

Contents:

Section 1	What are the aims of this Policy?
Section 2	Who is responsible for policy development and when is this policy reviewed?
Section 3	How are children, staff and parents safeguarded from infection?
Section 4	What about social and physical distancing?
Section 5	How are team members wellbeing supported and training offered and delivered?
Section 6	What about visitors and can someone have a show round?
Section 7	What is being done to ensure outstanding health and hygiene?
Section 8	How will Nursery respond to a suspected or confirmed case of Covid-19?
Section 9	How will you keep the Nursery Community updated?
Section 10	Is there any advice that parents and carers may find useful?

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 a 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 any issues. 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. Visitors are not allowed into the building at this time.

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, we receive advice from any relevant organization or a manager, team member, parent make supportive suggestions or put ideas forward.

Section 3

How are children, staff and parents safeguarded from infection?

Rigorous cleaning schedules, additional PPE, risk assessments, door step deliveries, social distancing, movement around the nursery, increasing space for each child and use of outdoor spaces are included in the measures being put in place. Use of the NHS App and potentially the Google or Apple tracking App is a requirement. Google and Apple Apps are being developed with immediate contact functionality to prevent time delays in NHS track and trace.

Is there a Covid-19 risk assessment?

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There is a Covid-19 risk assessment for the company that is updated as new issues and updates arise. The risk assessment is a working document that is updated as frequently as required. Members of the Nursery Community are welcomed to contribute ideas and best practice. Updated Covid-19 risk assessments will be emailed to all parents whose children are currently attending Nursery.

Who is responsible for updating the Covid-19 Policy?

The Nursery Director, Nursery Coordinator and Nursery Managers.

How will you keep children safe?

The Nursery will endeavor to keep children safe by creating 'bubbles' of children that play together in small groups. Reduced occupancies will be in operation to support enforcing physical distancing where possible. Children will be asked to wash hands on arrival and must also have their temperature checked. Children will not be able to bring in resources from home. Children will have to remove shoes on entry.

What is the procedure for sand and water play?

Sand play will be limited at this time due to cross contamination and water will be limited to only running water in water stations at Independent Place and Queens Nursery. This will be closely monitored by team members and disinfected frequently every day. All containers and resources will be cleaned daily.

What is the procedure for messy play?

Messy play will be limited unless children have their own trays of materials to explore. Children will have their own dough that is stored in a named Tupperware dish and re-used by individual children.

What is the procedure for creative play?

Children will have access to their own pen and paint brush. Children will also explore open ended natural materials.

Will there be outings arranged?

Outings will be restricted at this time and this will be kept under review. **Staff not allowed to visit shops on their lunch breaks, get take-out food, have take-out deliveries or get drinks take out.**

How will you keep team members safe?

Team members will have access to adequate PPE. Team members will be asked to wash their hands on arrival and have their temperature checked. Team members will change their clothes and remove their shoes. Team members will wear hair in a tied back bun. Team members will use only their own names Tablet to update children's records on the Eylog. Our offices are small and only the Manager will be able to access this space. The computer keyboard can only be used by the Manager. If the Manager is on leave or at lunch this keypad must be wiped down before and when they return to the office.

What PPE will staff have access to?

Staff will have access to relevant PPE gloves and aprons. Antibacterial handwashing soap and antibacterial gel.

How will you keep parents safe?

Parents will be asked to drop children off singularly at a time to reduce build up. Drop offs will be staggered and staff will retrieve children from the gate. Managers will agree drop off times and collection times in advance. Parents must maintain social distancing outside of the nursery and when collecting buggies. At Independent Place Nursery only one parent can enter the buggy collection and storage space at any one time.

Section 4

What about social and physical distancing?

Physical and Social distancing is an integral part of the Government's plan to beat Covid-19. The Nursery is having reminder signs made for both the floor and wall and in addition hand wash and sanitizer signs. Extra hand sanitizer products have been purchased to put in the water play stations in the garden which are far apart from each other.

How will you enforce physical distancing with children?

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Children will be allocated in a group **bubble** which they will explore activities and share space with. Children will access the outdoor area in much smaller groups than usual.

What does a 'bubble' mean for children?

The updated guidance states this:

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

- Care routines including provision of meals, nappy changing 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/cots should be facilitated wherever possible.

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

How will you enforce social and physical distancing within the Nursery for the team?

The Nursery will have stickers placed on the floor to alert team members and visitors to social distancing.

How will staff lunch times work for staff?

Staff lunch times will be staggered. Only one team member in the kitchen at a time. Staff will be encouraged to go out to outdoor **open** space for lunch or use empty rooms if available. **Staff will be informed not to enter any shops.**

Section 5

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

This will happen in a number of ways.

Will staff have access to training?

Staff have access to online Covid-19 training to support their knowledge of Covid-19 and all staff will complete this before they return to the Nursery. All staff will need to complete this with a pass mark of 100% before restarting work. Team members will also take part in NVQ Level 2 Health and Safety in the work place with special emphasis on Covid-19. This is an in depth full day course, provided by one of our training providers.

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 in which team members remain anonymous 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.

Section 6

What about visitors and can someone have a show round?

The nursery will limit non-emergency visitors until further notice. Parents can only access the nursery in the event of an emergency or if child is really reluctant to settle. Emergency visitors such as paramedics can enter. Emergency contractors for serious issues the premises can also enter and ensure the proper routines are followed. Non-contact door step deliveries will take place until further notice.

What will be the procedure for entering the nursery?

Visitors will need to sign in and have their ID checked. Visitors will need to wear shoe covers, have their temperature checked and also wash their hands on entry.

