

TUSLA INSPECTION REPORT



TUSLA Identifier:

Name of Service:

Address of Service:

45 Meadow Park
Westport Road
Castlebar
Co Mayo

Email Address:

Date Service Registered:

3	0	0	6	2	0	1	6
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Name of Registered Service Provider:

Name of Designated Person in Charge:

Type of Service Registered: Full Day Care

	Day		Month		Year			
Date(s) of Inspection:	2	6	1	0	2	0	1	6

No. of Pre-School children present on day of Inspection

AM	28
PM	14

Tusla Early Years Inspectorate Address:

Early Years Inspectorate,
Tusla-Child and Family Agency
2 nd Floor, St Mary's HQ,
Castlebar
Co. Mayo

TUSLA Early Years Inspectors:

S Gallagher, Early Years Inspector.
B Needham, Early Years Inspector.

Areas which were the subject of this Inspection		
Governance	Health Welfare and Development of Child	Safety

Authority to Inspect

The Tulsa 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).

<p>Description of Service</p>	<p>The service was established in 2000. It is a privately run full day care service which caters for children from 6 months to six years of age. The service operates on weekdays from 8:00 -18:00 50 weeks of the year. The service also provides a sessional (3hours) service to pre-school children aged 3 to 6 years from 9:00 - 12:00 throughout the academic school year. A school age service is also provided.</p>
<p>Premises</p>	<p>The service is located in a two storey house which has been adapted for the provision of an early years service. It is situated in a residential area in Castlebar. There are 5 pre-school rooms in operation. The service has an outdoor area located to the rear of the premises where children have access to a range of outdoor play equipment.</p>
<p>Staffing</p>	<p>The Registered Provider is actively involved in the day to day running of the service, is supernumerary to the adult child ratios requirements and is available to cover in the event of a staff being absent or to assist in an emergency. The service employs a total of 9 adults including the Registered provider, 5 childcare practitioner’s based in the service, a cook and 2 relief childcare practitioners. All childcare practitioners held a major award in Early Childhood Care and Education.</p>
<p>Methodology</p>	<p>The inspection was an unannounced Focused Inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016. The Inspection focused on three themes; Governance, Safety and the Health, Welfare and Development of the Child. The findings detailed within this report are the result of Inspectorate assessments based on; examination of documentation, direct observation and interviews with the Registered Provider and staff members.</p>
<p>Acknowledgements</p>	<p>The Inspectors wish to acknowledge the cooperation of the Registered Provider, staff and the children who were present on the day of inspection.</p>

GOVERNANCE

Part III - Management and Staff

Regulation 9 - Management and Recruitment

9. (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

(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.

Compliance Information:

9(1)(a) The Registered Provider was the designated person in charge and has designated a named person to deputise as required.

(b) The designated person in charge was available on the premises throughout the duration of the Inspection and staff rosters indicated that the designated person or deputy is available on the premises at all times.

(2) From a total of 9 adults in the service, the following written references were available on file;

- (a) Two validated references from past employers were on file for 4 adults, and one employer reference was available for 3 adults, and
- (b) Two validated references from reputable sources were on file for 2 adults and a second reference was available in respect of 2 adults.
- (c) Completed Garda vetting disclosure documentation was on file for all adults in the service.
- (d) Not applicable as staff files indicated that as none of the adults had resided outside of the Irish jurisdiction.

Non-Compliance Information:

(2)(b) One validated reference on file for one adult was deemed not to be from a reputable source.

Response from Registered Provider Corrective Action & Preventative Action:

Corrective Action

The Registered provider stated in a written response that reference from a reputable source (previous employer) had been obtained for one adult and had

Part III - Management and Staff

Regulation 9 - Management and Recruitment

	<p>been validated by the person in charge. A copy of this reference was included with the response.</p> <p>Preventive Action</p> <p>The Registered provider stated that all personnel files had been reviewed and as part of the recruitment process that all references will be reviewed to ensure it is appropriate and validated by the Manager and the Registered provider.</p>
Summary Comment	<p>The Early Years Inspector has reviewed a copy of written validated reference which has been deemed satisfactory.</p>

