



## Opening During Covid-19 – Policy & Procedure

This document sets out the measures that have been put in place to minimise the risk of virus transmission between children and staff attending Seedlings Pre School during the current Covid-19 pandemic.

- All decisions have been entirely based on the guidance set out by the Government, the Department of Education and our Local Authority
- Staff and parents should be aware that even with **all** of these precautions in place there will still be a risk of the virus being transmitted within the setting (as there is by going to any other place at this current time, such as a supermarket) and that:
  - this possibility is outside our control
  - by following the guidance set out by the government, Seedlings Pre School cannot be held responsible should a child or staff member contract the virus while they are attending the setting

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## RELEVANT GOVERNMENT RECOMMENDATIONS AND GUIDANCE

- Current Ofsted ratios will be maintained, except in exceptional circumstances in line with Ofsted guidelines
  - 3-4yr olds – 1:8
  - 2yr olds – 1:4
- Children will be grouped in 'bubbles' of 8 – 16 children, in line with government guidelines. This may change in line with any future updates to government guidelines
- A group of children and the staff supervising them should be treated as an individual 'bubble'
- Staff and children should not mix between different bubbles during the week – they must remain with the same people throughout the week and **ONLY** those people (*for example: a staff member must not care for a group of 8 children on Monday and then care for a different group of 8 children on Tuesday*)
- Children who usually attend multiple settings should choose one setting and **ONLY** attend that setting, in line with government guidelines. This may change in line with any future updates to government guidelines
- Certain resources should be removed from the setting such as:
  - Books (the staff can still read books to the children but they must not be freely available to the children to pick up as they cannot be adequately cleaned)
  - Soft furnishings such as cushions and dressing up that cannot be washed thoroughly between each child using them
  - Any toys (ie. Wooden toys and toys with intricate parts) and outdoor play equipment that cannot be easily cleaned on a regular basis

## MAIN CHANGES TO USUAL OPERATION AND PROCEDURES

In line with the Government guidance we will be making the following adjustments to the usual running and operation of the pre school:

### PEOPLE & ITEMS ENTERING THE SETTING

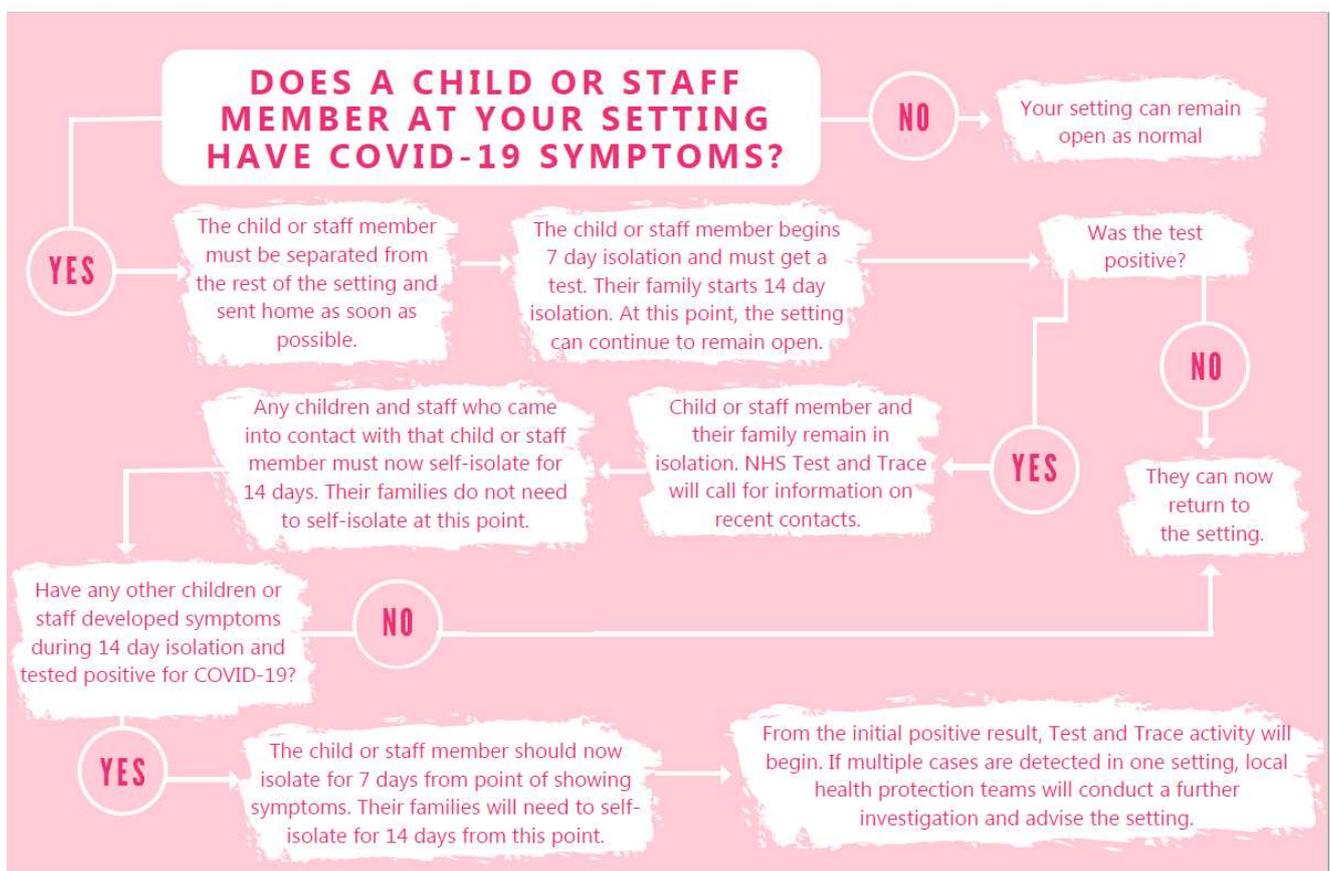
- No unnecessary visitors will be allowed into the setting during session times
- All people entering the setting will have their temperatures checked beforehand, this includes children – a non-contact forehead thermometer will be used to ensure no cross infection can occur
- Any people entering the setting (usually only children and staff) must wash hands thoroughly on entering using the hand washing guidance stipulated by the Government
- Parents must drop off and pick up children from the garden gate to minimise the number of people passing through the setting
- Only 1 parent/carer will be allowed at drop off/pick up
- Minimal items will be brought in and out of the setting
- Children will provide a bag of several pairs of spare clothes to be kept at the setting in case of accidents (soiled/used clothes will be sent home but replacement items should only be brought in when we only have one change of clothes left)
- Children should **ONLY** bring in essential items – coat, the shoes they are wearing (no slippers), sun hat, lunch box and a water bottle (snack items should be stored inside the lunch box)
- **All items must be clearly named** and preferably easily identifiable to your child to ensure staff can easily provide children with the right water bottles, coats etc.
- The walkway up to the garden gate will be marked out with a one-way system and social distancing marks on the floor to ensure parents can keep appropriate distance when they are waiting to drop off. **Children must remain with their parents during this time** and should not be allowed to run around freely in the walkway

