

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DR160
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Name of Service:	Dun Laoghaire Montessori School
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Address of Service:	Dun Laoghaire Presbyterian Church Hall, York Road, Dun Laoghaire, Co. Dublin
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Eircode:	D18 HR50
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Name of Registered Provider:	Christine Serviss
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Service type:	Sessional
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Date(s) of Inspection:	22/05/2023
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No of pre-school children:	AM	15	PM	N/A
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Address of the Early Years Inspectorate:	Tusla Early Years Inspectorate, Child and Family Agency. Loughlinstown Health Centre, Loughlinstown drive, County Dublin.
Inspection undertaken by:	Olivia Quill
Title:	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	Not applicable
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Description of service

Dun Laoghaire Montessori is registered to provide sessional care and education and is privately operated. The programme of care is facilitated through the use of a play-based Montessori curriculum. The service operates Monday to Friday from 9am to 12.30pm and caters for children aged from 2-6 years. The early years service is located in one of the rooms in the church hall on the grounds of the Presbyterian church in Dun Laoghaire. An outdoor play area is available for the children on the premises and the service also has use of a large indoor hall.

Staffing

The registered provider and one other staff member are employed in the service and worked directly with the children. Both adults had attained a major award in Early Childhood Care and Education.

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 and safety. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9 – Management and Recruitment, 11 – Staffing Levels, 15 –, 15 Record of pre-school child, 16 – Record in relation to Pre-school service, 23 - Safeguarding Health, Safety and Welfare of child, 25 – First Aid and 26 – Fire Safety.

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A sampling process was used to assess Regulation 15 Record of pre-school child and Regulation 16 – Record in relation to Pre-school service. These findings are outlined within the relevant regulations within this report.

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.

Acknowledgments

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

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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*

(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.

Compliance Information

(1)

- (a) The service had a named person in charge and a person who could deputise in their absence.*
- (b) The person in charge was present when the inspector arrived and remained on the premises throughout the inspection. The staff roster provided for the person in charge and deputy to be present at all times of opening.*

(2) Since the previous inspection dated 12 April 2021, no new staff have been employed in the service. On last inspection the staff files viewed for the two adults employed met the Regulatory requirement of Regulation 9(2)(a),(b),(c) and (4).

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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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 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) therefore at that reference number is satisfied.

Compliance Information

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

(3) The minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 was maintained. Two adults cared for fifteen pre-school children.

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.*

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Compliance Information

- (1) A sample of child registration forms were reviewed. The registered provider ensured that a record was kept in writing for each pre-school child attending the service containing the details required under (a)-(i).

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;*
- (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

- (h) Details of the attendance of each child in the service were recorded at time of entering and leaving the service.
- (i) A staff roster was available.
- (j) Documentation was available to demonstrate that signed parental consent was required prior to administering medication to a pre-school child.
- (k) Details of any accident or incident were recorded as required in the accident and incident book. All forms were signed by parents and staff.

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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 main door to the service was safely secured preventing unauthorised access and children leaving unsupervised. A bell system was in place on the front door.
- Cleaning products were stored safely out of reach of children.
- All toys and play equipment was safe for the age group using them and in good condition.

Infection Control:

- The environment was clean and the service maintained a cleaning schedule.
- Staff were observed to clean the tables prior to lunch being served.
- Children's hands were washed at required times including before eating and after using the toilet. Staff were observed to practice good hand hygiene.
- Suitable pedal operated bins were provided in the care room and sanitary area.

Administration of Medication:

- The service had a medication policy and a suitable medication record form was available should medication be required.

Fire Safety:

- Emergency doors were kept clear to allow for timely evacuation in the event of an emergency.

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.*

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Compliance Information

(1) A person trained in first aid for children was available for the children at all times. One staff member had completed First Aid Responder training and this certificate was valid until 9 April 2024.

(2)(a) A suitably equipped first aid box was safely stored in a conspicuous position in the pre-school room.

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

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.

Compliance Information

(1)

(a) A written record of the fire drill was available and recorded as being completed on the 27 April 2023.

(b) The number, type and maintenance record of firefighting equipment and smoke alarms on the premises was available. The maintenance records for the fire equipment was dated 14 June 2022 and 18 May 2023 for the smoke alarms.