

# INSPECTION OUTCOME REPORT

## Information on Service

DCYA Identifier:	09MO0021		
Name of Service:	Ballyglass Community Childcare Service		
Address of Service:	Ballyglass		
	Claremorris		
	Co. Mayo		
Service Provider: (person carrying on Pre-school)	Breege Jennings		
Type of Service Inspected:	Sessional		Part-Time
	Full Day Care	✓	Childminding
Type of Inspection:	Initial Announced		Annual Unannounced
	Initial Unannounced		✓
Date(s) of Inspection:	Day	Month	Year
	0 9	0 1	1 4
No. of Pre-School children on Register:	60		
No. of Pre-School children present on the day of Inspection:	39		
No. of Pre-School children as per Notification Form:	72		
Child and Family Agency Address:	Early Years Inspectorate Child and Family Agency 2 <sup>nd</sup> Floor, St Mary's HQ, Castlebar		
County:	Mayo		
Child & Family Agency Inspector(s) and Titles:	Breda Cloney, Early Years Inspectorate Manager.		
	Breege Needham, Early Years Inspector.		
	Joanne Doherty, Early Years Inspector.		

Disclaimer: This report has been compiled following an inspection of the above service on the above date(s). The report is based on the tool which is used by the Pre-School inspectors in assessing compliance with the Child Care (Pre-School Services) (Amendment No 2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection. The areas covered are provided to enable the Pre-School Inspectors to use their professional judgement in assessing compliance/non-compliance. The decision of the Inspector is based on an amalgamation of the information in each section and not in any one question. The weighting of the non-compliances in relation to each other is based on the nature of the non-compliances and not on the number of non-compliances. It is at the professional discretion of the Pre-School Inspector to assess whether prosecution is recommended.

## INSPECTION OUTCOME REPORT

### Information on Pre-School Setting

#### Regulation 10 (Notice to be Given by Person proposing to carrying on a pre-school service)

- (1) Where a person proposes to carry on a pre-school service that person shall, at least 28 days before the commencement of the service, give notice in writing to the Health Service Executive.
- (2) Notwithstanding paragraph (1) herein, where a person proposes to carry on a pre-school service in a temporary drop-in centre, that person shall, at least 14 days before the commencement of the service, give notice in writing to the Health Service Executive.
- (3) A notice under paragraph (1) or (2) of this Regulation shall be in the form set out in the Schedule to these Regulations or in a form to the like effect which shall contain all the particulars specified in that form.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(1) Sufficient notice in writing was given to the HSE regarding the operation of this pre-school service. (2) Not Applicable (3) A notice as required under paragraph (1) of this Regulation was in the form set out in the schedule in the Regulations.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

### Information on Pre-School Setting

#### Regulation 11 (Notification of Change in Circumstances)

- (1) A person carrying on a pre-school service shall, within 28 days, notify in writing the Health Service Executive of any change in the particulars contained in the notice given by that person in the Schedule to these Regulations or in a form to the like effect.
- (2) A person who ceases to carry on a pre-school service shall, within 14 days of the cessation of the service, give notice in writing to the Health Service Executive.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(1) Written notification of changes of the maximum number of children catered for was received within the scheduled 28 day notification period. (2) Not Applicable	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

## INSPECTION OUTCOME REPORT

### Information on Pre-School Setting

#### **Regulation 31 (Annual Fees)**

- (1) *Subject to sub-article 4 of this article, a person carrying on a pre-school service shall pay to the Health Service Executive an annual fee towards the cost of inspection under Part VII of the Act and the amount of such fee shall be:*
- (a) *where the service provided does not exceed 3.5 hours in the day - €40.00*
  - (b) *childminding service - €40.00*
  - (c) *in all other cases - €80.00*
- (2) *The Health Service Executive shall, as near as may be to the first anniversary of the notification referred to in Regulation 10 of these Regulations, and annually thereafter, notify the person carrying on a pre-school service of the annual fee to be paid to it by that person.*
- (3) *The person carrying on a pre-school service shall, within 28 days of the receipt by him or her of a notification under paragraph (2) of this Regulation pay the Health Service Executive the fee specified in the notification.*
- (4) *The Health Service Executive may exempt from a fee a person carrying on a pre-school service in which no pre-school child is maintained for profit*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(1)(2)(3) Not Applicable (4) A fee waiver applies to this service, as the service runs as a non profit community service.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

