

Coronavirus Policy

This policy applies to all employees, parents, children, volunteers, students and anyone else working on behalf of the nursery. This policy also applies to all visitors and delivery drivers visiting the nursery.

Purpose of the policy

- To protect all from coming into contact with the Coronavirus (COVID-19)
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19)

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Continuous /persistent cough
- Difficulty in breathing
- Loss of taste and smell
- Fever
- Tiredness

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

Unfortunately like many illnesses, Covid-19 is infectious prior to symptoms being evident.

Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#)
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- pupils, students, staff and visitors should wash their hands:
 - before leaving home
 - on arrival at school
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving school
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are NOT available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment
- See further information on the [Public Health England Blog](#) and the [NHS UK website](#).

Procedures to minimise the spread of infection

Duties of the parents/carers

- Up to Date Contact Information- Please ensure that you update your contact details should they change.
- Talk to your children about the virus and the importance of washing your hands well.
- Encourage children to avoid touching their face, eyes, nose, and mouth.
- Holiday Travel - Please inform the nursery where you are going on your holiday as dependent on your location you may need to self-isolate for 14 days on your return.
- Payment of fees -In order to limit the risk of infection, the nursery is no longer accepting cash payments. The nursery bank details can be found at the bottom of your invoice to set up a standing order. Alternatively, the nursery can set up a direct debit for you if you speak to a member of staff.

Daily Travel to nursery

Wherever possible parents should travel to the nursery alone, using their own transport. If public transport is necessary, current guidance on the use of public transport suggests that you **MUST** wear a face mask.

Bubbles / Clusters

You'll hear about this a lot! All of the children will be part of a Bubble / Cluster. The reason for the Bubbles / Clusters is to create social distanced groups within the nursery. The Bubbles / Clusters won't mix. Your child will be part of a little team that will remain the same, with the same key workers as much as possible.

We are working on re-modelling the space we have so that our Bubbles / Clusters can spend time in different areas (while staying as separate Bubbles / Clusters) and have a load of different activities to do and fun to have.

The holiday club bubble will join our Galaxy (pre-school bubble), this will allow for practitioners to cover each other's breaks and to join or separate children as required.

The maximum number of children that we are allowed to have is 16. As we already have our nursery children enrolled, this means we have limited holiday club spaces available to ensure that we continue to meet our required 'bubble.'

SESSION

We are currently working out the Bubbles / Clusters and staffing levels that will be required. Whilst we will do all we can to accommodate the sessions that you want for your child, it may be that we will need to change the timings of your child's sessions.

We have temporarily suspended our half day sessions in order to reduce the number of children that have contact with each other and are only offer a full day and a school day session. The drop off/collection time for the school day session has moved to 8.45-3.45 in order to support a staggered drop off.

Drop Off's

The entrance to the nursery has temporarily been moved to the double fire doors off of Greenclose Lane straight into the main hall. Sessions will be staggered to prevent too many people entering the building at one time and the building manager is in the process of laying 2 metre tape on the pavements in order to promote social distancing.

Please can we ask that you follow the following procedures:

- Do not park on Greenclose Lane- there are double yellow lines there and this will allow families to queue more safely.
- Follow social distancing rules until you have been accepted into the building.
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off their child
- Child fit to attend – Please DO NOT bring your child to our holiday club if they are unwell. You may wish to take your child’s temperature daily to ensure they are symptom free but following government guidance we will not be taking children’s temperatures on arrival.
- Please limit drop off to 1 parent per family (dependents don’t count) and your session timings will be staggered to support this.

Please stick to your allocated time window to help us.

Once inside the main hall, a member of staff will greet you and ask if parents, children or any member of the household have any of the symptoms of Covid19 (high temperature or a persistent cough).

If the answer is YES	If the answer is NO
You will not be allowed to leave your child at the holiday club.	You will be directed to a sanitising station to apply alcohol gel to your child's hands.
	Please ensure your child’s coat, bag and lunchbox if applicable is labelled with their name. There will be a place to put you your child’s lunch box and bag and these will be wiped down with anti-bacterial spray before be taken up to the nursery.
	The children have put into small groups known as ‘clusters’ in order to limit the risk of exposure. A member of staff that will be with your child that day will take your child from you to join their friends from their cluster. Once all the children from that cluster have arrived, then the children will be brought up to the nursery by the staff. Once we have taken them upstairs the children to wash their hands with soap & water.

Collections

The collection of children will again be via the double fire doors off of Greenclose Lane into the main hall. Sessions will be staggered to prevent too many people entering the building at one time.