## **CHANGES BEING IMPLEMENTED BY STAFF TO PROCEDURES DURING THE SESSIONS TO REDUCE RISK OF CROSS INFECTION BETWEEN STAFF AND CHILDREN**

- Staff will not leave and re-enter the setting during their lunch breaks
- Staff will supervise regular hand washing breaks with the children throughout the sessions
- All equipment will be cleaned at the end of each day as well as regularly throughout the sessions
- Staff will encourage children to spend as much of the session outside as possible, care will be taken to ensure there is always adequate shade on hot days
- Lunch boxes and spare clothes will be kept in a separate room to avoid children coming in contact with them during their play
- Water bottles will be kept out of reach to prevent the wrong children picking them up, but staff will give children frequent reminders through the session to ensure they remain hydrated
- During group activities such as lunch and carpet times staff will encourage there to be space between the children, however they will ensure they also take into account the need for the children to feel happy and secure during the sessions
- Masks will not be worn in the setting, as per government guidance, unless a child is taken ill in which case all appropriate PPE will be used and the child will be cared for in a separate room while they wait to be collected
- All appropriate PPE will be used, as usual, during any intimate care – this includes gloves and aprons
- Children's temperatures will be re-checked in the middle of the day if they are attending all day
- Our usual practice of taking 3 temperature readings over 30 minutes before asking parents to collect children will not be used during this time. Children will have to be collected immediately if their temperature registers as high after the first reading
- As per NHS guidance we classify a temperature as anything that is **37.7 degrees or above**
- Staff will limit the use of other areas of the hall. Only one member of staff will use the front entrance, all other staff will enter directly into the pre school room via the garden
- Staff will implement appropriate social distancing from each other throughout the day and where possible will also endeavour to social distance from the children. However, the children's emotional and physical wellbeing will be their primary concern.