# INSPECTION OUTCOME REPORT

## Information on Management and Staffing

### Regulation 8 (Management and Staffing)

- (1) A person carrying on a pre-school services shall ensure that:
- (a) a sufficient number of suitable and competent adults are working directly with the pre-school children in the pre-school service at all times,
  - (b) the service has a designated person in charge and a named person who is able to deputise as required, and
  - (c) 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 paragraph 1(b) is on the premises.
- (2) A person carrying on a pre-school service shall ensure appropriate vetting of all staff, students and volunteers who have access to a child:
- (a) by reference to past employer references in particular the most recent employer reference, in respect of all staff, and
  - (b) by reference to references from reputable sources, in respect of all students and volunteers, and
  - (c) by acquiring Garda vetting from An Garda Síochána when An Garda Síochána have set down procedures to make such vetting available, and
  - (d) in circumstances where Garda vetting is not available for staff, students and volunteers who have lived outside the jurisdiction, by ensuring that these persons provide the necessary police vetting from other police authorities.
- (3) Such vetting procedures shall be carried out prior to any person being appointed or assigned or being allowed access to a child in the pre-school service.

Inspected ✓

Not Inspected

Not Applicable

Compliance Information:

(1) (a) The adult child ratios were adhered to and the table shows the adult child ratio on the day of inspection:

Room	No. of Children Present	Adult Child Ratio Required	No. of Adults Present	No. of Adults Required
Baby Room	5 in total			
	0-1yr = 3	1:3	2	2
	1-2yrs = 2	1:5		
Toddler Room	6 in total			
	1-2yrs = 2	1:5	2	2
	2-3yrs = 4	1:6		
Playschool Room	9 in total			
	2-3yrs=2	1:6	2	2
	3-6yrs=7	1:8		
Pre-school Room	19 in total			
	3-6yrs	Sessional 1:10 Non ECCE 1:11 ECCE	2	2
		Full Day Care 1:8		

(b) The service had a manager, and two named people to deputise as required.  
 (c) The designated person in charge was on the premises when the inspector arrived unannounced to carry out the inspection and was there throughout the inspection.

(2)(a) All 14 adults had valid references on file and all were verified.  
 (b) Not Applicable as there was no students or volunteers present in the service.  
 (c) All 14 adults had Garda vetting on file.  
 (d) Police Clearance required for 6 adults who lived outside the jurisdiction of Ireland were all available on file.

(3) Vetting procedures were carried out prior to adults been appointed.

# INSPECTION OUTCOME REPORT

## Information on Management and Staffing

### Regulation 8 (Management and Staffing)

A service is required to have 50% of the adults working with children to have a suitable and appropriate qualification. 12 adults working directly with the children had appropriate qualifications for working with young children and provided relevant certification as proof. 2 adults had other types of qualifications on file.

There was photo identification in the form of driving licences, age cards and passports available for each of the 14 adults in the service.

The following table demonstrates what documents were available in the service on inspection.

Staff as in Inspection Outcome Report	Garda Vetting	Police Clearance	1 Reference	2 References
Adult 1	✓	✓	✓	✓
Adult 2	✓	✓	✓	✓
Adult 3	✓	✓	✓	✓
Adult 4	✓	N/A	✓	✓
Adult 5	✓	N/A	✓	✓
Adult 6	✓	N/A	✓	✓
Adult 7	✓	N/A	✓	✓
Adult 8	✓	✓	✓	✓
Adult 9	✓	✓	✓	✓
Adult 10	✓	N/A	✓	✓
Adult 11	✓	N/A	✓	✓
Adult 12	✓	N/A	✓	✓
Adult 13	✓	✓	✓	✓
Adult 14	✓	N/A	✓	✓

✓ = Documentation required and available for inspection.  
N/A = Not Applicable/Not required for this adult.

Non-Compliance Information:	Not Applicable
Action Required:	Not Applicable
Recommendations:	Not Applicable

