

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015CC363
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<b>Name of Service:</b>	The Shine Centre
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<b>Address of Service:</b>	7 Weston View, Ballinrea Road, Carrigaline, Co Cork
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<b>Eircode:</b>	P43 E392
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<b>Name of Registered Provider:</b>	Paul McGuirk
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<b>Service type:</b>	Part Time
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<b>Date(s) of Inspection:</b>	30/01/2025
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<b>No of pre-school children:</b>	AM	12	PM	N/A
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<b>Address of the Early Years Inspectorate:</b>	13 Market Square Mallow Co Cork P51DD5Y
<b>Inspection undertaken by:</b>	B Fraher
<b>Title:</b>	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).	
<b>Conditions if applicable</b>	N/A

### Description of service

The Shine Centre is part of a non-profit national organisation. The service operates from a section of a two-storey detached house that is in a residential area on the suburbs of Carrigaline town. It provides a part time service to children that require specialist pre-school early intervention services. Downstairs there are four main rooms, namely the Rocking Robins, Jolly Giraffes and Koala Bears room and an extra room used for therapy and one to one intervention. Upstairs there is a large sensory room used by the children. The building was purposely adapted as a childcare facility for children that required a specialist service. There is an office area used by the person in charge. There is a developed outdoor play area to the rear of the premises. It provides a morning and an afternoon session with opening times between 9:00 to 13:00 and 13:30 to 17:30.

### Staffing

The service has 13 adults employed and 12 of them work directly with the children. The registered provider is not service based and the person in charge on the day of inspection was not working directly with the children. On the day of inspection 10 adults were working directly with the children, including a student on placement.

### 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/ 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 children, registered provider, person in charge and staff 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*

*(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.*

### Compliance Information

(1)(a) The registered provider has appointed a person in charge, to oversee the operation of the service. There was a named deputy also in place.

(b) The person in charge and the deputy were on duty at the service when the inspector arrived. The staff roster indicated that both were available at the service during the hours of inspection.

(2) The recruitment records of all 14 adults working in the service, including the student were assessed for compliance: The following information was noted:

(a) From a total of 28 required references, 14 had been provided by a past employer and the required references had been validated.

(b) From a total of 28 required references, 14 had been provided by a source other than a past employer and the required references had been validated.

(c) Garda vetting disclosures had been obtained and were on file for each of the 14 adults.

(d) Documented evidence indicated that 1 staff member lived outside the jurisdiction on two occasions for longer than six months while over the age of 18 years. Of the two police vetting's required only one was available on file.

(4) Records demonstrated that 9 of the adults had achieved at least a major award in Early Childhood Care and Education at level 5 on the National Framework of Qualifications deemed by the Minister to be equivalent. Three staff were also employed under the Department of Education with alternative qualifications.

### Non-Compliance Information

1. International police vetting was not on file for one adult for whom it was required.

### Corrective & Preventive Action submitted by the Registered Provider

The following statement was received from the registered provider:

### Corrective and Preventive Action

The staff member has completed the relevant police vetting. Police vetting has been added to the services staff documentation check list and regular audits will be completed.

### Supporting documentation submitted

A copy of the police vetting and staff documentation checklist was received in the office of the inspectorate.

### Summary Comment

The corrective actions submitted by the registered provider have addressed the non-compliance identified under Regulation 9.

## 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 was an adequate number of adults responsible for the direct care and supervision of the children in attendance at all times during the inspection.

(2) The service exceeded the minimum ratio required as per regulation in all three care rooms, both in the morning and the afternoon.

(8)(a) The service operated with at least two adults present at all times. This was observed on the day of inspection and was evident through examination of the staff roster.

### 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.

#### Compliance Information

A sample of 10 pre-school children's records were inspected, each pre-school record was found to contain the required information as listed above, (a) through to (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:

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

#### Compliance Information

(1)(k) The inspector reviewed the accident and incident record books in each of the three rooms. Accidents and incidents since December 2024 were reviewed. 14 incidents in total occurred. All the forms contained the required information.

## 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, and

### Compliance Information

On the day of inspection, the following information was obtained through direct observation and discussion with the staff and examination of relevant documents.