Please can we ask that you follow the following procedures:

- Do not park on Greenclose Lane- there are double yellow lines there and this will allow families to queue more safely.
- Follow social distancing rules until you have been accepted into the building.
- Only parents who are symptom free and or have completed the required isolation periods will be able to collect their child
- Please limit pick up to 1 parent per family (dependents don’t count) and your session timings will be staggered to support this.

Once you have entered the building, you will be directed to a sanitising station to apply alcohol gel to your hands.

Your child and their belongings will be brought down from the nursery along with their cluster group to be collected by yourself.

Children

Only children who are symptom free or have completed the required isolation period should attend the nursery. Parents may wish to check their child's temperature prior to coming in to the holiday club but following government guidance we will not be taking children's temperatures on arrival.

Throughout the guidance it is recognised that pre-school and primary aged children DO NOT socially distance from each other and so in order to limit the risk, cluster groups of children. The environment and care routines including provision of meals, and toileting have been organised to discourage the mixing of different groups of children.

The use of communal internal spaces have been restricted as much as possible.

Intimate Care

<p>Intimate Care</p> <ul style="list-style-type: none">• Dealing with first Aid• Dealing with a child with suspected symptoms	<p>PPE to be worn when providing intimate care needs.</p> <ul style="list-style-type: none">• Disposable gloves• Disposable apron• Fluid protecting Face mask <p>If there is a risk of splashing to the eyes, through coughing, spitting, or vomiting, then eye protection should also be worn</p>
<p>Supervised toileting and handwashing</p>	<ul style="list-style-type: none">• Allocated bathrooms to be used to support the clustering of children• Children should be supported to do as much for themselves as possible.• Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space.• Children should not attend if unwell.• If an accident happens whilst it is dealt with no one else should use the bathroom. <p>Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing.</p>

Mealtimes and sleeping

Children will eat at the same time, in their own Bubbles / Clusters. We have created spaces within the nursery that will facilitate this. The menu will be healthy and varied (taking into account all dietary requirements) but may differ from the published menus depending on what ingredients are available each week.

Wellbeing and education

Children should 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 should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.

Children's Play & Learning

Our rooms are in the process of being modified in order to make them usable by our Bubbles / Clusters and as safe as can be. We have removed toys that can't be cleaned easily between sessions or at the end of the day. We will be rotating some soft toys each day, giving us time to wash or steam clean them between sessions.

Outings

At this point in time, there will be no visits outside of the nursery in order to comply with social distancing guidelines.

In the future, outings from the nursery into the local community will be very limited as the nursery doesn't have an outdoor space to be able to use. Our outings will be to open spaces only such as the local parks and the canal but will no longer include the library and museums where there is an increased risk of mixing with members of the general public in an enclosed space.

We will no longer be taking the children on PUBLIC TRANSPORT as part of their outdoors experiences.

Guidance on dealing with suspected or confirmed cases of COVID-19 at Small World Nursery If a child becomes unwell with Coronavirus symptoms

If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the NHS guidelines. A child awaiting collection should be moved to another room where they can be isolated behind a closed door. A window will be opened for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.

The child will be looked after by a familiar adult whom they have spent their time with during the day in order to limit the risk of infection. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

If they need to go to the bathroom while waiting to be collected then the bathroom will be cleaned and disinfected using standard cleaning products and appropriate PPE before being used by anyone else.

If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. In the event of a staff member developing suspected coronavirus symptoms whilst working in the nursery, they should return home immediately and isolate in line with the NHS guidelines.

If medical advice is required, the nursery staff, parents or carers should go online to the NHS website or call the NHS advice line on 111.

Coronavirus	7 days from the onset of symptoms.	<p>After 7 days:</p> <p>If you do not have a high temperature, you can stop self-isolating.</p> <p>If you still have a high temperature, keep self-isolating until your temperature returns to normal.</p> <p>You do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone.</p> <p>If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started.</p> <p>This is because it can take 14 days for symptoms to appear.</p>
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		If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.
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If an employee experiences any of the following symptoms they will inform their manager immediately, self-isolate and contact 111 for advice.

Symptoms include;

- A continuous cough
- A high temperature
- Shortness of breath
- Loss of taste and smell
- Tiredness

These symptoms are similar to a cold or flu.

What to do if a case of COVID-19 is suspected in the holiday club

If anyone has been in contact with a suspected case in a Out of School setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other children or staff home.