## INSPECTION OUTCOME REPORT

### Information on Management and Staffing

#### Regulation 12 (Number of Pre-School Children who may be catered for in premises)

- (1) After inspection of a premises, the Health Service Executive may make a proposal to fix the maximum number of pre-school children who may be catered for at the same time in a premises in which a pre-school service is being carried on. The Health Service Executive shall, when making such a proposal, have regard to the age range of the pre-school children, the adult/child ratios, the group size and the space per child. The Executive shall notify in writing the person carrying on the service of its proposal and of the reasons for it and the notification shall include a statement that the person concerned may make representations to the Executive within 21 days of the receipt by that person of the notification.
- (2) A person carrying on a pre-school service who has been notified of a proposal under paragraph (1) of this Regulation may, within 21 days of the receipt of the notification, make representations in writing to the Chief Executive Officer of the Health Service Executive and the Chief Executive Officer or his designated officer shall
  - I. before deciding the matter, take into consideration any representations duly made to it under this paragraph in relation to the proposal, and
  - II. notify the person in writing of the decision and of the reasons for it.
- (3) The person carrying on the pre-school service shall comply with the decision referenced to at paragraph (2) herein.
- (4) Without prejudice to the obligation to comply set out in paragraph (3) such person may apply in writing to the Chief Executive Officer of the Health Service Executive at any time after the decision in paragraph (2) is made, seeking amendment of the decision on the grounds that the circumstances which led to the decision have changed.
- (5) Upon receipt of such application, the Chief Executive Officer or his designated officer shall consider the representations made and decide on whether the maximum number fixed be amended.
- (6) The decision referred to in paragraph (5) and the reasons for it shall be notified to the person carrying on the pre-school service who shall comply with such decision.

Inspected	Not Inspected	Not Applicable ✓
Compliance Information:	Not Applicable	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	



# INSPECTION OUTCOME REPORT

## Information on Health, Welfare & Development of Child

### Regulation 5 (Health, Welfare and Development of Child)

*A person carrying on a pre-school service shall ensure that each child's learning development and well being is facilitated within the daily life of the service through the provision of the appropriate opportunities, experiences, activities, interaction, materials and equipment, having regard to the age and stage of development of the child and the child's cultural context.*

Inspected ✓

Not Inspected

Not Applicable

Compliance Information:

### **Basic Needs of the Infants & Children**

#### **Babies and Toddlers**

- There was a healthy eating policy in place throughout the service. This was evidenced by the healthy breakfast, snacks and lunches that were provided by the service. Age appropriate cutlery and serving dishes were provided. Infants were held when bottle fed. Adults sat at eye level with the children when feeding infants and young children or when assisting them to feed themselves.
- The babies and toddlers were facilitated to sleep in the sleep rooms adjacent to the baby and toddler rooms when they needed to. All under twos were slept in a standard cot while older children were provided with a stackable bed, sheets and blankets.
- The children were supported and encouraged to become independent and self caring, suitable to their age and stage of development including: self feeding, toileting, dressing for home and outdoors, tidying away after work and play.
- Nappy changing and self-toileting was handled in a positive and sensitive manner and staff were observed to be responsive to the children's cues for nappy changing and to be brought to the toilet.
- Regular hand washing was observed. Hand washing was both encouraged and supported by the staff.

#### **Playschool and Pre-school**

- There was a healthy eating policy in place and information on healthy lunches was included in the parent information booklet, the lunches that the children brought to the service were observed to consist of sandwiches with fillings of cheese and ham, crackers with cheese, fruit and yogurts. Drinks were juice and water. Food provided in the service on the day of inspection was suitable and nutritious.
- Drinking water was freely available.
- Children sat at low tables and had their lunch in an environment that promoted social interaction with peers and the adults and was unhurried.
- The children enjoyed freedom of movement within the pre-school rooms and the outdoor play area.
- Suitable outdoor clothing and wellington boots were provided for outdoor play. Spare clothes were available for all children if needed.
- Hand washing was performed regularly in the setting independently by the children with gentle reminders from the adult prior to lunch.
- Children were independent in relation to their toileting needs and this was encouraged by the adults. Nappies were changed regularly. Good hygiene practices were observed in the process.

### **Supporting Relationships around Children**

#### **Babies and Toddlers**

- There were minimal staff changes in the service, enabling the children to form and sustain secure relationships with the staff caring for them.
- There was a key worker system in place in both baby and toddler room.
- A strong ethos of teamwork was evident in the service as evidenced by the smooth handover of responsibilities at staff break times, staff interactions and transfer of information between staff and the availability of structured monthly team meetings to discuss issues.
- The staff were observed to be caring and attentive in all their interactions with the children and demonstrated a sensitivity to each child's individual needs and likes. One child in the baby room had just started in the service and needed extra

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## Information on Health, Welfare & Development of Child

### Regulation 5 (Health, Welfare and Development of Child)

comforting and attention which was given throughout the day by the staff caring for the babies.

- The level of interaction and positive engagement of the children was good and staff used all available opportunities to support the children's learning in a quality environment. Staff sat at the child sized tables with the children in the toddler room and sat on the floor and worked at eye level with the babies.
- Staff provided parents with opportunities to share information about children's experiences and developmental progress through regular feedback both formal and informal. Basic care information on sleep, eating and toileting was recorded in the children's notebooks and sent home with the child on a daily basis.

