

TUSLA REGULATORY INSPECTION REPORT



mTUSLA Identifier: TU2015LS043

Name of Service: Kilminchy School House

Address of Service: Dublin Road,
Portlaoise,
Co. Laois.

Email Address: kilminchyschoolhouse@gmail.com

Date Service Registered: 3 0 0 6 2 0 1 6

Name of Registered Service Provider: Sonya Duggan

Name of Designated Person in Charge: Sonya Duggan

Type of Service Registered:	Full Day Care <input checked="" type="checkbox"/>
	Part-Time <input type="checkbox"/>

Date(s) of Inspection:	0	3	1	1	1	7

No of Pre-School Children present during Inspection:	AM	41	PM	33
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Address of the Early Years Inspectorate: Early Years Inspectorate,
Unit 8A, Burlington Business Park,
Srah Avenue,
Tullamore,
Co. Offaly.

Inspection undertaken by : D. Molloy
Title: Early Years Inspector

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

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).

Description of Service	Kilminchy School House is a full day care service has been operational since 1999. The age range of children is from 1 year to 5 years. A school age service is also provided. The service operates from 8 a.m. to 6 p.m. Monday to Friday throughout the year. The service has an enrolment of 79 children. This service offers 2 sessional services on a daily basis. Kilminchy School House is privately owned and operated by an independent provider in the town of Portlaoise, Co. Laois.
Premises	This early years service is located in a 2 storey adapted domestic dwelling. The premises is used for the sole purpose of providing an early years service. Upstairs the service is made up of an office, 2 sleeping room, 2 play rooms, nappy changing area, toilet and wash hand basin. Downstairs the service consists of an entrance hall, montessori room, 3 toilets and 3 wash hand basins, wobbler and toddler room, advanced montessori room, 2 additional toilets and wash hand basins and a kitchen.
Staffing	The registered provider was part of the staff compliment and was present during the inspection. All adults employed and working directly with the pre-school children have qualifications ranging from level 5 to level 8 National Qualifications Framework in Early Years.
Methodology	<p>The inspection was an unannounced and focused 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 three themes; Governance, Safety and the Health, Welfare and Development of the Child.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the Inspection report and presented to the registration panel for consideration of a decision in relation to the service receiving continued registration.</p>
Acknowledgements	The inspector wishes to acknowledge the cooperation of the registered providers, second person in charge, staff and children who were present on the day of the inspection.

GOVERNANCE

	<p>Child Care Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016 Date Issued: 25th April February 2017 Revision Number: 6 REF: EYIRIFDC02-2017</p>	<p>2 of 11</p>
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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,
 - (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.
- (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.
- (5) Paragraph (4) shall apply—
- (b) on or after the date of registration in respect of all other pre-school services
- (6) Paragraph (4) shall not apply before 1 September 2021 to a person who—
- (a) has signed a declaration on or before 30 June 2016 to the effect that he or she intends to retire from employment in a pre-school service before 1 September 2021, and
 - (b) is in possession of a letter from the Minister confirming that paragraph (4) shall not apply to him or her before that date
- (6A is inserted by S.I. No.632 of 2016 CHILD CARE ACT 1991 (EARLY YEARS SERVICES) (AMENDMENT) REGULATIONS 2016 which states; Regulation 9 of the Child Care Act 1991 (Early Years Services) Regulations (S.I. No. 221 of 2016) is amended - in paragraph (4), by the substitution of “paragraphs (5), (6) and (6A)” for “paragraphs (5) and (6)”, and (b) by the insertion of the following paragraph after paragraph (6): “
- (6A) Paragraph (4) shall not apply to an employee of a registered provider where - (a) the registered provider receives funding for the employment of the employee pursuant to a scheme funded by the Minister and known as the Access and Inclusion Model, and (b) the employment of the employee is for the purpose of providing support, pursuant to the scheme referred to in subparagraph (a), for a child attending the service to enable the child to participate in the programme known as the Early Childhood Care and Education (ECCE) funding Programme.”

Compliance Information:

- (1)(a) The service had a designated person in charge and a named person to deputise as required.
- (b) The designated person in charge and the deputy were present during the inspection.

Part III - Management and Staff

Regulation 9 - Management and Recruitment

- (2)(a) The required number of written validated references from past employers were available in respect of all adults.
- (b) The required number of written validated references from reputable sources were available in respect of all adults.
- (c) Completed vetting disclosures were available in respect of all adults.
- (d) Police vetting was available for 3 adults who had lived outside the state for a period of longer than 6 consecutive months.
- (4) All adults working directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework.
- (5)(b) Not applicable, as all adults working directly with pre-school children held a major award in Early Childhood Care and Education at level 5 or higher on the National Framework for Qualifications.
- (6) Not applicable as no employee had signed a declaration on or before 30/06/2016 to the effect that they intended to retire from employment in a pre-school service before 01/09/2021.
- (6A) Not applicable, as no employee was working directly with children under the Access and Inclusion Model.

