

... COVID-19

This Policy outlines Little Acorn's Day Nursery's response in relation to the Coronavirus Pandemic 2020. It follows to the best of our ability guidelines set out by the UK Government and the Department of Education.

- These procedures and measures will be subject to change due to updated advice and guidance from the government and relevant medical and educational authorities.
- The setting will remain open unless directed to close by the Government or Local Authority.
- If closed due to lockdown measures the setting will remain open to support the children of critical workers (as defined by the government) and vulnerable children. If the setting is unable to open for these children, they will be directed to alternative provision.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

How to stop infection spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands and change your clothes as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- Wear a suitable mask / face covering that covers your nose and mouth when leaving your house / entering indoor premises e.g. shops / garages etc.

What the Nursery Will Do

The children's safety and well-being are our main priority as a staff team and all appropriate measures will be taken to support this.

Any staff or children experiencing symptoms will self-isolate for 10 days. Anyone living with someone who is experiencing symptoms will self-isolate for at least 10 days unless they have a negative COVID 19 test they may return to nursery as soon as the negative test has been approved by the manager, Deputy manager or third in charge.

Use the test booking portal system to book COVID 19 Tests for staff and children with suspected cases:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Parents will be notified of any confirmed cases of Coronavirus via Email and / or telephone

A confirmed case or outbreak will be reported to the DfE, Local Education Authority, Public Health England and Ofsted in line with Government guidance. We will require the group of children from the bubble the child was in and all staff from that bubble to self-isolate. Anyone that had close contact / direct contact with the positive case to also isolate. We will also review if the rest of the setting needs to close should any more children/staff have symptoms. Parents / carers will be informed and advised of the procedure and isolation dates that they need to follow. This will include when and how to test if their child or anyone in their household shows symptoms. We will also ensure that they are aware that even if they or their child have a test done during the isolation period and it is negative they must still isolate for the full isolation period.

Staff will wash hands on arrival at nursery and frequently throughout the day. Sanitizer is also provided throughout the nursery. Staff have been provided with individual kits in a bum bag for their personal use which includes hand sanitizer, pack of tissues, gloves, masks disposable bag but is not exhaustive to this list.

Staff will clean surfaces such as taps, and door handles with soapy water followed by an antibacterial spray. (more frequently as required)

Where possible staff will carry out social distancing measures. We have minimized the amount of staff in one place at any time. Each bubble have their own staff room area. No one is to enter the kitchen when the cook is in there, they can request items that will be given to them via the serving hatch. When cook is not in there a maximum of two people at a time so that social distancing can be observed, hand sanitizer is provided by the door and must be used before entering, staff must wear a face covering, staff must carry out their activity in a timely manner to avoid causing a problem for others.. Staff will wear face masks in all communal areas such as hallways, kitchen, toilet area and staff room when they are not eating. (Never at the risk of a child's well-being)

Staff will be provided with PPE for use in the setting (if a child becomes unwell) in line with DfE and PHE guidance. Covid-19 packs have been made available for each room to use when a child becomes unwell.

See document: PPE provision in schools during Covid-19 isolation phase activity

All toys will be frequently washed with hot soapy water and sanitised (Sharing of toys will be limited wherever possible e.g not shared between bubbles unless it has been sanitized and isolated for 72 hours).

As far as possible soft furnishings and toys will not be used in the setting

Events will not be carried out until further notice, external visits/expeditions will not run as we have a Virtual tour of the nursery.

Drop off and Collection procedures will be amended (See section below)

The setting will keep up to date with advice and directions from appropriate bodies and will amend practice and procedures accordingly.

Staff will leave the building by 6pm to ensure Cleaners can access the building alone

What Parents Will Do

Parents will not bring children to setting if they or someone in their household is unwell or experiencing symptoms of Coronavirus

Children and families will access testing if they have suspected symptoms and will follow the most up to date procedures accordingly if diagnosed with COVID 19.

Parents will inform setting immediately of any confirmed cases of Coronavirus

Please see the new procedures for drop off and collection

Only one parent/carer will drop their child off and pick their child up from the nursery car park. This is to reduce the amount of people in one area.

All adults need to wear face masks when dropping children off and collecting. Unless you are medically exempt, you will need to provide proof of this. We have disposable masks that parents / carers can have if they do not have one, we have signs up to promote this.

Parent will line up with their child in the designated area ensuring they are keeping a 2-meter safe distance from other families. When getting to the front of the line, parents are to use the sanitiser provided before using the doorbell. Children will be supported by the team member on entering to wash / sanitize their hands straight away. If your child is in the baby room you will hand your baby over to a staff member and that staff member will take your baby into the baby room for them to wash your baby hands with warm water and soap.