#### **Playschool and Pre-school**

- The service operated a key worker system.
- The adults were sensitive, warm and positively interacted with all the children.
- The adults recognised play as a medium for working with children and participated in children's play.
- The adults sat at tables with children making items with playdough and engaged with them at waterplay.
- Adults showed sensitivity to children's needs. A child who appeared to not be feeling well was given the appropriate attention. The situation was dealt with sensitively.
- Adults supported peer interactions throughout the session through conversations, reading books and playing music.
- A family wall showed photos of children and their families.
- Children's art work was on display.

#### **Physical and Material Environment**

##### **Babies and Toddlers**

- The service was a purpose built child care facility. It was comfortable, pleasant and safe.
- The layout of the pre-school rooms allowed for the free movement and supervision of the children in the different areas of interest within the rooms. The babies and toddlers had adequate space to play within their rooms.
- This service provided a range of developmentally appropriate experiences for the children attending. Materials used facilitated physical, manipulative, sensory, cause and effect, symbolic and imaginative play, which supported all areas of their development.
- Materials and equipment were freely available and accessible to the children when needed.
- Babies had picture books with laminated photos of home, family and pets which helped them settle when upset and developed a sense of identity and belonging.
- Play equipment consisted of a soft matted enclosure filled with soft toys and a container of balls which were used to provide a change of interest, music making toys, soft padded climber and slide in the centre of the room, sensory objects, music toys, pull along toys, appropriately aged puzzles and dress up clothes etc. These were stored either on the floor or on low level shelving ensuring that the toys and books were accessible to the babies and toddlers at all times. Toddlers had access to a well developed and secure out door play area and were observed playing there on the day of inspection.
- The service also had a sensory room which included bubble mirror and bubble tube, fibre optics, ultra violet lights, activity board, wheel rotator and light projector. It also had a lot of soft cushions and matting with the addition of a vibrating musical positioning chair. All of which provided for an enhanced sensory experience for the children. This room was observed to be used by both babies and toddlers on the day of inspection.



# INSPECTION OUTCOME REPORT

## Information on Health, Welfare & Development of Child

### Regulation 5 (Health, Welfare and Development of Child)

#### **Playschool and Pre-school**

- The indoor environment was bright, pleasant and laid out to meet the needs of the children attending the service.
- Areas of interest in the playroom were block/construction area, office/writing area with real keyboard and real phones, art area, well equipped kitchen, book/rest area, sand and water and dress up area.
- The range of toys offered stimulation to all senses was non toxic and easily cleaned. The range of play/educational materials included puzzles, blocks, fine motor skill toys, play dough and a variety of utensils for creative play, small wheelie toys, small animals, musical instruments, kitchen utensils and tea sets, dolls, dress up clothes and pretend food.
- All materials available to the children were accessible, organised and stored on low level shelving which encouraged children to find and return materials.
- The furniture provided in the service was appropriate for the children attending. Pegs with childrens names on are provided in the hallway to store coats and bags.
- The outdoor area had a hard surface and grass area and soft matting where slides are based. The hard surface surrounds the grass area which is ideal for ride on toys. The grass area has seating made of tree trunks and a picnic bench. A wigwam style hut formed a playhouse as well as a wooden garden shed.
- The outdoor area had interest areas that included; sand box, water and mud digging area climbing frames with slides, ride on toys, rockers, tyres fixed in the ground to form an obstacle course, small trucks and space to play ball games.

#### **Programme of Activities and its Implementation**

##### **Babies and Toddlers**

- Staff in both the toddler and baby room were observed to be interested and actively engaged in the children's play and exploration and were often observed to become an integral part of the play, e.g. being a physical support for the babies and crawlers to pull themselves up or climb over. Dancing and animating the actions to nursery rhymes
- The curricula in each room allowed for freedom of choice and child self directed learning and exploration, supported by the adults as required.
- The children were observed to be happily engaged in activities throughout the day. Different activities were being pursued throughout each room according to the interests and desires of the children, accompanied by lots of conversation.
- The toddlers enjoyed both indoor and outdoor play on the day of the inspection. Babies were brought in the double buggy and availed of the benefits of the sensory room on the day of inspection.
- Samples of toddler's work were available. Photographs of the toddlers engaged in various activities over the previous months had been taken and were placed in their folders and displayed on the walls of the playroom and hallway.
- Staff spent one to one time with toddlers, for example, reading a story together or chatting naming the different items. Through out the day staff spoke with the toddlers explaining what they were doing and they listened carefully and rephrased emergent speech.
- Observations on learning was recorded and signed by parents and comments/feedback from parent was encouraged.

