

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2024KE002
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<b>Name of Service:</b>	Little Harvard Childcare Ltd
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<b>Address of Service:</b>	The Park, Belin Woods, Newbridge, Co. Kildare
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<b>Eircode:</b>	W12 FR63
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<b>Name of Registered Provider:</b>	James Hargrave
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date(s) of Inspection:</b>	17/04/2025
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<b>No of pre-school children:</b>	AM	48	PM	48
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<b>Address of the Early Years Inspectorate:</b>	Suite 7, Tusla, Child and Family Agency, Vista Primary Care, Ballymore Eustace Road, Naas, Co Kildare
<b>Inspection undertaken by:</b>	F Carty and A Spain
<b>Title:</b>	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).

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

Little Harvard Limited is registered to provide full day, part-time and sessional care to children aged 0 to 6 years and is one of seventeen services run by the registered provider. The service operates from four rooms in a purpose-built building on the ground floor of an apartment building in Rathfarnham, Dublin 14. A kitchen, sanitary accommodation is provided together with an outdoor area which is located at the rear of the building. The service opens from 7:00am to 7:00pm Monday to Friday. A morning session is provided from 9.30am to 12.30pm for 38 weeks of the year. The service also provides a school age service.

### Staffing

The service employs eighteen staff.

On the day of inspection there were twelve staff members working directly with the children. This included the manager and an area manager who were covering staff breaks. The area manager and operations manager arrived subsequent to the inspectors arrival.

### 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, information and records, health, welfare and development of child and safety. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under the following regulations:

- Regulation 9 – Management and Recruitment
- Regulation 10 – Policies and procedures of preschool service
- Regulation 15 – Record of a preschool Child
- Regulation 16- Record in relation to pre-school service
- Regulation 19 – Health, Welfare and Development of the child
- Regulation 23 – Safety
- Regulation 27 – Supervision
- Regulation 28 – Insurance

These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 15, 16 and 19. As a result, the scope of the inspection included Preschool 2 and 3 rooms and a sample of records under regulations 15 and 16.

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.

### Additional Information

This inspection was triggered by the receipt of a notification of incident which was furnished to the Early Years Inspectorate on the 3<sup>rd</sup> April 2025.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the 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, and*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(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.*

*(7) A registered provider shall ensure that all employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information, and where necessary training, including in relation to the following:*

- (a) the policies, procedures and statements of the service specified in Schedule 5;*
- (b) Part VIIA (inserted by section 92 of the Child and Family Agency Act 2013 (No. 40 of 2013)) of the Act, and*
- (c) these Regulations.*

### Compliance Information

(1)(a)(b)

The service has a designated person in charge and a named person who is able to deputise as required, at all times during the period when the pre-school service is being carried on.

There were fourteen new adults employed since the last inspection on the 14<sup>th</sup> May 2024: The following information was available for the adults:

(2)

- (a) Twenty one validated past employer references were available for inspection in respect of twelve new employees recruited since the last inspection.
- (b) Seven validated references from a source other than a former employer were available in respect of five new employees recruited since the last inspection.
- (c) Garda vetting disclosures were available for all adults recruited since the last inspection. The service also demonstrated compliance with the regulatory notice to renew Garda vetting every 3 years for all staff employed.
- (d) International police vetting was available for eight adults recruited since the last inspection as they had lived outside of the State as an adult for a period exceeding 6 months.

(4)

Thirteen adults providing direct care to the pre-school children held a major award in Early Childhood Care and Education at a minimum level 5 on the National Framework of Qualifications or an equivalent qualification as stated by the Minister.

(7)(a)

Discussion with staff together with induction records on the day of inspection demonstrated that the amended policies and procedures regarding supervision of children had been communicated to all employees following an incident which occurred on the 1<sup>st</sup> April 2025.

A team meeting took place communicating all updates with staff ensuring appropriate supervision of children took place.

A clear management structure was in place in the service with additional oversight provided by an area manager and the operations manager.

### Part III – Management and Staff

#### Regulation 10 - Policies, procedures etc. of pre-school service

*A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.*

#### Compliance Information

The inspection focused on the following policies:

- Risk Management Policy.
- Supervision of Children Policy.
- Accident and Incident Policy.
- Critical Incident Policy.
- Staff Training and Induction Policy.

The registered provider had ensured that the above policies were in place for the service and contained relevant information. Documentation was available to demonstrate that all staff had read and were trained on the above policies.

### 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.*

### Compliance Information

(1) An adequate number of adults were working directly with the children at all times during the inspection.

(2) The minimum ratio of adults to children for full day care services was adhered to at all times during the inspection. There were forty eight children attending the service being supervised by twelve adults at any one time.

### 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 sample of ten records were reviewed by the inspectors.

The registered provider ensured that a record in writing was kept of the details relating to (a), to (i) of the above Regulation for all of the records reviewed.

## 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:*

- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

#### Compliance Information

- (h) Details of the attendance of each child in each room were recorded at the time of entering and leaving the service on the day of inspection and previous dates which were reviewed by the inspector.
- (i) A staff roster was in place which demonstrated the staff present on the day of inspection.
- (k) A sample of eleven accident and incidents records were reviewed. These records were signed by staff and parents and were completed appropriately.

## 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 inspection focussed on transitions which took place in the service. Sampling was used in preschool 2 and 3 rooms. Transition from play to snack and play to garden time were managed appropriately and staff managed these by sight and sound ensuring all children were accounted for at all times.

Staff sat with children and engaged in activities such as art projects and playdough engaging them in conversation and encouraging all children to join in.

## 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 to the service was secured on the day of inspection with a keypad magnetic locking system. No unauthorised person could enter the service without a staff member meeting them at the entrance. All doors to care rooms had a gate in place to prevent children from exiting. All exits in the garden area were secured and reviewed procedures had been put in place by the service at collection times.

Risk assessments have been reviewed and additional security measures have been put in place in the service including a keypad lock on the main entrance gate to the service.

## Part VI - Safety

### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

In the Preschool 2 and preschool 3 rooms, children were supervised primarily by sight during the course of the inspection. Room layouts allowed for effective supervision. In the outdoor area staff were positioned to allow for effective supervision of children at all times.

A risk assessment has been updated and changes have been made to practices in respect of entry to the service.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

Adequate insurance was in place in the service. The service was insured for 120 children attending on a full day care basis.