What to do if a case of COVID-19 is confirmed in the holiday club

The nursery will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by the nursery with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

What to do if children or staff in the holiday club are contacts of a confirmed case of COVID-19 who was symptomatic while attending the nursery

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case, or equivalent setting such as boarding school dormitory or other student accommodation

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide you with advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the class. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

Disposing of waste in the holiday club including tissues, if children, students or staff become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the nursery will be instructed what to do with the waste.

Staff

Only staff who are symptom free or have completed the required isolation period should attend the nursery. You may wish to check your own temperature prior to coming in to the nursery (37.8 degrees Celsius or above is considered a symptom).

Staff's attendance / arrival	On arrival at the nursery, it is reasonable to ask the member of staff if they or any member of their household have any of the symptoms of Covid19 (high temperature or a persistent cough). If the answer is yes, then you will not be allowed work.
	Staff will be asked to ensure they wear a freshly laundered uniform daily. They may wish to change into their uniform when they arrive at nursery and change out of it again prior to leaving the building.
	Staff are required to wash their hands thoroughly on arrival at the nursery.
	Encourage children to avoid touching their face, eyes, nose, and mouth.
	All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and, outside of setting hours, should minimise social interactions, as per the <u>national guidelines</u> ;
Physical distancing/ grouping	<p>Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day</p> <p>Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.</p> <ul style="list-style-type: none"> • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. <p>Following the government guidelines, cluster groups and environment changes have been created to limit the number of children/staff that you are mixing with.</p> <ul style="list-style-type: none"> • Social distancing must be maintained during breaks. This has been achieved by moving the staff room down to the basement as it provides a large space for the staff to be able to social distance from each other. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing
Training	All staff members will be asked to complete and an online 'Infection Control' course and will be updated with any changes or new policy, operating procedures and risk assessments within which they will be operating
PPE	Staff will be expected to wear gloves, aprons and a face mask when providing medical care.
Daily Travel	Wherever possible staff 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 which at present asks that you must wear a face mask.
Holiday Travel	No employee is required to travel outside of the UK for their job. The nursery requires the employee to inform the nursery of where you are going on your holiday as dependent on your location you may need to self-isolate for 14 days on your return.

Shared spaces

Please be aware that some of the internal spaces are communal meaning that they will be used by more than one bubble / cluster. We are implementing increased cleaning within these areas in recognition that they may present a higher risk.

Please wash your hands before you enter the communal space and wipe down after use.

Visitors

Attendance to the holiday club is restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible. The nursery requires all visitors to report to reception and a completed Health Declaration form will be required prior to entry.

The best way to prevent the Coronavirus from spreading is



Handwashing - All children and staff must wash their hands upon arrival at the holiday club. You should wash your hands for around 20 seconds.



When should you wash your hands?

Hands will be washed on a regular basis but particularly around the following actions:

- after using the toilet
- before and after handling raw foods like meat and vegetables
- before eating or handling food
- after blowing your nose, sneezing or coughing
- before and after treating a cut or wound
- after touching animals, including pets, their food and after cleaning their cages

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses such as food poisoning, flu or diarrhoea.

It can help stop people picking up infections and spreading them to others.

Ensure good respiratory hygiene:

PREVENT THE SPREAD OF CORONAVIRUS



CATCH IT
Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT
Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

Cleaning Routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone and money safe, banisters.

Undertake regular cleaning	An enhanced cleaning schedule has been implemented that includes furniture, tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks, and children's toys and equipment Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly
	Wear disposable gloves for cleaning and dispose of immediately after cleaning.
	Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
	Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
Cleaning of electronics	Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day. Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.
Cleaning of clothing, towels and soft furnishings	Laundry items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces. All items within the setting requiring laundering must be washed in line with NHS laundry guidelines • Items such as towels, flannels and bedding must not be shared by children
Waste Disposal	All waste must be disposed of in a hygienic and safe manner Tissues must be immediately disposed of
Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ul style="list-style-type: none">• the individual tests negative; waste can then be put in with the normal waste• the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste

Building

- Keep windows open where possible to ensure ventilation.
- Avoid use of lifts other than where absolutely essential

Resources

Children should not be permitted to bring items from home into the setting unless absolutely 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 should be regularly washed and/or sterilised.

Supplies

Procurement & monitoring

The nursery should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The holiday club will not be able to operate without essential supplies required for ensuring infection control.

A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.

In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

Risk Assessment	All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
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This policy has been created using the following government guidance:

- Our Plan to Rebuild: The UK Government's Covid-19 Recovery Strategy
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020
- Coronavirus (COVID_19): Implementing protective measures in education and childcare settings
- Coronavirus outbreaks FAQ's: What you can and can't do
- Staying alert and safe (social distancing)
- COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus
- Opening Schools and educational settings to more pupils from 1 June: Guidance for parents and carers
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak
- **Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

THIS POLICY WILL CONTINUE TO DEVELOP IN LINE WITH NEW GOVERNMENT GUIDANCE.

