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| Children | Attendance | Only children who are symptom free or have completed the required isolation period will be permitted to attend the setting.  On arrival staff member will ask parent to confirm child is well and to confirm they have not taken any form of paracetamol or ibuprofen as this can mask symptoms.  All children can return, with new starter places being allocated. Regarding children that attend more than one setting, we will review each child on an individual basis and risk assess whether they are able to attend or advise them to just go to one of these settings. This is so that we are following government guidelines, as well as minimise the risk of infection within our setting,  The Pre-School will open using our original sessional hours:  Monday- 9:15-12:15  Wednesday- 9:15-3:15  Thursday- 9:15-12:15  Friday- 9:15-12:15 |
|  | Physical Distancing/grouping | As a small setting, we will maintain as a small group, until our numbers increase.  If we need to, children will be organised into small groups within the Pre-School, these small groups will not mix during the day  Snack time will be within the space allocated to each group. Staff and children will wash hands before and after snack and the table will be cleaned with anti-bac spray. Children will have individual plates with food placed on them to prevent cross contamination.  Outdoor spaces will only be used when are clear from public and cleaned as much as possible.  Outings to the local area will only be taken with prior consent from all parents/carers and a risk assessment taken before the outing to ensure risks are being minimised as much as possible. We will only go on outings to place where we can maintain social distancing from other people at all times. On the outing, we will take a safety backpack which will contain cleaning equipment, hand gel, wipes, first aid kit and any other necessary items. |
|  | Wellbeing and learning | Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue  Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19  Staff will ensure they are aware of children’s attachments and their need for emotional support at this time |
| Workforce | Attendance/Wellbeing | Key considerations for re-opening form completed  Staff will only attend the Pre-School if they are symptom free, have completed the required isolation period or achieved a negative test result.  Practitioners will receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of the children and themselves.  Practitioners will be required to adapt their working conditions and may be working different hours and with different children other than their key groups.  Staff will be focused on children and cleaning as we go. |
|  | Physical distancing/grouping | Social distancing must be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible Staff members should avoid physical contact with each other including handshakes, hugs etc. |
|  | Training | All staff members will receive appropriate instruction and training in infecion control and the standard operating procedure and risk assessments within which they will be operating.  All staff have completed Prevent COVID19 training |
| Parent/Carers | Physical Distancing | Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. We aim to limit drop off and pick up to 1 parent per family.  We will arrange drop off and pick up at the Pre-School entrance to avoid parents entering the Pre-School unnecessarily. When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.  Parents may be permitted to enter the Pre-School for the purpose of settling in sessions if not doing so would cause a child distress. Pre-School will minimise contact between the parent and other children and staff members, a mask should be worn for parents walking through the church building.  Children will not be permitted to attend Pre-School if they have had Calpol or similar medication which might mask symptoms. (Parents will be asked to sign a form to confirm that they will comply with this new emergency policy). |
|  | Communications | Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves |
| Visitors | Visits | Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the Pre-School unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual Pre-School operational hours where possible. |
| Other service users |  | The church has confirmed that there will be few other users of the premises. Church to update Pre-School should this change to ensure Pre-School pack away resources and place furniture in the store cupboard. Other users will need to ensure they follow Government’s COVID-19 cleaning of non-healthcare settings guidance. |
| Travel |  | Wherever possible staff and parents should travel to the nursery alone, using their own transport If public transport is necessary, current guidance on the use of public transport must be followed  Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises. |
| Hygiene and Health & Safety | Handwashing | All children and staff will wash their hands upon arrival at the Pre-School. Children and staff members will be encouraged to wash their hands frequently throughout the day, as well as before eating, after coughing, sneezing. Hands should be washed with soap and water for 20 seconds. NHS guidance on hand cleaning |
|  | Cleaning | An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children’s toys and equipment. Communal area, kitchen, toilets, touch points and hand washing facilities will be cleaned and sanitised regularly in line with the Government’s COVID-19 cleaning of non-healthcare settings guidance.  Disposable gloves will be worn and disposed of immediately after cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with anti-bac spray.  Each room will have a box of cleaning materials, PPE etc which will remain with the staff member. |
|  | Waste Disposal | All waste will be disposed of in a hygienic and safe manner, tissues will be immediately disposed of and will be double bagged. All rubbish will be disposed of daily in the wheelie bin. |
|  | Laundry | All items within the setting requiring laundering will be washed in line with NHS laundry guidelines |
|  | Risk Assessment | All activities will be risk assessed and due consideration given to any adaptations to usual practice. This will include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials |
|  | PPE | Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE will continue to be worn as normal for nappy changing and the administration of first aid. If a child becomes unwell with symptoms of coronavirus an emergency PPE kit will be provided and should be worn by the staff member supporting the child. |
|  | Building | Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks will be conducted prior to reopening.  Safety check and sweep form will be completed both indoors and outdoors. Windows will be open where possible to ensure ventilation and closed at the end of the session |
|  | Resources | Children will not be permitted to bring items from home into the setting unless essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival All resources required for play and learning experiences of children will be regularly washed and/or sterilised.  Play equipment to be minimalised.  Removal of soft furnishings, soft toys, and toys that are hard to clean.  Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly. |
| Update Policies and Procedure |  | Share information with staff  COVID-19 Policy and Procedure  Confidentiality Policy  Safeguarding and Child Protection  Illness and Exclusion Policy  EYFS Disapplication and Modification guidelines  Data Protection Policy  Behaviour Policy |
| Responding to a Suspected case |  | In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the guidance Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation. The staff member responsible for the child during this time will remain with the child until a parent arrives to collect them. Pre-School will ensure suitable PPE is available to this staff member.  The area will be thoroughly cleaned, immediately The person responsible for cleaning the area will wear appropriate PPE In the event of a staff member developing suspected coronavirus symptoms whilst working at the Pre-School, they will return home immediately and isolate at home in line with the guidance  If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 or call 111 if they do not have internet access.  COVID-19: guidance for households with possible coronavirus infection guidance |
| Update  02.09.20 |  | Individuals will need to self-isolate immediately if they develop a new continuous cough, fever or a loss or changed sense of normal smell or taste (anosmia)  Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are intricately linked. |

When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus.

Where the child, or staff member tests positive, the rest of their group within their childcare setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.

COVID-19: guidance for households with possible coronavirus infection guidance