

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 and how transparent will the Nursery be about cases, self-isolation and concerns?
Section 10	Is there any advice that parents and carers may find useful?

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 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. 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.

Policy 7a:

Covid-19 Policy

Updated January 2021.

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. 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:

- Rigorous cleaning schedules.
- 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 show rounds and staff interviews.
- Limitation of all visitors with emergency repairs only.
- Use of the NHS App and potentially the Google or Apple tracking App is a requirement. If new Apps are developed with immediate contact functionality to prevent time delays in NHS Track and Trace these should be downloaded.
- Nightly use of foggers with a biodegradable and child friendly fluid.
- Covid-19 killing ultra-violet air purifiers to sterilise the environment. These are on all day and draw in the air to kill the virus.
- Cleaning is carried out through the day and a cleaning contractor comes in after closure.
- All Nurseries keep windows open as good ventilation is given in the guidance.
- Updates of other policies including Staff Policy which lays down clear Covid-19 requirements.
- Clear and diligent polices for self-isolation if required, which are updated in line with Government 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 messy play.
- Changes in use of office and staff spaces.
- Whilst in Lockdown or at a higher Tier, Nursery hours are restricted so that children and staff remain in their own rooms for all meals and activities and do not mix.
- Isolating children if they exhibit symptoms of Covid-19 in enhanced PPE.
- 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.

Is there a Covid-19 risk assessment?

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Policy 7a:

Covid-19 Policy

Updated January 2021.

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 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 are responsible.

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. One team member will be responsible for each bubble and their table at meal times and wear a mask. 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 not be able to bring in resources or food from home. Children will have to remove shoes on entry.

What is the procedure for sand and water play?

Sand and water play will be limited to small groups of children and within room bubbles only. Trays will be washed and cleaned after each use. 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.

What is the procedure for messy play?

Messy play will be limited to small bubble groups of children. Children will have access to individual trays or small group trays where possible. Messy play will be cleaned at regular intervals or cleared and throw away for a new group. Children will wash their hands before and after exploring the messy play.

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. Resources must not be shared between rooms. If this is absolutely essential they must be thoroughly cleaned before another room bubble enjoys them and before being return to the room borrowed from.

Will there be outings arranged?

Outings will be restricted at this time and this will be kept under review. Children will be able to access the outdoor environment within the nursery and also small group open air outings.

How will you keep team members safe?

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

- Team members will be asked to wash their hands when arriving and have their temperature checked.
- Team members will change their clothes, into their uniform and remove their shoes on arrival to the Nursery.
- Team members will wear hair in a tied back bun.
- Team members are required to bring clean uniform to Nursery every day.
- Team members will use only their own Tablet to update children's records on the Eylog.
- Shared tablets need to be sterilized between uses.

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Policy 7a:

Covid-19 Policy

Updated January 2021.

- Offices are small and only the Manager will be able to access this space and use the equipment.
- 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.
- Meetings are not possible in the offices at Queens Baby Nursery or Independent Place. Meetings will need to take place in the staff areas,
- 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 physically 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 must wear face masks for handovers.
- Only 1 team member should be assigned hand over duties to minimize risk.
- The chef will be required to wear a face mask when preparing food.
- Team members are required to wear a mask when preparing food, serving food to the children or handling food.

What PPE will staff have access to?

The Government guidance does not require Nursery staff to wear PPE, except in the cases of a suspected case of Covid-19, or for intimate care. Staff have access to relevant PPE gloves and aprons. Antibacterial handwashing soap and antibacterial gel. Staff also have access to face masks and face shields. Foggers and air sterilizers are also in use inside and/or outside which kill Covid-19.

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. 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.

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 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 should be worn.

How will you enforce physical distancing with children?

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. The three rooms in each Nursery will maintain groups within their own bubbles and the room bubbles will not mix.

What does a 'bubble' mean for children?

The guidance states: Children are usually organised into small groups or rooms within early year's settings.

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Policy 7a:

Covid-19 Policy

Updated January 2021.

Wherever possible these small groups or 'bubbles' should not mix during the day.

- Children will enjoy the activities in their own rooms for the full 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.
- 1 team member will stay with 1 table at mealtimes in their own bubble. One team member will serve food and the manager will deliver the trays/trolleys to each room.
- Chef's cooking with the children is suspended during higher Tiers and Lockdown. Staff are cooking with children.

