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What Policies apply to this Policy:

All policies apply to this Policy.

Section 1

What are the aims of the policy?

This policy ensures the safety and wellbeing of children, staff and parents in the nursery during the period of Covid-19. This policy will work in conjunction with Coronavirus risk assessments and our updated cleaning schedule to ensure the safe and effective running of the nursery at this time. This Policy informs members of the Nursery Community in a clear and transparent way.

Section 2

Who is responsible and when is this policy reviewed?

The Nursery Coordinator and Managers have responsibility for implementing this policy. The Company Director oversees concerns. All team members and parents are responsible for keeping updated on this policy.

Who does this policy apply to?

This policy applies to all members of the nursery community; staff, students, parent/carer(s), Early Years professionals. Non-essential visitors are not allowed into the building at this time. Visitors must only go into areas that are necessary and must not touch resources or any other person or child.

Who is responsible for monitoring this policy?

The Nursery Director, Coordinator and Managers have responsibility for implementing this Policy at Nursery.

What is the procedure for Policy review?

This policy will be reviewed if Government guidelines change, parent consultations, we receive advice from any relevant organization. A review will also be undertaken if a Manager, Team Member, Carer or Parent

make supportive suggestions or put ideas forward for improvements.

Section 3

How are children, staff and parents safeguarded from infection?

The Nursery has adopted a wide range of strategies and measures which include:

- The current Government guidance is that people who do have Covid should stay at home. Whilst this is not statutory anymore we will be actively encouraging staff and children to stay at home. Spreading of the infection will lead to more children and staff becoming unwell. This in turn leads to staff shortages and having to make closures of room bubbles.
- We are advised by the Government guidance that if a child has a suspected or confirmed case of Covid can refuse to allow the 'child to attend if in your reasonable judgement, it is necessary to protect other children and staff from possible infection with Covid 19'.
- Rigorous cleaning schedules.
- New technologies and measures to ensure Covid-19 does not thrive.
- Additional PPE.
- Regular updates to risk assessments.
- Doorstep deliveries which are socially distanced without signatures.
- Social distancing in the Nursery as much as possible.
- Less movement around the Nursery of staff and the Chef.
- Socially distanced drop off with times for children to be dropped off and picked up.
- Drop off and pick up at the gate or door.
- Parents evenings and special events on Zoom.
- More frequent use of outdoor spaces.
- Remote staff first interviews via Zoom. Work trials with a mask.
- Visitors with a negative LFT.
- Updates of other policies including Staff Policy which lays down clear Covid-19 requirements.
- Staff remove their outdoor shoes and change into clean uniform on arrival at Nursery.
- Staff must wear clean uniform every day.
- Changes in mealtimes.
- Changes in use of office and staff spaces.
- Isolating children if they exhibit symptoms of Covid-19 with staff wearing a mask.
- Transparency with parents and staff if a team member or parent and family are self-isolating or test positive whilst maintaining anonymity. This enables parents to monitor their child's health with transparent background knowledge.

What new technology and other measures has been adopted to safeguard against Covid-19?

- The Nurseries acquired Covid killing foggers as soon as there was a fogging fluid that was child safe and biodegradable.
- Staff who are Covid positive who are able to work should work wearing a mask to prevent the spread of Covid.
- A new running water station for hand washing and water play was installed at Queens Baby Nursery to facilitate play and hand hygiene. This can be used by parents and children settling in the garden too.
- The Nurseries invested in Covid-19 and virus air purifiers, with ultra-blue Covid-19 killing lamps.
- The Nurseries installed CO2 monitors when the research showed the risks of high levels of CO2, that is more than 700 PPM. As a result, a new window was installed in one of the children's rooms to ensure CO2 levels remained low and increase ventilation.
- The Nursery has social distancing signs on the Nursery floors as a reminder.
- The Nursery has dedicated free standing gel stations with reminder notes for parents when handing over.
- Outdoor chairs for staff have been acquired, in nurseries with outdoor space available, so that team members have the choice to have lunch outside.
- The wearing of masks for handovers is actively encouraged.
- Staff should be actively encouraged to wear masks when not socially distanced.
- Pregnant staff are actively encouraged to wear masks as part of our risk assessment.

Is there a Covid-19 risk assessment?

There is a Covid-19 risk assessment for the company that is updated as new issues and updates arise and in line with new Government guidance as it is released. The risk assessment is a working document that is

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updated as frequently as needed. Members of the Nursery Community are welcomed to contribute ideas and best practice. Updated Covid-19 risk assessments are always available and can be emailed to all parents whose children are currently attending Nursery.

Who is responsible for updating the Covid-19 Policy?

The Nursery Director and Nursery Coordinator are responsible. Nursery Managers are responsible for flagging up parent or staff ideas, or suggestions or Covid-19 concerns to the Nursery Director and Nursery Coordinator.

How do we keep children safe?

The nursery endeavors to keep the children safe by keeping children in the bubble of their room and not mixing with other rooms/bubbles. The team members that work in the room form part of the bubble. Social distancing will be in operation where possible and children will spend the full day in their own rooms or outside in their bubbles. Children will be asked to wash hands on arrival and must also have their temperature checked on entry and mid-day. Children will have to remove shoes on entry.

