



Date 19th May 2020

This policy will be in place from 1st June 2020 for children needing essential childcare, it will be reviewed regularly. The aim of this policy is to minimise some of the risks as children return to setting however, we cannot remove all risks.

Along with this policy we will be following government guidelines and advice from our local authority

Reviewed by Kim Foxall – 05th August 2020

Reviewed by Kim Foxall 10th September 2020

Focus - Children

Drop Off and Collection times

- Due to our setting already offering families individual times and being one consistent bubble due to the layout of nursery we will not be issuing further staggered times– this will be regularly reviewed and we may have to amend children’s hours in the short term
- Parents to drop and pick up the children in the entrance area – 1 parent/child in the entrance at a time
- A member of staff will be in the doorway to welcome children and take the register (where possible this will be the child’s key person or link, however this may not always be possible during these times)
- The main door will be open and internal door will be locked via key to allow parents to see who is already in the entrance
- Bags to go onto children’s individual pegs and lunchboxes placed in the shelf as normal
- Only children who are symptom free or have completed the required isolation period attend the setting.
- On arrival at nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough (this means coughing a lot for more than an hour or 3 more coughing episodes in 24 hours, loss/change to sense of smell or taste). If the answer is yes, they should not be allowed to leave their child at the setting.
- No toys should be brought to the nursery from home, except for comforters when children are settling. Comforters should be left in the children’s bags until needed unless this causes unnecessary distress to the child.
- Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting for at least 20 seconds, after using the toilet and before eating using hand wash or anti-bacterial hand gel supplied by nursery. Children will be encouraged to wash hands regularly throughout the day
- Encourage children to avoid touching their face, eyes, nose and mouth.
- **Guidance for children who attend two settings is as follows: Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently – this may not always be possible due to work commitments so we have devised a shared setting policy for anyone this applies to.**
- Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48 hours after symptoms have ended.

- Any child who displays signs of being unwell or COVID 19 symptoms will not be allowed in nursery until 48 hours after symptoms have ended or had a negative test result if advised to be tested by a doctor.
- The ‘catch it, bin it, kill it’ approach continues to be very important, as a setting we ensure we have enough tissues and bins available in the setting to support children and staff to implement this routine. As with hand cleaning, staff will ensure younger children are helped to get this right, and all children understand that this is now part of how the nursery operates.
- Children may take time to settle after prolonged break and change in routine but this is something, we are prepared for and parents will be contacted by key persons to arrange settling visits and shorter days where needed.
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible.
- **We will Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. All measures will be taken to minimise contact between the parent and other children and staff members.**
- **Whilst settling new starters – we will limit the numbers of new families to two families at any one time – 1 parent from each family should attend the settling sessions to reduce the risk of transmission and visitors into the setting.**

Physical distancing and grouping of children

- The outdoor space will be open from 7.30 – 5.00 each day.
- Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes this means our setting will be classed as “one bubble”
- Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus (COVID-19) is low. It also recognises that early year’s settings are typically smaller than schools. Adopting the ‘system of controls’ set out by the government in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.

Play and learning

Parents to leave the site promptly after dropping off children.

- Minimise the resources available to those that can be cleaned effectively
- Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.

Children’s well-being and education

- Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.

Toileting cleaning up of accidents

- Children should be supported to do as much for themselves as possible.
- Limit number of children using sinks at lunchtimes
- Children should not attend if unwell under any circumstances
- Toilets must be cleaned at least twice per day with antibacterial cleaner.

What we will do if a child begins to display symptoms

- If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.

- A child awaiting collection should be moved if possible, to an area which is at least 2 metres away from other people. A window should be opened for ventilation and reassurance given as per our unwell child policy.
If the child needs to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)

Focus – Workforce

Attendance

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result where applicable.
- Risk assessments and regular health questionnaires will be undertaken for returning staff.
- All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
- Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.

Food Preparation snack and lunches

- Staff and Children MUST wash hands before food prep or eating.
- Staff and children MUST wash hands after eating.
- Adults to handle eaten food as little as possible.
- Food waste to be sent home in lunch boxes as per our healthy eating policy.
- Hands should be cleaned with soap and water or anti-bacterial gel before both together times.

Focus – Workforce and parents

Grouping and distancing

- Social distancing must be maintained during breaks – staff must stick to two people in the office at any one time and make use of the outdoor seating area.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Where possible, meetings and training sessions should be conducted out of nursery hours
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines.
- **Consideration will be given for allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members.**

Training

- All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.

Focus – Parents and Visitors

Communication

- Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

Visits

- Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual nursery hours where possible.
- New family show rounds should be done outside of nursery hours.

Travel

- Wherever possible staff and parents should travel to the nursery using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.

PPE

- Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.
Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1m plus from others. PPE is only needed in a very small number of cases including:
- Children and young people whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, this should be given as per our unwell child policy.

Cleaning

- Clean AND disinfect frequently touched surfaces throughout the day. Deep clean every evening
- High traffic areas and touch points to be cleaned frequently with Dettol all in one spray
- This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, sinks, phones and laptop.
- Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.
- Using a disposable cloth, disinfect these surfaces with the cleaning products we normally use.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- All rubbish to be placed in the relevant outdoor bins – **please see disposal of waste section**
- Regularly clean electronics, such as tablets, touch screens, keyboards, telephones throughout the day.

Disposal of potentially contaminated waste

- Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:
 - 1) The individual tests negative; waste can then be put in with the normal waste
 - 2) The individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste

Focus – Workforce

- We are advising staff to wash clothes on a hot wash after each shift and not wear the same clothes on consecutive days.

Focus – children

- We are advising children to wash clothes on a hot wash after each session and not wear the same clothes on consecutive days.

Focus – parents and staff

Track and Trace

As a setting we are obliged to ensure parents and staff understand the NHS Test and Trace process our local [PHE health protection team](#) is PHE North Yorkshire and the Humber Health Protection Team, Block 2 The Food and Environment Research Agency (FERA), Sand Hutton, York, YO41 1LZ telephone 01143049843. Staff members and parents/carers will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

Focus – Parents

Local Lockdowns

In the event of a local lockdown we will approach it in the same way as the previous lockdown – keeping parents informed at all times. We will follow guidance from the government and our Local Authority with regards to local lockdowns and aim to prioritise children on key workers.

Please sign or acknowledge receipt of this policy prior to your child returning to nursery and ensure your contact details are up to date.

Parent/Carer name –

Parent Carer – signature

Date -

You will also be required to update contact numbers prior to children returning to nursery