Part III - Management and Staff

Regulation 11 - Staffing Levels

	<p>(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.</p> <p>(2) Subject to paragraphs (4) and (5), a registered provider of a <u>full day care service or a part-time day care service</u> 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.</p> <p>(4) Subject to paragraph (5), where a registered provider contemporaneously provides—</p> <p>(a) a sessional pre-school service, and</p> <p>(b) a full day care service or a part-time day care service, or both,</p> <p>the minimum ratio of adults to children applicable for the duration of the sessional pre-school service in respect of the children attending that service shall be the ratio specified in paragraph (3).</p> <p>(8) Without prejudice to paragraphs (2) to (7)—</p> <p>(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,</p>
Compliance Information:	<p>(1) A sample of attendance records showed that an adequate number of adults worked directly with the children at all times. A sufficient number of adults were available to provide direct care to children on the day. There were a total of 6 adults caring for 28 children in the service in the morning and 5 adults caring for 14 children in the afternoon.</p> <p>(2) Subject to paragraph (4), the minimum adult/child ratios that are specified in schedule 6 for a service providing a sessional and full day care service were met.</p> <p>(8)(a) There were more than two adults present in the service throughout the day of inspection. A sample of records demonstrated there were at least two adults in the service at all times.</p>

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
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;
 - (h) details of attendance by each pre-school child on a daily basis;
 - (i) details of staff rosters on a daily basis;
 - (j) details of any medication administered to a pre-school child attending the service with signed parental consent;
 - (k) details of any accident, injury or incident involving a pre-school child attending the service.

Compliance Information:

- (1)(g) Six of the policies, procedures and statements referred to in schedule 5 (in accordance with regulation 10) were assessed at this focused inspection and the following were deemed to be appropriately detailed –
- a behaviour management policy
 - a policy on safe sleep.
 - a policy on infection control.
 - a policy on accidents and incidents.
- (h) Details of children attending the service were maintained on a daily basis as documented in the attendance book for the service.
- (i) Details of staff attendance were maintained on a daily basis.
- (j) A record book used for the documenting of medications administered to children attending the service was reviewed during inspection. The documentation included a written consent from the child's parent or guardian.
- (k) The service maintained a record book for documenting accidents and incidents involving children attending the service. The records contained a signature of the child's parent/guardian as evidence that they had been informed.

Non-Compliance Information:

- (1)(g) The contents of the following policies in the service were incomplete;
1. The policy on administration of medication did not provide clear guidance for the safe administration of medication to the pre-school child.
 2. The policy on healthy eating did not provide clear guidelines regarding a weekly menu plan for the service. It did not outline the guidance for the provision of drinking water at all times and for the provision of food if a child is hungry between meals. There were no guidelines provided as to how parents were advised if their child had not eaten well. The management of food allergies in the service was not addressed in the policy.

Response from Registered Provider Corrective Action & Preventative Action:

The Registered provider in a written response stated the following:
(1)(g) Corrective Action

Part IV – Information and Records

Regulation 16 - Record in relation to Pre-school Service

1. The policy on the administration of medication had been reviewed and updated. She advised that all staff in the service have undergone training on the updated administration of medication policy. A copy of the updated policy was submitted to the Office Early Years Inspectorate.

Preventive Action

The policy will be monitored and a review of the policy will be undertaken annually.

Corrective Action

2. The healthy eating policy has also been reviewed and updated. She advised that all staff had received training on the revised healthy eating policy. A copy of the updated policy was forwarded to Office of the Early Years Inspectorate.

Preventive Action

The implementation of the revised healthy eating policy will be monitored and the policy will be reviewed on an annual basis.

Summary Comment

The Early Years Inspector has reviewed a copy of the revised policies for the service and found that they have met the regulatory requirements of this regulation.