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) There were 41 pre-school children attending the service in the morning and 33 in the afternoon. An adequate number of adults were working directly with the children attending the pre-school service throughout the day.
- (2) The minimum ratio of adults to children was adhered to.
- (8)(a) A sufficient number of adults were present on the premises at all times.

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) On the day of Inspection, the following policies were available:

- Outings Policy
- Behaviour Management including Managing Challenging Behaviour
- Safe Sleep Policy
- Accident & Incident Policy
- Infection Control Policy
- Administration of Medication Policy
- Healthy Eating Policy

(h) The service maintained details of attendance of each pre-school child on a daily basis.

(i) Details of the staff rosters were available.

(j) No medication was administered to a pre-school child attending the service during the inspection. A document to record the administration of medication was available.

(k) The service maintained a record of any accident, injury or incident involving a pre-school child attending the service.

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 Infants & Children

Independence was promoted and each child was encouraged to be self-caring, suitable to their age and stage of development.

A healthy eating policy was in place in the service. Children in sessional care brought in their own healthy lunches from home. Children in full day care availed of a hot meal and 2 snacks. All meals were prepared in the service and the main meal of the day was potatoes, meat and vegetables with the option of second helpings. Water was freely available to all the children throughout the day.

Supporting Relationships around children

Adults were observed to be kind towards the children and a warm and friendly atmosphere was observed. The service operated in partnership with parents and guardians. An open door policy was in operation and parents were encouraged to have regular discussions with regard to their own child's care. A verbal handover on the child's day was given on a daily basis and regular written updates were provided for parents. A parent's notice board displayed events and activities for parents to update themselves in the entrance hall. Parents were issued with hand books and the service ethos at the beginning of the term and a seasonal newsletter was issued.

Physical & Material Environment

The service was spread over 2 floors and adequate space was available for the children's use. The rooms were bright and decorated with children's art work. The service was well stocked with quality toys and equipment which were maintained in a hygienic condition. Low level shelving ensured that children could access their choice of toys and equipment by themselves.

Programme of Activities and its Implementation

The service operated a montessori school and the Aistear the Early Childhood Curriculum Framework was in use. Children were supported in their play both in individual and small group activities and a mix of adult led and free play was noted. Opportunities were provided for different types of play including creative and imaginative play and children were encouraged to create their own play in the outdoor areas.

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) It was observed on the day of inspection that children were being positively encouraged by adults during the inspection.

(3) All adults working with children were observed to be kind and respectful towards the children in their care. A positive behaviour management policy was in place in the service and staff were aware of this and were observed to be implementing this policy.

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.
- (2) A registered provider of-
- (a) a full day care, a part time service, a sessional preschool service, or a childminding service that is registered for the First time on or after 30th 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 the 30th 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 (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

<p>Compliance Information:</p>	<p>(1)(b) The service provided adequate sleep and rest facilities for the pre-school children. 2 designated sleeping rooms were provided for the children’s use. Sufficient cots and low beds were available for the children’s use. Cozy rest areas were provided in the play rooms.</p> <p>(2)(a) Not applicable as the pre-school service was registered before 30/06/2016. (b) Not applicable as the service was registered before 30/06/2016.</p> <p>(3)(a) An extensive outdoor play facility was provided which consisted of 2 well developed play areas. The perimeter of the outdoor facility was secure. A varied selection of quality outdoor equipment was provided with a focus on eco friendly products and the use of natural products. The service had made use of eco friendly equipment which promoted environmentally friendly ethos. (b) Not applicable as an outdoor space was provided on the premises.</p>
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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:

General Safety

The entry to the service was secure and a controlled entry system was in place. Precautions had been taken to ensure the general safety of the children attending the service in relation to the safe storage of cleaning products and items not suitable for children were stored out of reach of children.

Infection Control

Hand hygiene was satisfactory and staff and children were observed washing their hands regularly. Children were offered help if they need help when hand washing. A 48 hour exclusion policy was in place for staff and children with symptoms of gastroenteritis.

Administration of Medication

There was no medicine administered during the inspection. In the sample of child records reviewed written parental consent was available should medication be required to be administered to a child?

Outings

An outings policy was in place and the service took an outing to a forest throughout the year.

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) A person qualified in first aid for children was available on the premises.

(2)(a) A first aid box was safely stored in a conspicuous location in the pre-school rooms out of the reach of pre-school children.

(b) A first aid box was readily available 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 fire fighting 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

Compliance Information:

(1)(a) A written record was available of the fire drills. The last fire drill was recorded as being carried out on 18/10/2017.

(b) The number, type and maintenance record of fire fighting equipment and smoke alarms on the premises was available. The certificate was dated 28/09/2017 respectively.

(4) The fire drill procedure was displayed in locations throughout the premises.

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 for the number of children attending the service.

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

Registration Status:	Registered
Conditions If Applicable	Not Applicable
Date of Registration	26 th January, 2018