This policy was adopted by	Small World Nursery
On	
Date to be reviewed	Ongoing
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)

COVID-19 Risk Assessment

**Address of premises: Small World Nursery,
Schofield Centre,
Greenclose Lane
Loughborough
Leicestershire
LE11 5AS**

Assessor: Melanie Whitley

Date of Risk Assessment: 3rd July 2020

Date of Review: Ongoing

Signed by Assessor: Melanie Whitley

Who is at risk?		Likelihood	Chance	Description
Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers Potential for spread to other family members		1 Unlikely to happen	0%-40%	The event may occur only in exceptional circumstances.
		1 Moderate	41%-60%	The event may occur at some point.
		3 Likely to happen	61%-100%	The event will occur in most circumstances.

Severity	Description, Mental Health related in blue
1 Minor Injuries	Minor first aid treatment causing minimum interruption. Apprehension/Alarm on one off occasion or of short duration requiring no treatment
2 Requires medical attention	Injury requiring medical treatment. Significant trauma displayed after event or over considerable period, causing health issues requiring GP or counselling.
3 Permanent or life changing	Permanent or life changing. Major trauma related illness resulting in self-harm and long term incapacity requiring medical treatment and/or counselling.

REOPENING THE NURSERY TO MORE CHILDREN

Hazard: Potential for spread of COVID-19 between persons at holiday club

Considerations	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating
		Severity	Likelihood	Total		
<p>Organise Class Sizes Ensure the maximum numbers of children are adhered to. Minimising contact between groups and staff. Ensure children and young people always stay in the same groups on each day and do not mix on subsequent days. Ensure that the same staff are assigned to the same groups during the days and on subsequent days.</p>	<p>Baby Room and Toddler Room are fine as there are so few children attending across the week that they are their own bubble. Pre-School has been split into: Galaxy Room – Year Round, Longer days than 9-4 & Vulnerable children. Comet Room (NEW ROOM) – will have two bubbles attending 8.45-3.45. First bubble attending Monday & Tuesday and the second Thursday & Friday. Full clean down on a Wednesday & Friday.</p>	3	2	6	<p>Holiday club will be operating from the new Comets Room as all of our nursery children in that room are term time only so the room would be empty over the holidays. There is the possibility of the Galaxy children and the holiday club children mixing in order to support the needs of the children and the staff and so in order to support this the holiday club numbers will be limited to the same 8 children across a week.</p>	2
<p>Organise classrooms and other learning spaces</p>	<p>All spaces have been thoroughly cleaned prior to opening to more children.</p>	3	2	6	<p>Holiday club- have their own allocated room with resources suitable for their age group.</p> <p>Many toys, books and resources have been limited in order to make it easier to clean.</p> <p>Soft furnishings such as rugs, cuddly toys and blankets have been limited but those left are easy to wash or spray with anto-bac spray specially for soft furnishings.</p> <p>All spaces will be well ventilated using windows etc</p>	2
<p>Organise shared spaces e.g. offices and nursery rooms</p>		3	2	6	<p>Increased signage has been put up around the building to encourage social distancing, shared space warnings</p> <p>Staff training covered the use of shared spaces and the potential for heightened risk.</p> <p>Adequate cleaning will need to take place between groups using the shared spaces including wiping down of resources in classrooms.</p>	2

					<p>The Ball pool is for sole use for the babies at this time.</p> <p>The Main Hall has been split into two sections and each section allocated to a bubble to be used for drop off's, collections and physical play.</p>	
First aid and care provision	<ul style="list-style-type: none"> • The nursery will maintain suitable first aid and paediatric first aid cover. • Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in hygiene room. Cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. • All first aid equipment will always be accessible. • Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	3	2	6	<p>All staff working with the children are Paediatric first aid trained at the moment.</p> <p>A refresher paediatric first aid course was booked for 8 staff in June 2020 whose certificates run out in August but this was cancelled by the trainer.</p> <p>All those staff have been asked to complete an online paediatric first aid course by the end of July until the refresher course can be rebooked.</p>	2