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

Our robust risk assessments mean that like most Nurseries, we cannot allow show rounds at the moment. Managers are working on virtual show rounds. Our 2 Nurseries are all Ofsted Outstanding and there are images on daynurseries.co.uk and our website www.children-first.info

How will I settle my child in who has not yet started at the Nursery?

Settling in sessions will be offered in the outdoor area where parents and children can access from the separate entrance point. All visitors will be required to wash or gel their hands on arrival and temperature

checks will be carried out. Temperatures will be taken and recorded.

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.

How will you enforce handwashing?

There will be handwashing signs up around the nursery. Children, staff and unique visitors will need to wash their hands on arrival. Children will be taught about handwashing, germs and handwashing techniques. 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=fs1b5L0_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.

Will temperature checks be carried out?

Temperature checks will be carried out on entry with an ear thermometer. A new cap will be placed on at every check. This applies to staff children and unique visitors. A record is kept of in case of concern later. If a child is believed to be teething and present with a temperature children will have to be collected, go home or remain at home. We are unable to take any risks.

How will you evaluate health?

Staff and parents will need to complete regular health questionnaires sent out by email.

Can I give my child Calpol before they attend nursery, late into the night or early morning?

No. 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.

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

The nursery will not administer Calpol at this time. If your child gets a high temperature you will be asked to collect them and self-isolate for the time the Government requires.

What if my child is teething?

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

What if I suspect my child's high temperature is due to teething?

You will be asked to visit your GP to have this assessed formally or get a Covi-19 test. The Government have published that children under 5 years attending Nursery will be able to access testing.

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.

What about kitchen equipment?

We have new procedures in place. These include:

- All kitchen utensils and equipment to be sterilized in the dishwasher.
- All children's cutlery and crockery to be sterilized in the dishwasher.
- Only 1 team member in the kitchen at a time.
- Only 1 team member to handle food.
- Kitchen to be deep cleaned after every use.
- Anti-bacterial products to be used at all times in the kitchen on all surfaces and areas
- A dedicated fridge for staff food is to be made available at Nursery during this period.

What about beds and bedding and other fabric items?

Procedures and protocols have changed and been adapted to limit the transmission of all illnesses or diseases. These include:

- Beds will be washed with D10 after every sleep.
- Washable Cheeky bamboo face wipes use has been suspended and bio degradable disposable wipes are being used for the foreseeable future.
- Sheets and blankets will be washed after every sleep time.
- Beds to be placed with 2 meters gap if possible.
- Use of the sensory room at Independent Place has been suspended.
- Cushions and rugs have been stored.
- Children are very actively encouraged not to bring fabric comforters or other items from home into Nursery.

How will the Nursery be ventilated?

The most recent Government Guidance is that ventilation is important. All available windows will be open at all times throughout the day. Children will have regular access to the outdoor area in smaller groups than usual in their bubbles.

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, so that parents can make choices for themselves and their children. We will continue to update parents about any self-isolations, testing and results. Nursery staff are also Critical Keyworkers and so have access to testing.

What must parents do if they have a concern about symptoms?

Parents must inform us immediately if they need to self-isolate or a member of their household does. Children must keep their children at home for the period of time advised by the Government or PHE if this occurs. If Parents have access to testing we will need to be made aware of the results by email as soon as possible so that we can update other parent and team members. This will enable us to remain especially alert.

What will Nursery do if a child shows symptoms?

If a child shows symptoms they will be isolated with 1 team member wearing PPE. Their parents will be asked to collect immediately. Children will need to self-isolate for the period of time the Government requires. Advice is currently that it is better to be isolated outside to prevent any possible spread. We will always be mindful of individual children's needs, for example: it would not be appropriate for younger children to be alone without adult supervision. Ideally a child would be outside. 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-bacterial cleaners immediately afterwards.

What to do if a team member shows symptoms?

If a team member shows symptoms they must leave the nursery to self-isolate. Team members will be able to be tested. Team members will need to self-isolate for the period of time advised by PHE or the Government. Staff will need to wait for test results and email these to the nursery before returning to work. The government has announced that Coronavirus testing has been extended to all essential worker including education and childcare workers - in England who have symptoms. This is available to critical workers who are worried about symptoms or self-isolating. There are two routes for accessing the UK Testing Programme:

- The employer portal – this is for employers who wish to assist their employees with registration
- The employee portal – this allows individual key workers to book a test directly themselves

What to do if there is a confirmed case in the nursery?

If there is a confirmed case in the nursery all families will be alerted and a deep clean carried out. We will

seek immediate advice from PHE and or the NHS, the Local Authority and Ofsted and follow advice given.

Is the Nursery liable if a child/parent or team member contracts Covid-19?

The Nursery is not liable due to the high levels of health and safety checks, risk assessment and new parent/carer contract in place.

What if one of the Nursery children is returning from one of the listed countries and wants to come back to Nursery?

It no longer matters where people have travelled to and from, if they display the following symptoms, they must self-isolate for a period of 14 days: High temperature / fever, new persistent cough, if a parent is self-isolating, the whole household will also need to isolate which means that the child cannot come to Nursery for 14 days possibly longer if the parent's symptoms develop into Coronavirus.

Section 9

How will you 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 the official 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.

Section 10

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

We believe that we can support your return to work and you can support us keeping all of the children healthy in the following ways:

- It will be really important to maintain social distancing outside and around the Nursery at all times including where ever possible at handovers. Be alert to your child or children's health and please keep children at home if you have any concerns what so ever about your health or your child's health and the Covid-19 symptoms.
- 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. Avoid touching your and your child's face
3. Use tissues when coughing and sneezing and dispose of safely.

REMEMBER - Catch it, Kill it, Bin it!