HEALTH WELFARE & DEVELOPMENT OF CHILD

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*

Compliance Information:

(1)(a)

Basic Needs of the Infants & Children

The following provisions were made to ensure children's basic care needs were met:

- A healthy eating policy was in place.
- A morning and afternoon snack was provided by parents which comprised on of a selection of fresh fruit, sandwiches, wraps and rolls with various fillings, cheese, raisins and yogurts etc. Drinks consisted of juice and water. Breakfast

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, Welfare and Development of Child

was provided until 9am. A hot dinner consisted of shepherd's pie was served at dinner time to children attending the service for full day care.

- The babies were seated in highchairs and the pre-school children were seated at low level tables and were afforded plenty of time to enjoy the whole food experience whilst interacting with their peers.
- The children were supported and encouraged to become independent and self-caring, suitable to their age and stage of development on the day of inspection which included: self-feeding, toileting, putting on coats for outdoor play and tidying away after snacks and activities.
- Children's hygiene needs were promptly and sensitively addressed. Regular nappy changing took place throughout the day.
- Children had sufficient space to move freely indoors and outdoors.
- Rest facilities were provided in the playrooms which children could access at any time.

Supporting Relationships around Children

The following provisions were made to facilitate the formation of positive relationships around children attending the service:

- The adults in the service were observed to be kind, reassuring and encouraging to the children throughout the day.
- Children sat at low level tables and did table top activities in an environment which promoted social interaction with peers and adults.
- The atmosphere between the adults and the children was calm, relaxed and unhurried throughout the day of inspection.
- The service were observed to make parents/care givers welcome in the service when they arrived to collect their children.

Physical and Material Environment

The playrooms and the outdoor area provided a range of developmentally age appropriate experiences for the children which offered stimulation to development including language, creative, imaginative and gross and fine motor skills e.g.,

- The children had access to toys and equipment including art and crafts materials (colouring pencils, paint, paper), Montessori equipment, small world, blocks, books, jigsaws and puzzles, manipulative toys, soft toys, and imaginative play (dress up), books etc.
- The equipment in each playroom was age and stage appropriate for the children attending. The baby and wobbler room provided plenty of opportunity for floor play.
- Shelving was accessible to the pre-school child.
- The outdoor area provided space and opportunities to sit, run, jump, be creative and engage in imaginative play. The space available facilitated the children with the opportunity to engage in different activities without risk of

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, Welfare and Development of Child

collision.

Programme of Activities

- The pre-school curriculum throughout the morning sessions in both ECCE pre-school rooms (3 hours) was based on elements of Montessori and Highscope, whilst the rest of the service was based on play.
- There was documentary evidence of observation being recorded on the pre-school children.
- The children were observed to be happily engaged in large, small group activities and individual activities throughout the day.
- Different age appropriate activities were pursued according to the interests and desires of the children e.g., the children were engaged in outdoor play, table top activities, story time and lots of conversation.
- Children choices were facilitated with regards to play activities throughout the day. Free play time provided children with access to the play equipment in their respective playroom.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, Welfare and Development of Child

(2) A registered provider shall ensure that no corporal punishment is inflicted on a pre-school child whilst attending the service.

(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.

Compliance Information:

- (2) The Behaviour Management Policy for the service stated that the use of corporal punishment was not permitted. The adults present on the day of inspection demonstrated an awareness of behaviour management methods which were acceptable and unacceptable to use.
- (3) The service's Behaviour Management Policy outlined practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful in respect of a child attending the service were prohibited in the service. The adults were observed to reinforce good behaviour and achievements with praise and encouragement. Children were observed to be encouraged and supported by the adults in the service to take turns and to be kind to each other. The adults were observed to use positive language and soft tones of voice when communicating with the children.

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-

(b) There are adequate and suitable facilities for a pre-school child to rest during the day.

(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 (2) 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 preschool children attending the service have access on a daily basis to an outdoor service.

Compliance Information:

- (1) (b) Adequate and suitable facilities for children to sleep and rest were provided. Standard cots were provided for children under 2 years. Stackable beds with were available for children aged over two years old. The playrooms contained soft furnishings that provided an accessible facility for children to rest and relax on during the day.
- (3) (a) Children had access to an outdoor play area on the premises.
(b) Not applicable as the service as an outdoor area.