#### Basic needs:

- The layout in the care rooms supported the children to move freely in the environment.
- Snacks were provided by parents/guardians and were stored in a refrigerator and observed to be healthy and nutritious. Each child was facilitated to have a snack at the time that suited them. The inspector noted that children were not rushed during this time.
- Staff sat with children during snack time on a one-to-one basis and assisted each child depending on their level of need. Social interaction was promoted during snack time with discussions of topics of individual children's interests seen to occur.
- Drinks were readily available to the children as needed.
- The children were observed accessing the toilets as required with staff, who gave assistance if needed.
- Outdoor games and activities were promoted and observed at the time of inspection.
- Nappy changing was observed to be carried out in a sensitive manner.
- Children were encouraged and supported in developing their independence.
- Children who wished to rest while they attended the service could avail of a soft cushioned area in the rooms.

### Supporting relationships:

- The person in charge outlined that each child's goals were developed in an individual care plan in partnership with the parents. These care plans were updated regularly, depending on the needs of the child. A software technology application (an app) was used to relay information and photographs about each child's day to parents. Parents were also communicated with at drop off and pick up and meeting arranged if parents wished.
- The adults were observed to show positive regard for the children on the day of inspection with continuous encouragement and the inspector witnessed praise being given to all children for specific tasks in a warm and caring manner throughout the inspection.
- The outdoor area was used daily and offered children the opportunity to play and learn outdoors while being supported by staff. Children were seen enjoying bubbles, driving wheel cars and running.
- In each room children had a key worker, working on individual programmes of activities with each child, some children moved from activities with the use of picture card displaying then and now which aided communication.
- Small group activity took place with up to four children as seen in the Rocking Robins room as the children painted together with the assistance of staff. Children were given the opportunity to opt out if they wished.
- The atmosphere in all care rooms was relaxed at all times during the inspection and teamwork was evident between the staff and the children.
- Children were seen to engage positively with each other in the sensory room through play.
- Staff were seen by the inspector to comfort upset children and offer reassurance.

### 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:



- When the inspector arrived at the service, the entrance door was secured. This restricted unauthorised access to the building and helped to prevent the risk of children exiting the building unsupervised. Each room was opened by coded access which added to security and exited on a press release system.
- The outdoor play area was observed to be secured with walls and fencing.
- The cleaning agents were stored out of reach of the children.
- The toys and play equipment assessed were in good condition.
- The temperature of the warm water throughout the care rooms and sanitary accommodation were recorded at 36.3°C and 40.4°C.
- Radiator temperatures were maintained between 25°C to 40.2°C, and most radiators were covered.
- First aid boxes were securely wall mounted.
- All blind cords were secured by tension devices and not accessible to children.
- All electrical leads were kept out of reach of the children.

### Infection control:

- Pedal operated lidded bins were in use in the service
- Perishable foods were stored in a refrigerator.
- Children's bags were stored off the ground.
- Handwashing facilities used by the children had warm water, liquid soap and paper towels available. Children were observed to wash their hand after using the toilet and before eating.
- Disposable gloves and aprons were provided for the adults when attending to the children's napping changing and they were seen to be used.

### Administration of medication:

- A wall mounted medicine cabinet was available at the service and was not accessible to the children.
- All stored medicines were in date.
- Prescribed emergency medicine was kept on site, with signed parental consent to administer. The person in charge informed the inspector that staff were trained to administer medicine.

### Fire safety:

- The fire exit doors were free from obstruction.
- Fire extinguishers were wall mounted.

### Outing:

- No outings were conducted on the day of inspection. The person in charge informed the inspector that occasionally walks are taken around the estate with a risk assessment completed prior to this occurring. The risk assessment had a number of strategies in place to mitigate identified risks to the children.

## Part VI - Safety

### Regulation 24 - Checking in and out and record of attendance

*(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.*

*(3) A registered provider shall ensure that-*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

### Compliance Information

(1) Observation of the app used indicated that a record of attendance and absence was available for each child in the service and that each child's check in /out times were recorded each day.

(3)(b) Visitor's records were kept in writing of any person entering the premises and the inspector was asked to sign in /out of the premises on the day of inspection.