Parents will not come into the setting building without prior arrangement

If possible, children will only use waterproof, wipeable bags to bring items into the setting. These ideally will remain at nursery and any soiled, dirty clothes will be sent home in a suitable bag to be replaced.

Parents will avoid public transport as far as possible and children will walk/cycle/scoot to the setting if possible.

Ensure all children's belongings are clearly labelled with their names and that all children have sufficient spare clothing

To support transitions in these unusual circumstances please help us to keep the setting entrance as clear by taking your buggies, pushchairs, and scooters home with you after dropping off.

What Children Will Do

It is impossible to ask incredibly young children to carry out social distancing measures, but they will be supported to stay as safe at the setting as possible.

Where possible children's bags containing spare clothes etc. should be waterproof and easy to wipe down

Children will thoroughly wash/sanitize hands on arrival at Nursery before playing or touching any toys.

Children will wash hands regularly throughout the day, especially before eating.

If a child becomes unwell with suspected Coronavirus, they will be isolated in the COVID designated area with a familiar adult until they can be collected. This area will then be deep cleaned before further use. Staff are aware of the procedures they need to follow including PPE

Large group times will not occur, instead children will join in smaller groups for Circle Time and teacher led activities. These will take place in larger spaces and outdoors as much as possible and children will stay with the same adult in their 'bubble'.

Regular sessions with a focus on hygiene, handwashing and spread of germs will take place to support children's understanding. Songs games and stories will be used to support this.

Drink only from their own water bottle

Children will stay in the same bubble throughout the day and have designated areas for outside play.

Children will use the toilet and wash their hands before leaving.

Visitors

Visitors such as 'outside agencies' specialist professionals who are involved with the child and family can come into the building on a pre-arranged meeting. They must wash their hands in the COVID room, have their temperature taken (must be under 37.8c.) and will need to wear PPE such as apron gloves and masks.

Parents settling their children/babies into the setting will meet in the garden with the key worker. Both parties must be wearing PPE Mask, apron, and gloves. Parents will need to sanitize their and their child's hands before entering the garden using the sanitizer provided. The Key person will take the adults and child's temperature before settling them into the garden. This will continue for each setting session.

All visitors will be made aware of the policies and procedures prior to the visit to the setting

Please see: Department for education: Guidance Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Published 11 May 2020

Setting procedure:

The setting will contact all parents prior to opening the setting will collate numbers intending to attend on Monday 1/6/20

The setting will respond with a plan of staffing and staggered arrival according to numbers. If not safe for all to start at once, then priority will be given to:

- Children of Keyworkers
- Vulnerable children
- Children with SEND
- 30 Hour Children
- 3 & 4 year olds

Parents must inform the setting of their intent to attend by Thursday 28 May 2020. These children will begin to attend from Monday 1/6/20 and will attend their allocated hours 5 days a week ongoing.

For those who do not return on the 1/6/20-parents will be contacted each Monday, they will then have until the Wednesday of that week to inform the setting of their intention to attend beginning the following Monday. This will allow the setting to plan accordingly and provide the safest environment

NHS Advice:

Self-isolation if you or someone you live with has symptoms-Coronavirus (COVID-19)

Self-isolation helps stop coronavirus spreading

Do not leave your home if you have symptoms of coronavirus (COVID-19) or live with someone who does. This is called self-isolation.

If you are self-isolating, you must:

- not leave your home for any reason – if you need food or medicine, order them by phone or online, or ask someone else to drop them off at your home
- not have visitors, such as friends and family, in your home

You can use your garden if you have one. Any exercise should be taken at home.

Information:

Supporting Documents

<https://www.nhs.uk/conditions/coronavirus-covid-19/> (NHS Website)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> (Actions for early years providers)

<https://www.gov.uk/children-with-special-educational-needs> (supporting children with SEN)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> (protective measures for outer school settings)

Little Acorns Risk assessment (continuously being updated in line with the government guidance)

Internal use only

| This policy was adopted on | Signed on behalf of the nursery | Date disseminated to staff | Date for review |
|----------------------------|---------------------------------|----------------------------|-----------------|
| 01/06/2020 | Michele Glide | 01/06/2020 | 01/09/2020 |
| 01/09/2020 | Michele Glide | 01/09/2020 | 01/12/2020 |
| 17/11/2020 | Michele Glide | 17/11/2020 | 17/11/2021 |
| 05/01/2021 | Michele Glide | 05/01/2021 | 05/01/2022 |