## MEASURES FOR PARENTS TO FOLLOW

- **SUN CREAM:** parents must apply 24hr sun cream to their child before they attend the session to avoid the staff having to reapply in the middle of the day and therefore coming in close skin to skin contact unnecessarily
- **SNACKS:** children must bring in 1 piece of snack for each session they are attending (if they attend AM and PM then they should have 2 pieces of snack). The snack must be ready for them to eat without needing staff to prepare it ie. Banana, apple or a pot with pre-cut fruit etc
- **CLOTHING & LUNCHES:** children should be dressed in clothes and shoes that they can generally manage easily without help and where possible be given lunches that they can manage independently. The staff will of course help when needed but the less close contact that is needed then the more we reduce the risk of cross infection of the virus to the children
- **CHILDREN WITH TEMPERATURES:** parents must not give their child Calpol at any point during the day prior to them attending the setting as this could mask a temperature. Any child who develops a temperature while at the setting must be collected immediately. Parents must ensure that they remain contactable and able to collect throughout the day. Government guidelines will be followed by both parents and staff following a child displaying symptoms
- **PARENTS MUST AGREE FOR SYMPTOMATIC CHILDREN TO BE TESTED** as per government guidelines and the appropriate self-isolation for the household **must** be followed
- *See chart below for our procedure if a child/staff member is symptomatic*



## **CHANGES TO RESOURCES**

- Books will be removed from the free play areas of the setting. A small selection of board books will be put out each day. These will then be wiped down with anti-viral spray each day. Staff will still have a selection of books which they will read to the children but children will not have free access to them in line with the government guidance. Staff will not use a book that has been handled by another member of staff
- Soft toys, cushions, dressing up clothes and rugs will be removed in line with government guidance as these cannot be easily cleaned
- All toys which cannot be easily cleaned will be removed
- All remaining toys will be reduced in number for easy cleaning and will be rotated round regularly for cleaning
- Craft supplies will be reduced, brought out to use in easy to manage quantities and will be rotated regularly for cleaning
- A special bin will be used for disposed tissues and cleaning materials such as wipes. All tissues and cleaning materials will be bagged before being put in the bin and the bin will be emptied regularly throughout the day

## **REDUCTION TO NUMBERS**

Although opening with reduced numbers will lead to a significant loss of income for the pre school we feel that it is important to remain within the government guidelines on group/bubble sizes.

After careful consideration we feel that the setting (being single room setting) does not lend itself to operate with two 'bubbles' of children at the same time. For this reason, we will begin operating with one 'bubble' of children, limited to between 8 and 16 children, as stipulated in the government guidance. The 'bubble' will have 3 staff assigned to it. This will allow for staff to take individual lunch breaks as well as allowing a staff member time to carry out the necessary cleaning duties throughout the sessions while still allowing the remaining two staff to give the children the care and attention they will need during the sessions.

Bubbles, how they interact and how many children they are limited to may change in future but always in line with the government guidance that is imposed at that current time.

The children who will be offered sessions during this time will be allocated their spaces based on the priority method detailed below (this is following the guidance given by the government).

We will continually reconsider our decision on the number and size of groups that we feel is appropriate within our setting based upon current advice and guidance provided by the government.

## **PRIORITY FOR ALLOCATING SESSIONS**

When determining which children shall be issued sessions during this time, priority will be given as follows:

1. Vulnerable children
2. Children of critical workers
3. Children with SEND (Special Educational Needs or Disabilities)
4. Children receiving FEET funding
5. Children who are due to start school in September 2020
6. All other 3-4 year olds
7. All other 2yr olds

*PLEASE NOTE: if there are too many children within any category for us to offer places to all of them then we will allocate on a first come first served basis*

## **REASSURANCES**

We are aware that much of this document will seem alarming and very restrictive compared to the way we usually choose to run the pre school. We are implementing these measures to ensure we have done our full duty in providing as safe an environment for your child during this time as possible.

However, in addition to ensuring the setting is safe from a physical health perspective, we would also like to reassure parents that we will also be ensuring that the setting is still continuing to support each child from an emotional perspective. Please be reassured that children will have free access to plenty of engaging toys and activities during their time with us. They will also never have cuddles or close contact withheld from them should they need comfort or support. Our primary responsibility is to provide care for your child and we will never compromise on supporting them in every way they need us to and children will be allowed to play together within their group.

## **DISCLAIMER**

All staff, parents, primary carers and people living in the same family unit confirm that they are abiding by the following stipulations:

- Maintaining the recommended social distancing advised by the government at the current time. Please see guidance **Stay at Home** for reference
- Only 1 parent/carer will attend at drop off/pick up times
- Parents will collect their child immediately if their child develops a temperature while they are at the pre school
- Children, staff and parents will not attend the setting should they be displaying any symptoms or live in the same family unit as someone who is displaying symptoms or been tested positive
- All children and staff will quarantine for the full 7 days if they display symptoms, or for the full 14 days if they live in the same family unit as someone who is displaying symptoms or has been tested positive
- All staff and children displaying symptoms must access the testing made available by the government. If they test negative then they will be allowed to return to the setting regardless of whether the 7 days quarantine has elapsed
- Proof must be given of testing and any subsequent test results
- If a child, staff member or someone within the same family unit tests positive for Covid-19 then they must notify the setting immediately so that appropriate advice can be sought from Public Health England and the necessary protective measures be put in place

I \_\_\_\_\_ confirm that I have read this document fully and agree to abide by all of the policies and procedures set out within it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_