

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2024WW003
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<b>Name of Service:</b>	Caireen Early Years Ltd
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<b>Address of Service:</b>	Archers Wood, Delgany, Co. Wicklow
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<b>Eircode:</b>	A63 K308
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<b>Name of Registered Provider:</b>	Osmond Kilkenny
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<b>Service type:</b>	Full Day, Part Time, Sessional
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<b>Date of Inspection:</b>	02/07/2025
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<b>No of pre-school children:</b>	AM	36	PM	31
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<b>Address of the Early Years Inspectorate:</b>	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co. Dublin
<b>Inspection undertaken by:</b>	M. Condon
<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).

Conditions if applicable

N/A

### Description of service

Caireen Childcare is a privately operated service which is registered to provide full day care, part-time care and sessional care for a maximum of 114 pre-school children from 0-6 years of age. The hours of operation are between 07.30-18.00 daily. The premises is purpose built as part of a new housing complex. The service is located in a two-storey standalone building and comprises of seven care rooms, three sleep rooms, and sanitary accommodation for both children and adults. There is also a kitchen, staff room, storage areas, an office, and an entrance hallway. An outdoor play area for the service is sited at the back of the premises and car parking is provided at the front of the building.

On the day of inspection five rooms were open and used for the care of pre-school children. These were, Seomra Buí and Seomra Glas on the ground floor, and Seomra Liath, Seomra Rua and Seomra Corcra on the first floor.

### Staffing

On the day of inspection there were fourteen staff members employed to give direct care to the children in the care rooms. The person in charge and their deputy were present and available to provide support in the rooms if needed. In addition, a full-time chef and kitchen porter were employed. The person in charge and their deputy were present and available to provide support in the rooms if needed.

### 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, premises and facilities. The inspection may also focus on other areas as required.

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 as a result of information received which was notified to Tusla by the service.

### Acknowledgments

The inspector wishes 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.

(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) The service has a designated person in charge and a named person who is able to deputise as required.
  - (b) The designated person in charge was on the premises at the time of the arrival of the Inspector and remained on the premises for the duration of the inspection.

(2)

A total of ten adults were employed since the last inspection, therefore twenty validated references were required

(a)&(b) There were twelve written and validated references for the ten new staff members.

(c) Documentary evidence of processed Garda Vetting Disclosures was available for ten staff members. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Police vetting was available for eight new staff members who had lived in another state for a period longer than six consecutive months as an adult.

(4)

Documentary evidence was available to confirm that the seven new staff members who worked directly with children had 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)

It is acknowledged that information regarding the policies and procedures of the service were emailed to each employee prior to starting employment.

A written record of individual induction training of each employee was available. A record was available of staff meetings with agenda items set out.

## Non-Compliance Information

(2)(a)(b)

Eight written and validated references required were incomplete or not available as follows:

- Four references were not validated for four adults.
- A second reference was required for two adults
- No references were available for one adult.

(4)

The documentation available regarding the qualification for one adult could not be interpreted, therefore it was unclear if this person had a recognised qualification in childcare.

(7)(a)

The registered provider did not ensure that the person-in charge and their deputy had the appropriate training and knowledge regarding child safeguarding. Appropriate steps to address an incident which occurred in the service were not taken in a timely manner.

## Corrective & Preventive Action submitted by the Registered Provider

### **Corrective and Preventive Action**

(2)(a)(b)

The required information is now in place for all files which were incomplete.

We have hired a staff member from head office to look after recruitment information going forward. They will check that all documentation is in place prior to the staff member starting employment. This will eliminate the risk of references not being checked. We have a clear recruitment policy in place.

(4)

We have attached a copy of the letter of recognition to prove that the person referred to has a qualification in childcare. Going forward this information will be available prior to employment.

(7)(a) All managers and staff have completed training in Safeguarding. New staff will complete training prior to commencing employment.

### **Supporting documentation submitted**

Copies of the required validated references.

Copy of the letter of recognition for one staff member.

Copies of the certificate of training in safeguarding for each staff member.

## Summary Comment

The registered provider has addressed the non-compliance as identified on inspection in relation to Regulation 9.

