

Covid-19 Policy

The following temporary changes will be in affect during the Covid-19 pandemic:

Alternate settings:

We will accept children that attend more than one setting or go to a child minder but we require full contact details and confirmation of their risk assessments.

Home School Agreement:

Parents will be given a Home School Agreement to sign agreeing to adhere to our new processes.

Illness:

Any child with a temperature of 38* or above will not be accepted into Pre-School. Any child requiring calpol/nurofen will not be accepted into Pre-School.

Drop off & Collection:

This will be via the front door of Pre-School, situated on Main Street. Parents will need to observe social distancing rules.

At the start of session, one member of staff will welcome the children one at a time through the front door and guide them to the waiting member of staff in the cloakroom area where they will wash their hands.

At the end of session, the children will all wash their hands before lining up in the corridor and craft room. One member of staff will supervise while the other will release the children one at a time to the waiting parents.

Hygiene & Cleaning:

To minimise the risk of spreading the virus, children will not be able to bring any toys/comforters or bags into Pre-School.

Children and staff are expected to wear clean clothes each day. Children can bring a bag with spare clothes that can be left on their peg which will stay at Pre-School unless they are used.

Resources will be wiped and cleaned when children have finished playing with them.

Staff will clean and disinfect all resources/surfaces at the end of session once the children have left in addition to the full clean that is done each evening.

Sand will not be available. Water is only available in small amounts for painting/mark making outside and is thrown away at the end of each session.

Tablets will be available for short periods of times and cleaned between each child's use.

Play dough – each child has their own individual pot and this will not be shared between children.

Gravel is available outside and is either quarantined (in tray) or sprayed with Milton at the end of each session.

The Pre-School will follow the “systems of control” for protective measures as set out in the Government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures/coronavirus-covid-19-early-years-and-childcare-closures>

System of controls

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.

Accident and Intimate care reporting:

Staff will notify parents on collection of any accident or intimate care that has taken place. Intimate care slips will be sent home in bookbags/with the children. An email will be sent to parents with a copy of the accident report. A copy of the email will be kept in the Pre-School records.

Staff expectations:

The manager will make staff aware of new policies/procedures and all new processes in place. Staff are expected to be aware and adhere to any new processes.

The manager will update staff with any changes, staff are expected to be aware of and follow new processes and procedures.

Management and Committee will be available for staff to contact to discuss any changes and/or issues arriving during this time.

Staff are expected to notify the manager of any illness or exposure (potential or otherwise) to Covid-19 or a positive test result for Covid-19.

Staff are expected to notify the manager of any changes to their own or families risk category regarding Covid-19.

Staff are expected to follow the Government test and trace guidelines. Staff are expected to use the PPE provided when necessary.

This policy lists the additions to our existing policies during the Covid-19:**1.1 Safeguarding & Child Protection:**

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

See separate policies 1a Safeguarding concerns & 1c Safeguarding & Child Protection

2.2 Student placement: – Suspended

4.1 The role of the key person and settling-in

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

5.1 Staffing and ratios

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager.

6.2 Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.

3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

Our craft room has been set aside as a designated area should any child or adult present with symptom during session. A box with relevant PPE equipment is available at all times in this area.

6.5 Food and drink

Where food is provided. The following procedures must be followed:

- Children's hands are washed prior to being given food or drink.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.
- Staff will thoroughly wash their hands and use antibacterial gel before serving snack.

7.1 Achieving Positive Behaviour

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

8.3 Supervision of children on outings and visits - Suspended

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.

10.7 Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Further guidance on COVID-19 related matters, can be found at www.eyalliance.org.uk/coronavirus-early-years.

This policy was reviewed by Witchford Rackham Pre-school.

On 15 January 2021

Signed on behalf of the
Management Committee Will Nichols

Role of signatory Chair