What about hand washing during the day?

Running water will be used where possible instead of trays of water play. Each Nursery now has a thermostatically controlled outdoor running water play area with a variety of sinks and taps and water play should be encouraged outdoors.

Will outings be arranged?

After Parent Consultations about local outdoor outings, we have reinstated these. This is for local outings that children and staff can walk to, in open air areas. This will be kept under review. Outdoor family activities have resumed such as graduation in the forest. Small groups may also visit shops and local businesses and the library.

How will you keep team members Covid-19 safe?

Team members will have access to adequate PPE. The following are Covid-19 safety requirements:

- We have introduced new technology and other measures across the Nurseries.
- Meetings are not possible in the offices at Queens Baby Nursery or Independent Place. Meetings will need to take place in the staff areas, or a room.
- If two team members are required to be in the office for a meeting face masks must be worn. This only applies to Queens Nursery.
- Team members must also wear face masks in the staff communal areas when they are not eating. Lunches should be restricted to 3 team members inside the building at a time.
- Team members will also be required to wear face masks when welcoming the children and saying goodbye at the door/gate for handovers with families.
- Parents and carers should wear face masks for handovers.

What PPE will staff have access to?

Staff have access to relevant PPE gloves and aprons. Antibacterial handwashing soap and antibacterial gel. Staff also have access to face masks.

How will we keep parents safe?

At Independent Place Nursery only one parent can enter the buggy collection and storage space at any one time. Parents will be required to wear a face mask for drop off and collection time. Parent's events and evenings will be held on Zoom for the foreseeable future. Small groups of parents may be able to visit the nursery for events. Outdoor events will be held with parents invited.

Section 4

What about social and physical distancing?

Physical and social distancing is encouraged. The Nursery has reminder signs made for both the floor and wall and in addition hand wash and sanitizer signs. There are gel stations at entrances. Extra hand sanitizer products have been purchased to put in the water play stations in the garden which are far apart from each other. In areas where social distancing is not possible face masks can be worn.

What does a 'bubble' mean for children?

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Children are usually organised into small groups or rooms within early year's settings. Wherever possible these small groups or 'bubbles' should not mix during the day.

- Children will usually enjoy the activities in their own rooms for the full day, unless transitioning or required for ratios.
- Care routines including provision of meals, nappy changes and toileting should be within the space allocated to each bubble wherever possible.
- The use of communal internal spaces should be restricted as much as possible.
- Outdoor spaces should be used by different bubbles, at different times of the day.
- Distancing of beds should be facilitated wherever possible.

This guidance has been embedded into the Nursery risk assessment and arrangements within the Nursery.

How do we implement social and physical distancing within the Nursery for the team?

The Nursery has social distancing markers placed on the floor to alert team members and essential visitors to social distancing.

How will staff lunch times work for staff?

Staff lunch times will be staggered. Staff will be encouraged to go out to outdoor open space for lunch or use empty rooms if available.. A maximum of 3 team members can use a communal area, at any one time. Staff have a dedicated fridge at each Nursery and staff lunches and drinks are stored in these fridges and not the children's food fridge.

Section 5

How are team member's wellbeing during the pandemic supported and training offered and delivered?

This will happen in a number of the following ways:

- Unlimited access to a professional counselling phone line with anonymity.
- A choice to have a regular appointment with a counsellor on the phone line.
- Having clear guidelines and procedures in the Nursery to remain Covid-19 safe.
- Having clear procedures for absence if staff need to self-isolate.
- Understanding of the necessity of maintaining the cleaning standards throughout the day.

Will staff have access to training?

All staff completed Covid-19 training before reopening fully and many whilst on furlough. Team members also took an NVQ Level 2 Health and Safety in the workplace with special emphasis on Covid-19. This is an in depth, full day course, provided by one of our training providers. Team members also attended our Annual Team Training Day in January 2021 with a section dedicated to Covid-19.

How will we support staff wellbeing?

All staff will have access to an absolutely confidential and free counselling service provided by the Nursery to support their wellbeing. This is a phone line service with qualified counsellors where team members remain anonymous if they choose. Staff can also have weekly phone counselling with a qualified counsellor if they choose. Team members can contact their Manager and arrange a Zoom call if they wish and can also phone if they prefer to do this. Nurseries also have a staff wellbeing Co-Ordinator to support staff and regular supervisions and appraisals to support them. Staff are aware they can always speak to their Manager about wellbeing issues. The nursery has a designated wellbeing co-ordinator and mental health first aider to support staff during this time. The wellbeing co-ordinator offers weekly wellbeing chats to support staff with any worries or concerns.

Section 6

What about visitors and can parents and carers have a show round?

The following applies:

- Parents access the nursery in the event of an emergency or if child is reluctant to settle.
- Parents can observe their child's room by request or management suggestion.
- Emergency visitors such as paramedics can enter.
- Emergency contractors can come into the Nursery.
- Visits for children with special educational needs and disabilities can take place.
- College tutors can visit.
- Recruitment will take place virtually via phone and zoom for the first and second stage.
- Any practitioners who achieve the third stage of the interview process can attend in person for a work

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trial. This time should preferably be spent in the garden.