SAFETY

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 service had taken the following measures to safeguard the health, safety and welfare of children attending the service;

Infection Control:
Regular hand washing by children and adults was observed. Children washed their hands before eating, after toileting and messy play activities. The adults washed their hands after before and after carrying out personal care tasks and when preparing and handling food.
Table tops were wiped clean before meal and snack breaks.
The furniture, fixtures and play materials throughout were maintained in a clean and hygienic condition.
There were suitable cleaning products provided and up to date cleaning records were maintained.
Each playroom had a small fridge to store the pre-school children's perishable snacks.

Administration of Medication:

Part VI - Safety

Regulation 23 - Safeguarding Health, Safety and welfare of child

	<p>There were no medications administered to children on the day. The adults were able to demonstrate knowledge of safe practices regarding the administration of medication.</p> <p>Outings: Children remained on the pre-school premises on the day of inspection. The Registered provider informed the Early Years Inspectorate that the service did not undertake outings.</p> <p>General Safety: On arrival to the service, the entrance door leading into the pre-school facility was secured. Internal doors to each playroom were secured in a manner which prevented children from exiting and unauthorised persons from entering the rooms. All door and exit routes were free from obstructions. Waste materials and cleaning products were securely stored and inaccessible to children. The hot water provided at the children’s wash hand basins was thermostatically controlled to a safe temperature so as to prevent a risk of scalding.</p>
Non-Compliance Information:	<p>General Safety: There was no impact absorbing matting under the large slide structure in the outdoor play area.</p>
Response from Registered Provider Corrective Action & Preventative Action:	<p>Corrective Action The Registered provider stated that impact absorbing mats were in place under all slides in the outdoor play area. Photographic evidence pertaining to the impact absorbing padding was forwarded with the Office of the Early Years Inspectorate.</p> <p>Preventive Action The Registered provider stated that regular risk assessments of the outdoor play area will be carried out.</p>
Summary Comment	<p>The Early Years Inspector has reviewed the photographic evidence which has been deemed satisfactory.</p>

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.

Part VI - Safety

Regulation 25 - First Aid

Compliance Information:	<p>(1) An adult with up to date training in first aid for children was available at all times throughout the day. A sample of records demonstrated there was an adult with up to date first aid for children present in the service at all times.</p> <p>(2)(a) A suitably and sufficiently equipped first aid box was located out of reach of the pre-school children in the hallway.</p> <p>(b) The first aid cabinet was accessible to all adults working with children.</p>
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Part VI - Safety

Regulation 26 - Fire Safety Measures

<p>(1) A registered provider shall ensure that a record in writing is kept of—</p> <p>(a) any fire drill that takes place in the premises, and</p> <p>(b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.</p> <p>(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises</p>	
Compliance Information:	<p>(1)(a) A record of the fire drills carried out in the service was maintained. These were carried out on a monthly basis. The last recorded fire drill was carried out on the 11th October 2016.</p> <p>(b) A record of the number, type and maintenance record of the fire fighting equipment was maintained. The fire fighting equipment was last serviced in December 2015.</p> <p>(4) A notice of the procedures to be followed in the event of a fire was clearly displayed in the rooms of the service.</p>
Non-Compliance Information:	<p>(1)(b) A record of the number, type and maintenance record of the smoke alarms was not available on the day.</p>
Response from Registered Provider Corrective Action & Preventative Action:	<p>Corrective Action</p> <p>(1)(b) The Registered Providers written response stated that a service of the smoke alarm system was carried out on 31st October 2016. A copy of the certificate of service for the smoke alarm system was submitted to the Office of the Early Years Inspectorate with the written response.</p> <p>Preventive Action</p> <p>The Registered provider advised that a review of the smoke alarm system will be carried out annually.</p>
Summary Comment	<p>The Early Years Inspector has reviewed the copy of the certificate of service of the smoke alarm system which was deemed satisfactory</p>

Part VI - Safety

Regulation 28 - Insurance

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information:

Evidence of valid insurance for the pre-school service was available. The insurance cover stated that the service was insured to cater for up to 38 children at any one time attending in a full day care capacity.