##### **Playschool and Pre-school**

- Planned programmes based on the High Scope approach and incorporating Aistear the National Curriculum framework were documented and followed.
- The programme of activities and its implementation supported children's development.
- The interest areas in the playroom were equipped with materials relevant to the interests of the children for example a good range of age appropriate books and toys and musical instruments were provided.
- Children had ample time to choose activities, follow through on their choices and

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### Information on Health, Welfare & Development of Child

#### Regulation 5 (Health, Welfare and Development of Child)

	<p>change activities if they so wished.</p> <ul style="list-style-type: none"> <li>▪ The sand and water play generated a lot of interest and engaged the children's interest. The children appeared to enjoy the messy play and this was facilitated by the adults.</li> <li>▪ At large circle time children played music with support of adults and formed a marching band through the room.</li> <li>▪ Participation of each child was facilitated by use of a 5 minute hand which they got to take turns to use as a reminder for tidy up time.</li> <li>▪ At recall time a microphone was used to encourage speaking and involvement of all children.</li> <li>▪ A written record of key observations on the child's progress, development and well being were recorded. These were shared with parents who were asked to sign the observation sheet each month.</li> </ul>
Non-Compliance Information:	Not Applicable
Action Required:	Not Applicable
Recommendations:	Not Applicable

### Information on Health, Welfare & Development of Child

#### Regulation 9 (Behaviour Management)

- (1) *A person carrying on a pre-school service shall ensure that no corporal punishment is inflicted on a pre-school child attending the service.*
- (2) *A person carrying on a pre-school service shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of any child.*
- (3) *A person carrying on a pre-school service shall ensure that written policies and procedures are in place to deal with and to manage a child's challenging behaviour and to assist the child to manage his or her behaviour as appropriate to the age and stage of development of the child.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1) It was documented in policies of the service, that corporal punishment was not used to correct children's behaviour.</p> <p>(2) All interactions observed between the adults and children were positive. A child protection policy was in place in the setting and adults have attended training on child protection awareness based on Children First National guidance on the Protection and Welfare of Children (2011).</p> <p>(3) Comprehensive written policies and procedures on behaviour management were in place in the service. The behaviour management policy included strategies for managing a child's challenging behaviour and assisting the child to manage their own behaviour.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

# INSPECTION OUTCOME REPORT

## Information on Premises and Facilities

### Regulation 18 (Premises and Facilities)

A person carrying on a pre-school service shall ensure that:

- (a) the premises are of sound and stable structure, are safe and secure and are suitable for the purposes of providing a pre-school service,
- (b) adequate space per child is provided in the premises
- (c) the premises, fixtures and fittings are kept in a proper state of repair and in a clean and hygienic condition and protected from infestation
- (d) suitable and secure storage facilities are provided for cleaning chemicals and unsafe, toxic, dangerous or hazardous materials, substances or equipment
- (e) adequate and suitable storage is provided for prams, pushchairs, carrycots, play and work equipment and personal belongings, and
- (f) the premises are adequately rodent-proofed in a manner which does not compromise the safety of the pre-school children or constructed in such a manner as to prevent the ingress of pests.

Inspected ✓

Not Inspected

Not Applicable

Compliance Information:

(a) The pre-school service was operating within a purpose built building and appeared to be well maintained and in good condition throughout. The premises were conducive to meeting the needs of the children and organised to ensure their safety with security doors on entrance and through to the area where the playrooms are located. The flow of children and adults in the building was satisfactory with regard to having access to the toilets and outside play area.

(b) Adequate space per child was provided; the details are outlined in the table below;

Room	Size (sqm)	Number & Age Range of Children on day of inspection	Space Required per Child	Space Required on day of Inspection	Max. Number of Children
<b>Baby Room</b>	23sqm	3 children 0-1year	3.5sqm	16.1sqm	Determined by the age profile of the children attending and sufficient number of cots being available for children under two years of age.
		2 children 1-2 years	2.8sqm		
<b>Toddler Room</b>	29sqm	2 children 1-2years	2.8sqm	15sqm	Determined by the age profile of the children attending and sufficient number of cots being available for children under two years of age.
		4 children 2-3years	2.35sqm		
<b>Playschool Room</b>	38sqm	9 children 2-6years	2sqm (non ECCE)	Sessional (non ECCE) 18sqm	Determined by the age profile of the children attending.
		2 children 2-3years	2.35sqm	20.8sqm	
		7 children 3-6years	2.3sqm		
<b>Pre-school Room</b>	55sqm	19 children 3-6years	2sqm (non ECCE)	Sessional (ECCE)	20
			1.818sqm (ECCE)	34.5sqm	22
		6 children 3-6years	2.3sqm (Full Day Care)	13.8sqm	20