

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2020WH002

Name of Service Little Friends Pre-school

Address of Service: Townspark, Castepollard, Co. Westmeath

Email Address: littlefriendspollard@yahoo.com

Name of Registered Provider: Caroline and Anthony Finegan

Type of Proposed Service:	Full Day Care		Part-Time	✓	Sessional	✓
	Drop-In		Childminding		Temporary	

Proposed change:	Change in registered number of pre-school children attending Room 2 and Room 4. Proposed increase from 55 to 62 children
Proposed Number of Children:	11 children in Room 4 on a sessional ECCE basis/ 8 children on a part time basis. 18 children in Room 2 on a sessional ECCE basis/ 14 children on a part time basis.
Recommended Change Following Inspection:	11 children in Room 4 on a sessional ECCE basis/ 8 children on a part time basis. 18 children in Room 2 on a sessional ECCE basis/ 14 children on a part time basis.
Registered change:	Change in Number of Children from 55 to 62 children

Date of Inspection:	0	8	0	8	2	0	2	4
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Inspection undertaken by: C. O' Connor Hughes

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Early Years Inspectorate, Tusla,
Child and Family Agency, SAP Office,
St. Loman's Campus, Mullingar, Co. Westmeath

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Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status:	Registered Part-time, Sessional Service for 62 Children
Date of Registration	14th August 2024

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service	This independently operated service is registered for part time provision to accommodate children from two to six years of age. The service operates between the hours of 09:00 and 14:00 on a Monday to Friday basis. An Early Childhood Care and Education programme operates from 09:00 to 12:00.
Premises	The Early Years' Service is in an adapted single storey building consisting of four pre-school rooms, a kitchen and an office. Three pre-school rooms are currently in use, namely rooms 1, 2 and 3. Minor alterations have been put in place to accommodate the proposed eleven children in room 4, increasing the number of children from five to eleven children. A large outdoor play area is located at the back of the service. On-site parking and set down facilities are available.
Staffing	Seven staff are employed in the service including the registered provider and the designated person in charge.
Methodology	The inspection was an announced 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 regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises. 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 taken into consideration when making a decision in relation to registering the change in circumstance. 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.

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Acknowledgements	The Inspector wishes to acknowledge the co-operation of the registered providers 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.

Requirement met:

The requirement was met.

(1)(a)

There is a designated person in charge and a named person to deputise as required established in the service.

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.

Requirement met:

The requirement was met.

(1)

The number of adults working in the service will meet the required adult: child ratio for the proposed sixty-two children to be accommodated in the service.

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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—*
- (a) *having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*
 - (b) *there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*
- (2) *A registered provider—*
- (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 30 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.*

Requirement met:

The requirement was met.

(1)(a)

The proposed pre-school room to accommodate the proposed increase in children is equipped with adequate and suitable play materials and equipment. The room is bright and colourful. Low level tables and chairs are in place. Materials are accessible on low level shelving.

(b)

Suitable and adequate rest facilities are available in the service. Low level beds are available for children to sleep if required.

(2)(b)

The outdoor play area at the rear of the service consists of a natural grass area divided into sections. Suitable toys and equipment are available for children's use. A sheltered area is available for children's use.

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Part V - Care of Child in Pre-school Service

Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

Requirement met:

The requirement was met.

Parents will provide snacks for children attending on a sessional and part time basis.
Drinking water is freely available.
A healthy eating policy was available.
Perishable foods will be stored in the fridge in the proposed pre-school room.

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.

Requirement met:

The requirement was met.

A doorbell system is in place for staff to allow access to visitors to the service.
The emergency exit doors are unobstructed.
A designated fire assembly point is located to the front of the premises.
The kitchen is inaccessible to children.
Cleaning materials are stored out of children's use.
A separate storage area is available in the service.

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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.

Requirement met:

The requirement was met.

(1)

Two adults including the designated person in charge are qualified in first aid response (FAR) training.

(2)(a)

Two first aid boxes are located in a conspicuous position in the service.

(b)

First aid boxes are available to children 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.

Requirement met:

The requirement was met.

(1)(a)

A written record is available for monthly fire drills to be conducted in the pre-school service.

(b)

Maintenance records and the fire certificate were available for smoke alarms and firefighting equipment dated 14 August 2023 and 8 December 2023 respectively.

(4)

A notice of the procedure to be following in the event of a fire was displayed in a conspicuous position in the premises.

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Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:

The requirement was met.

An insurance quotation was submitted to the registration team prior to this inspection. The registered providers must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered providers compliance with Regulation 28.

Part VII – Premises and Space Requirements

Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated,*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

Requirement met:

The requirement was met.

(a)
The premises is a single storey building and adapted to a pre-school service that incorporates four playrooms. The premises visually appears to be of sound and stable structure.

(b)
The main entrance to the pre-school service is safe and secure. The main door is locked, and keys are available to staff.

(c)
Underfloor heating is provided throughout the premises. Documentation was available for review in respect of the boiler system dated April 2024. The environmental temperature was recorded at 18.9 degrees Celsius.

Natural lighting is supplemented by artificial lighting in the proposed pre-school room.

Windows are openable in the proposed pre-school room and sanitary accommodation to allow for natural ventilation.

The service is connected to both the public drainage and water supply.

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	(d) The floors and the walls are in a good state of repair and maintenance. A cleaning schedule was available for the service. Large refuse bins are located externally at the side of the premises. A contractor for the collection of refuse bins has been engaged by the service to collect refuse from the premises on a scheduled basis. (e) Suitable sanitary accommodation is available in the service to accommodate the children proposing to attend on a sessional and part time basis. The sanitary accommodation is stocked with a sufficient supply of liquid soap and paper hand towel. Five water closets and five wash hand basins are available in the sanitary accommodation that will accommodate fifty-five children who are self-toileting. The nappy changing unit and one wash hand basin is located in the sanitary accommodation. The registered providers stated that seven children attending the service will require nappy changing. Staff sanitary accommodation consists of one toilet and one wash hand basin. The wash hand basins are plumbed with an instantaneous supply of hot and cold water. The temperature of the water at the wash hand basins was recorded at 37.6 degrees Celsius.
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Part VII – Premises and Space Requirements

Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*

Requirement met:	The requirement was met. (1) Adequate clear floor space was available to provide the children with an environment to work, play and move freely. (2)
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The pre-school measurements of room 4 were recorded at 20.38m² which accommodates the proposed increase in the number of children from 5 to 11 on a sessional ECCE basis or 8 children if attending on a part time basis.

The pre-school measurements of room 2 were recorded at 33.81 m² which accommodates the proposed increase in the number of children from 17 to 18 on a sessional ECCE basis or 14 children attending on a part time basis.