I am thinking about my child joining Nursery, can I have a show round?

Our Nurseries are currently offering show rounds early in the morning as soon as the nursery opens or occasionally just before closing. Our 3 Nurseries are all Ofsted Outstanding and there are images and reviews on daynurseries.co.uk and our website www.children-first.info or www.daynurseries.co.uk. Parents and Carers are able to view all of our policies and review our nursery blog which is updated weekly on our website.

Section 7

What is being done to ensure outstanding health and hygiene?

We have reviewed risk assessments, installed signs and additional equipment and will continue to alter or add to strategies when needed. We have also invested in foggers and are sterilize and sanitize the environment. Covid-19 ultra-violet air cleansers, draw in air and kill Covid-19. Other measures are laid out in this policy.

How does the Nursery ensure handwashing?

There will be handwashing signs up around the nursery. We have developed 2 songs from tunes known well by children before closure and use these daily.

To the tune of this is the way we go to school https://www.youtube.com/watch?v=fslb5L0_pGY the children sing:

- This is the way I was my hands, wash my hands, wash my hands, this is the way I was my hands to keep us nice and healthy. We sing this twice.

To the traditional tune of Happy Birthday to you, we have taught the children to sing:

- Healthy hand wash for me, healthy hand wash for me, healthy hand was, healthy hand wash, healthy hand was for us! We sing this twice.

It is very helpful if children also do this at home.

Staff will also need to sanitise or wash their hands after wiping a child's nose or face.

Can I give my child Calpol before they attend nursery?

No, unfortunately not. Calpol could mask symptoms of Covid-19 and could lead to transmission of others. Children who have had Calpol cannot attend the nursery for 24 hours unless it is prescribed a GP for teething.

Will the Nursery administer Calpol if my child gets a high temperature?

The Nursery will not administer Calpol during the pandemic unless it is prescribed by a GP for teething. If your child gets a high temperature Parents will be asked to collect the child and the child can be tested.

What if my child is teething?

If a child is suspected of teething, we can treat the pain with teething gels and granules.

What hygiene measures have been put in place?

New deep and frequent cleaning rotas have been put in place and are carried out throughout the day. The Nursery has stock of PPE and cleaning equipment including antibacterial wash and disinfectant. Many other measures are laid out in this policy.

How does the Nursery ensure good respiratory hygiene?

The Nursery ensures good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. The Government guidance promotes the 'catch it, bin it, kill it' approach, stating that it: *'.....continues to be very important. Make sure enough tissues and bins are available to support children and staff to follow this routine. As with hand cleaning, you must ensure younger children and those with complex needs are helped to get this right, and all children understand that this is now part of how the setting operates. Get free resources, including materials to encourage good hand and respiratory hygiene from e-bug's [information about coronavirus \(COVID-19\)](http://information.about.coronavirus.COVID-19) '.*

How will the nursery be ventilated?

All available windows will be open at all times throughout the day. Children will have regular access to the outdoor area. Air sterilizers which draw in air and kill Covid19 will be switched on in at all times. CO2 measuring and monitors are in use to ensure proper ventilation.

Section 8

How will the Nursery respond to a suspected or confirmed case of Covid-19?

From the time, the first cases were being reported in the UK the Nursery has been completely transparent in our communication and showcased best practice in keeping all parents updated. This means that parents can make choices for themselves and their children. We will continue to update parents about any cases.

What will Nursery do if a child or adult shows symptoms?

If a child or adult shows symptoms, their temperature will be taken. They will be isolated with 1 team member wearing a mask and. Their parents will be asked to collect immediately. It is no longer a statutory requirement for people with Covid to remain at home, but the governments advice is that they should stay at home.. We will always be mindful of individual children's needs, for example: If this is not possible, a window will be opened for ventilation. If it is not possible to isolate the child, we will move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, we will take them to use a separate bathroom if possible and the bathroom would be treated with anti-viral and anti-bacterial cleaners immediately afterwards.

Section 9

How will the Nursery keep the Nursery Community updated?

We will continue to showcase best practice in communicating with parents as outlined in Section 8. We will stay updated with Government updates and review relevant legislation. We will work with the NDNA and Pre School Learning Alliance to update our risk assessments and policies. We will work with the Local Authority for support. We will update training as required and ensure staff deliver practice as trained by monitoring and supervisions. We will send urgent updates when needed to maintain transparency, or occasional updates if required in the weekly catch ups.

Section 10

Is there any advice that parents and carers may find useful?

- Follow the government advice for self isolation if you or your child has Covid-19.
- Please use our handwashing songs to support thorough handwashing.

And the most important...exercise good hygiene procedures!

1. Wash your and your child's hands regularly using hot, soapy water for at least 20 seconds
2. Use tissues when coughing and sneezing and dispose of safely.

REMEMBER – Hands, space, face and ventilation.