

Covid-19 Policy

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

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.

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.

Staff are cleaning and sanitising resources when required as well as performing a deeper clean using Milton spray and a steam cleaner twice a week.

Frequent "touch points" have been identified and these are sanitized at least twice per day.

System of controls

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>

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

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. Ensure good hygiene for everyone

Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

Use of personal protective equipment (PPE)

Most staff in settings will not require PPE beyond what they would normally need for their work. PPE is available for staff to wear if required.

2. Maintain appropriate cleaning regimes, using standard products such as detergents

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated

When your setting is in operation, it is important to ensure it is well ventilated and that a comfortable environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example for a show or play.

Where it is safe to do so, opening external windows can improve natural ventilation and, in addition, opening internal doors, can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

You should balance the need for increased ventilation while maintaining a comfortable temperature.

The Health and Safety Executive guidance on [ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#) and the Chartered Institution of Building Services Engineers' [coronavirus \(COVID-19\) advice](#) provide more information.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

Children, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into the setting if they have [symptoms of coronavirus \(COVID-19\)](#) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your setting develops [symptoms of coronavirus \(COVID-19\)](#), however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a child is awaiting collection, appropriate PPE should be used if close contact is necessary. Further information on this can be found in [use of PPE in education, childcare and children's social care](#). Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow PHE's [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within settings. That is why, while some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Early years staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Confirmatory polymerase chain reaction (PCR) tests

Staff and children with a positive rapid lateral flow test result should self-isolate in line with [COVID-19: guidance for households with possible coronavirus infection](#). They will also need to [get a free PCR test](#) to check if they have COVID-19.

While awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual does not have COVID-19 symptoms.

(DofE 2021)

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. A photocopy of any accident form will be sent home in the child's bookbag/with the child.

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.

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 notify their Early Years team at Cambridgeshire County Council and also notify Ofsted.
4. 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.
5. If cases increase rapidly; reach 5 cases or 10% of the cohort; result in a hospitalisation or death due to Covid 19 the setting will contact the local authority for support.
6. The setting will implement their contingency plan if the number of cases in the area increases or we are asked to do so by the LA or Government guidelines. (see appendix A).

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 17 September 2021

Signed on behalf of the
Management Committee Will Nichols

Role of signatory Chair