

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2020WW002
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Name of Service:	Welltrack Junior Academy
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Address of Service:	33A Charlesland Court, Greystones, Co. Wicklow
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Eircode:	A63 KP40
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Name of Registered Provider:	Elaine Whelan
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Service type:	Full Day, Part Time, Sessional
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Date of Inspection:	09/07/2024
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No of pre-school children:	AM	33	PM	22
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Address of the Early Years Inspectorate:	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown, Co. Dublin.
Inspection undertaken by:	Mona Condon
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

Welltrack Junior Academy was established by the registered provider in 2020 and is privately owned. The service offers on a full day care, part time care and sessional basis providing care and education for children aged 2 years to 6 years. It is currently registered on the National Register of Early Years' Services to cater for a maximum of 33 pre-school children and operates from 07.30am to 18.30am each weekday. for 51 weeks of the year. The service operates from a detached purpose-built bungalow located in a residential area in Greystones, Co. Wicklow. There are three care rooms namely; The Caterpillar Room, The Butterfly Room and The Bumblebee Room. An outdoor area is located at the rear and side of the premises.

Staffing

The registered provider employs eight staff members which includes the cook. All staff members providing direct care to the pre-school children hold Early Childhood Care & Education qualifications on the National Framework of Qualifications.

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 and safety. 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.

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.

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 Inspectors and remained on the premises for the duration of the inspection.
- (2)
There were eight staff members. These eight files were reviewed on the day of the inspection.
- (a)&(b) There were fifteen written and validated references for eight staff members.
- (c) Documentary evidence of processed Garda Vetting Disclosures was available for eight staff members. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.
- (d) International Police vetting was available for four 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 seven staff members 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.

Non-Compliance Information

- (2)
- (a)(b)
A second validated reference was not available for one staff member.
- (d) International Police vetting was not available for two staff members who had lived in another state for a period longer than six consecutive months as an adult.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Click or tap here to enter text.

(a)(b)

Corrective Action:

A second validated reference has been completed.

Preventive Action:

In future we will delay the start date of employment until all the references are checked.

(d)

Corrective Action:

One staff member's completed vetting is now in place.

The second staff member had lived in two other states as an adult. Vetting is now completed for one state. The second Police vetting is in process.

Preventive Action:

While waiting for the completed Police vetting for the individual staff member she is supervised at all times when in the company of children.

In the future, we will make sure to have everything in order before each staff member starts employment.

Supporting documentation submitted

Copy of completed Police vetting for one staff member.

Second staff member required Police vetting from two states, a copy one has been received. A copy of the application for the second Police vetting has been received as evidence.

Summary Comment

The Registered Provider has addressed the non-compliance in relation to part (a)(b) of this regulation.

Part (d) is partially addressed. The application for the second Police vetting certificate is ongoing and will be reviewed on next inspection.

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.

Compliance Information

(1) Throughout the inspection there was an adequate number of adults working directly with the pre-school children.

(2) The adult/child ratios were maintained throughout the inspection.

(8)(a) There were more than two adults present in the premises throughout the inspection and the staff roster confirmed there are at least two adults present at all times.

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.*
- (3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-*
- (c) an authorised person.*

Compliance Information

(1)(a)-(i)

Twelve files were examined.

In relation to the files examined, the record required in writing in relation to (a)-(i) above was kept for each child.

The children's files were located in a secure place in the service.

(3) (c) A record in writing referred to in paragraph (1) (a)-(i) was open to inspection on the premises by the inspectors.

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 entrance door and the side entrance gate to the service was secure. A visitor's book was available in the hallway on arrival. With the exception of points 1 and 2 below, the service met the necessary safety requirements in respect of the indoor

Infection Control:

The staff members supervised children's handwashing and handwashing routines were well established. Foot pedal operated bins were provided for the disposal of used tissues. Written cleaning schedules were on display for the room environment and sanitary area which were observed to be maintained in a clean and hygienic condition.

Administration of Medication:

Medication was not given at the time of the inspection, written parental consent was available should medication be required to be administered to a child. The staff members were familiar with required safe practice when administering medication in the service. Medicine was safely stored.

Safe Sleep:

Six children slept on low beds in the Caterpillar room at 2pm while supervised by a staff member. The inspectors observed staff checking sleeping children at 10-minute intervals and maintaining a record of the checks. Room temperatures were maintained between 16 and 20°C when children were sleeping.

Non-Compliance Information

General Safety:

1. The temperature of the hot water was measured and found to be 57 °C. The recommended temperature is less than 43 °C. This poses a risk of scalding.
2. A couch in the Bumblebees Room and a sleep mat located in the rest area in the Butterfly room were both torn exposing foam material. This posed a risk of a choking/inhalation incident.
3. In the outdoor area the plastic material under the swings was torn posing a trip hazard. the woodchip on the ground

Infection Control:

4. The nappy changing practice was inadequate. The nappy changing procedure was observed, and one staff member did not change their gloves after changing a nappy prior to dressing the child and cleaning the changing mat posing an infection control risk.
5. The area under the nappy changing mats could not be cleaned effectively. The painted surface was chipped in several places posing an infection control risk.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1.

Corrective Action:

A professional has been contacted and has fixed the issue. The water temperature will reach now a maximum of 40C.

Preventive Action:

We will check the water temperature with a thermometer periodically and keep records of it and fix if necessary.

2.

Corrective Action:

The couch and sleep mat have been removed immediately. New sofas and floor mat have been bought.

Preventive Action:

To keep records and review periodically the state of all the materials in the room. To remove and renew as necessary. Staff to have training.

3.

Corrective Action:

More woodchips have been added under the swings in the garden.

Preventive Action:

The levels of woodchip in the outdoor area are now checked every morning before going outside.

A question regarding the woodchip levels and safety has been added to the daily risk assessment of the outdoor area for the 3 rooms in the electronic app which is used in the service.

Infection Control:

4.

Corrective Action:

Extra training and supervision have been completed with all the staff members regarding the nappy changing procedure and infection control.

Preventive Action:

Meetings and supervision periodically with all the staff members will be carried out in respect to the policy & procedures of the service.

Supporting documentation submitted

General Safety:

Photographic evidence regarding non-compliances 1,2 and 3.

Copy of records in relation to points 1-3. above.

Copy of policy, procedure, and training and meeting records.

Infection Control:

Photographic evidence.

Copy of policy, procedure, and training and meeting records.

Summary Comment

The Registered Provider has addressed the non-compliances in relation to Regulation 23.

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) In total five members of staff in First Aid Response. On the day of inspection four 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 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 record in writing was kept of all fire drills that took place in the premises. The last fire drill was recorded on the 17/06/2024.

(4) Notices were displayed detailing the procedures to be followed in the event of fire.

Non-Compliance Information

- (1)
- (b) Written records were not available detailing the number, type and maintenance of firefighting equipment and smoke alarms .

Corrective & Preventive Action submitted by the Registered Provider

Corrective Action

Written records are now available at the premises.

Preventive Action

To prevent this in the future, to make sure the person in charge in absence of the manager is informed and knows where all the files, documents and records are kept.

Supporting documentation submitted

Copy of the maintenance record of the fire equipment and smoke alarm dated 24/05/2024.

Summary Comment

The Registered Provider has addressed the non-compliance in relation to Regulation 26.

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

All children were supervised at all times during the inspection.