## 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 written policies, procedures and statement specified in Schedule 5 were in place in the service. The following were reviewed:

- Child Protection Policy
- Safeguarding Statement
- Staff induction and training policy
- Staff supervision policy
- Behaviour Management Policy
- Complaints policy

These were found to be compliant with the requirements set out in schedule 5.

## 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.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,*

## Compliance Information

- (1)  
Throughout the inspection there was an adequate number of adults working directly with the pre-school children. There were 36 children attending the service being supervised by 14 adults on the day of inspection.
- (2)  
The adult/child ratios were maintained throughout the inspection.
- (8)(a)  
There were more than two adults in the premises throughout the inspection and the staff roster confirmed that there are at least two adults present at all times.

## 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-*
- (b) *appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.*

## Compliance Information

- (1)(b)  
The children were observed to be content and relaxed within the care rooms.  
The staff members spoke to the children kindly, using their first name, appropriate eye contact and gentle vocal tones during the interactions that were observed. Children were observed to move freely within their rooms and in the outdoor area. Adults encouraged children to take part in group activities, however they were also facilitated to play alone if preferred.
- The service had a healthy eating policy, and the main meal and snacks were observed to be healthy. The staff members sat with the children at mealtimes giving assistance as needed.
- Children were supervised and assisted with hand washing depending on their age and stage of development. Children's nappies were changed at regular intervals and as required, and during this time staff were observed to

engage warmly with children. The older children used the toilet independently throughout the day and more frequently if needed. The staff were observed to be at hand and offered assistance as needed.

A rest area with soft furnishings was available to the children in the care rooms so that a child could take a rest or a break from activities. Three sleep rooms with cots were provided for the children aged under 2 years. Staff sat with the children and helped the children to soothe themselves to sleep. Sleep beds with individual bed linen were provided to older children who needed to sleep.

The staff described how they communicate information to parents daily about their child's day through the use of a computerised application and information was also shared with parents at drop off and collection times.

Children from all rooms were observed using the outdoor areas during the inspection.

### 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 external doors were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.
- The kitchen was inaccessible to children.
- The designated emergency exit doors were clear and unobstructed. The procedure for evacuation was on display in each room.
- All cleaning agents were kept out of reach of children.
- Written individual care plans were available for children when needed and these were easily accessible for staff.

### Infection Control:

- Children were encouraged to wash their hands regularly including before lunch, after using the toilet and after outdoor play. Effective hand hygiene practices were observed in accordance with the services infection control policies and procedures.
- Each child's soother was stored in individual containers and were sterilised daily.
- Cleaning schedules were maintained in each care room and the environment was clean.
- A system was in place to clean cots between use when the cots were shared between two children.

### Administration of Medication:

- Medication records were reviewed. The administration of medication procedure was followed by staff and related documents were signed and dated.
- Written parental consent was available should temperature reducing medication be required to be administered to a child.
- All medication was stored in a safe place and was clearly labelled for each individual child.

### Safe Sleep:

- On the day of inspection, a sleep log was maintained every 10 minutes by staff detailing the physical checks carried out on sleeping children under 2 years of age.
- The temperature of the sleep room and the care rooms where children slept was in the acceptable range.

### 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)

Three adults trained in First Aid Response were present and immediately available to the pre-school children.

(2)

(a) The first aid box for children was safely stored in an accessible and conspicuous position in the pre-school room.

(b) At all times the first aid box was available to the children attending the pre-school 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

The children attending the service were supervised by staff members at all times while indoors and outdoors during the inspection.

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

There was evidence of current insurance cover valid until 27<sup>th</sup> of March 2026. The insurance provides cover for up to 114 children attending for full day care.

### Part VIII - Notifications and Complaints

#### Regulation 32 – Complaints

*(1) A registered provider shall ensure that the complaints policy of the service specifies-*

- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
- (b) the manner in which such a complaint shall be dealt with, and*
- (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

#### Compliance Information

(1) The complaints policy of the service includes the information pertaining to (a), (b) and (c) above.

### Part IX - Inspection and Enforcement

#### Regulation 33 – Furnishing of information to agency

*A registered provider shall furnish the Agency with such information as the Agency may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form, if any, as may be specified by the Agency.*

#### Compliance Information

The registered provider furnished all information as reasonably required by the Agency for the purpose of enforcing and executing these Regulations.