going to the outdoor play area to ensure a second staff member would join the group if necessary to ensure supervision in all areas of the outdoor space.

Summary

The response submitted through the CAPA process has addressed the non-compliance under regulation 9(4) that was identified on inspection. This will be reviewed on the next inspection.

Regulation 11: Premises

Purpose

As the registered provider, you must ensure that you provide an outdoor area on the premises and that children can access this on a daily basis. If an outdoor area is not provided you must ensure that children can access an outdoor space on a daily basis.

Core Regulatory Requirement

Is an outdoor area provided to the children on a daily basis?

Regulatory requirement met

(a)

The service had daily access to the outdoor play space at the back of the school building. Children were observed to freely avail of outdoor play. Staff in the service confirmed that children had free access to daily outdoor play.

Regulation 12: Insurance

Purpose

As a registered provider, you must ensure that the school age service is adequately insured.

Core Regulatory Requirement

Has the service obtained adequate insurance for the type of care and number of children attending the service?

Regulatory requirement met

The service had insurance cover for a maximum of 50 children in daily attendance in a school age service. There were 44 children attending the service on the day of inspection. Insurance cover was valid from 28 March 2023 to 27 March 2024.

Regulation 13: Complaints

Purpose

As a registered provider, you must be open and responsive to people making complaints about the service. You must develop and implement a complaints management process that is consistent, fair, transparent and impartial.

Core Regulatory Requirement

Has the complaints policy been implemented? If so, is there evidence that the process was consistent, fair, transparent, and impartial?"

Regulatory requirement met

(1)(a)(b)(c)

The inspector reviewed the service's complaints policy. The complaints policy detailed the procedure for making a complaint and how verbal and written complaints would be dealt with. There were clear informal, formal, and escalation processes documented. The policy referenced how a complainant would be kept informed of the complaints procedure and the appeals process. On the day of inspection, staff members informed the inspector that there were no complaints.

Health, Safety and Welfare of children

Child Care Act 1991, Section 58 as amended by Part 12 of the Child and Family Agency Act, 2013

Purpose

The protection and welfare of the children in your service is paramount, and the children's safety and wellbeing is the priority. As a registered provider, you must be committed to safeguarding the health, safety and welfare of children in your care, and to providing a safe environment where they can play, learn and develop.

Core Regulatory Requirements

Does the service provide appropriate care and attention in a safe environment and meet the safeguarding and welfare requirements of children?

Regulatory requirement not met

During the inspection, the inspectors observed that the health, safety and welfare of children was not supported by the following:

1. The registered provider had not fully implemented the service's fire safety policy. The policy stated that regular fire drills should be completed. A staff member who had worked in the service for several years advised of no recall of any fire drills taking place in the service. They were unsure what attendance record should be used to assist with evacuation in the event of a fire. The absence of regularly practised fire drills posed a risk to both staff and children. Their safety could be compromised if they do not know how to evacuate efficiently and safely in the event of a fire on the premises. In addition, the registered provider did not ensure that attendance records were reflective of the children present at all times. On the day of inspection, the attendance record did not show when children were leaving and re-entering the school age room. Several children had left the care room in use to avail of extracurricular classes which were not provided by the service. Incomplete attendance records posed a risk to the safe evacuation of children and staff in the event of an emergency.
2. The service had recorded accidents and incidents. However, there was no documentation in place to show that some parents had been made aware of incidents that took place in the service which had involved their children. For example, some accident and incident forms were not signed by some parents. Where information regarding an incident or accident is not shared with a parent, this poses a risk to the health and safety of their child.

Corrective & Preventive Action Response submitted by the Registered Provider

1. The registered provider advised that a fire drill was conducted on 8 February 2024 and 23 February 2024. The registered provider also indicated that monthly fire drills will be conducted going forward and that the service fire safety policy was now fully implemented. The registered provider advised in

the revised fire safety policy submitted on the 20 February 2024 that dates and times of fire drills were now maintained on a fire safety record log. A copy of the log was submitted on the 20 February 2024. The registered provider noted that all staff were now aware of the appropriate attendance record to use in order to assist with evacuation in the event of a fire. They also noted that the attendance records now included when children left and returned to the room for extracurricular classes and were reflective of the children present at all times. The registered provider submitted a record of the names of children and times they were arriving at the service after extracurricular activities on the 5 March 2024.

2. The registered provider advised that all staff were informed of the importance of documenting every accident and incident and ensuring that parents and guardians of the child involved signed the accident and incident book at collection times. The registered provider advised in the corrective and preventive action plan that staff will continue to verbally inform parents and guardians of accidents and incidents at collection times in addition to having the parents and guardians sign the accident and incident book.

Summary

The actions and evidence submitted by the registered provider in their corrective and preventive action plan have addressed non-compliances listed above, under the Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013, that were identified on inspection. This will be reviewed on the next inspection of the service.

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