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 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. Only one team member in the kitchen at a time and they must wear a mask. Staff will be encouraged to go out to outdoor open space for lunch or use empty rooms if available. Staff will be asked to wear a face mask in communal areas when they are not physically eating. 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, health and safety and the new variant.

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

Policy 7a:

Covid-19 Policy

Updated January 2021.

Manager about wellbeing issues.

Section 6

What about visitors and can someone have a show round?

The nursery will limit non-emergency visitors until further notice. The following applies:

- 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 but must wear face masks.
- Emergency contractors for serious issues can come into the Nursery but must wear face masks and wash their hands before starting work.
- Non-contact doorstep deliveries will take place until further notice.
- Visits for children with special educational needs and disabilities can take place only if they absolutely cannot take place virtually. Eg, Local authority advisor who needs to observe a child in the Nursery. These visitors must wear a mask at all times, remove outdoor shoes and wash their hands on arrival.
- Students and work experience students cannot visit at this time.
- College tutors who must conduct their visits virtually for apprentices.
- 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 trial, however they must wear a mask. This time should preferably be spent in the garden.

What will be the procedure for entering the nursery?

Visitors will need to sign in and have their ID checked. Visitors must be pre-booked where possible and logged in the diary. Visitors will need to wear shoe covers, have their temperature checked and also wash their hands on entry. They will also need to wear a face mask.

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

The nursery is currently offering virtual show rounds. You can email the nursery for this to be sent to you. Our 3 Nurseries are all Ofsted Outstanding and there are images and reviews on daynurseries.co.uk and our website www.children-first.info. You will be able to view all of our policies and review our nursery blog which is updated weekly. If you require a face to face show round it will depend on the current government guidance. At times when we are on a low Tier, show rounds, can be offered. These are offered after the nursery is closed and face masks must be worn, hands washed on arrival and outdoor shoes removed.

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

During the pandemic we have changed our settling sessions in a variety of ways:

- Settling in sessions are being offered virtually.
- Parents can attend for a maximum of 1 hour and face masks must be worn. All parents must wash their hands before entering the room with the children and outdoor shoes must be removed on entry.
- When the Government guidance is altered to include settles we will review settles procedures.

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 will you enforce handwashing?

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Policy 7a:

Covid-19 Policy

Updated January 2021.

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=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.

Will temperature checks be carried out?

Temperature checks will be carried out on entry and mid-day 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 with Covid-19.

How will you evaluate health?

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

Can I give my child Calpol before they attend nursery?

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 unless it is prescribed a doctor 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 you will be asked to collect them and self-isolate for 10 days.

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 Covid-19 test.

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.

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.

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Policy 7a:

Covid-19 Policy

Updated January 2021.

- 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.
- Anyone handling food must wear a mask.
- The chef must wear a mask.

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 have 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 is very limited.
- Children are very actively encouraged not to bring fabric comforters or other items from home into Nursery.

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.

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 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 and ensure ongoing transparency.

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-viral

Policy 7a:

Covid-19 Policy

Updated January 2021.

and 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 and get a test as soon as possible. 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 DFE, PHE and or the NHS, the Local Authority and Ofsted and follow advice given. We will always alert to parents to all changes.

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. We follow all instructions given by the Government and review and adopt the highest level of guidance that the Government publishes.

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 days laid at by the Government which changes from time to time: High temperature or fever, new persistent cough or loss of taste and smell. If a parent is self-isolating, the whole household will also need to isolate which means that the child cannot come to Nursery for the period of time laid out by the Government. This would be extended if the parent's symptoms develop into Coronavirus. Parents and staff must follow all government advice on when they may need to quarantine after travelling to an area that is not within the travel corridor list or other countries.

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 weekly updates from the Nursery Coordinator as part of the weekly catch up on Friday afternoons.

Section 10

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

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Policy 7a:

Covid-19 Policy

Updated January 2021.

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 is essential to maintain social distancing outside and around the Nursery at all times. This includes, where possible, at handovers.
- Be alert to your child or children's health and please keep children at home if you have any concerns whatsoever, 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!