	<ul style="list-style-type: none"> All incidents must be recorded as per the school's normal arrangements. 					
Getting to nursery and drop off / pick up	<ul style="list-style-type: none"> Encourage people to walk or cycle to school where possible Highlight government advice on safe travel to parents and carers. 	3	2	6	<ul style="list-style-type: none"> Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop and pick up the children in the reception area of the building. Parents are to demonstrate social distancing at all times. A member of staff will be in the reception to welcome children and take the register. Children's coats & bags- Children to bring a bag to be left at the nursery that can be sanitized on entry. Lunch Boxes to go onto the kitchen trolley so they can be sanitised on entry. Only children who are symptom free or have completed the required isolation period attend the setting. On arrival at the holiday club, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. No toys, teddies or blankets (or similar) to be brought in from home unless this will cause the child distress. Children to enter the nursery and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating. Encourage children to avoid touching their face, eyes, nose and mouth. All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. 	2

					<ul style="list-style-type: none"> • Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into the nursery for 48hours after symptoms have ended. • Any child who displays signs of a cold will not be allowed in the nursery until 48hours after symptoms have ended and a negative test result. • Children taking time to settle after prolonged break and change in routine. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible. • Consideration will be given to allow parents to enter the nursery for the purpose of settling In sessions if not doing so would cause a child distress. • All measures should be taken to minimise contact between the parent and other children and staff members. Handovers will be given via Eylog. 	
Contamination of food products and packaging from supply chain or from food preparation on site.	All meals will be served in the children's own 'bubble' and allocated space. Snack will be collected from the fridge and prepared in their own room.	3	2	6	<ul style="list-style-type: none"> • Be mindful of the number of bubbles in food area. 1 bubble at a time. • Staff and Children MUST wash hands before prep or eating, • Staff and children MUST wash hands after eating. • Adults to handle eaten food as little as possible. • Children and adults to be responsible for their own food rubbish. 	2
Cleaning	Basic Cleaning rota already in place	3	2	6	<ul style="list-style-type: none"> • Increased level of cleaning across the whole building • Cleaning rotas have been produced to detail the job, frequency and method of cleaning in order to ensure all spaces have been cleaned in line with guidelines • Toy rota cleaning rotas produced for each room. • Undertake regular cleaning 	2

					<ul style="list-style-type: none"> • This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</p>	
Cleaning of electronics		3	2	6	<p>Avoid shared electronics if possible</p> <p>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</p>	2
Disposal of potentially contaminated waste		3	2	6	<p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:</p> <p>The individual tests negative; waste can then be put in with the normal waste the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</p>	2

Children

Hazard: Potential for spread of COVID-19 between persons at nursery

Considerations	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating
		Severity	Likelihood	Total		
Physical distancing/ grouping		3	2	6	<ul style="list-style-type: none"> Children's sessions will be organised into small groups of attendance, wherever possible these small groups or "bubbles" should not mix during the week. Care routines including provision of snacks should be within the space allocated to each "bubble" wherever possible. The use of communal internal spaces should be restricted as much as possible. <p>Return will be gradual with priority given to Key Workers and vulnerable children followed by school leavers.</p>	2
Play and Learning		3	2	6	<ul style="list-style-type: none"> Implement social distancing where possible: <ol style="list-style-type: none"> Small groups Parents to leave the building promptly after dropping off children. Minimise the resources available to those that can be cleaned effectively. <p>Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</p>	2
Children's Wellbeing and education		3	2	6	<ul style="list-style-type: none"> Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. <p>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</p>	2

Toileting and cleaning up of accidents		3	2	6	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space. • Children should not attend if unwell. • If an accident happens whilst it is dealt with no one else should use the bathroom. <p>Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	2
If a child starts displaying symptoms.		3	2	6	<ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p> <p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. 	2

				<ul style="list-style-type: none">• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated in another room and with appropriate adult supervision.• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people <p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none">• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. <p>Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</p>	
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STAFF

Hazard: Potential for spread of COVID-19 between persons at nursery

Considerations	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating
		Severity	Likelihood	Total		
Attendance		3	2	6	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. Risk assessing with regular health questionnaires for returning staff. Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day. All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. <p>Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</p>	2
Lack of staffing/insufficient ratios Risk of not being in ratio to care for children		3	2	6	<ul style="list-style-type: none"> Have a reserve list of staff to call on in the event of staff being unable to work Staff with childcare difficulties encouraged to make use of key worker provision in their child's own school/childcare setting 	2
Staff wellbeing <ul style="list-style-type: none"> Risk of stress/anxiety Other mental health issues 					<ul style="list-style-type: none"> Weekly virtual staff meeting to be held over zoom with all employees Regular supervisions to allow staff to voice concerns and anxieties Can ask for an occupational health referral for stress management 	

Physical distancing/grouping		3	2	6	<ul style="list-style-type: none"> • Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc. 	2
Training		3	2	6	<p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p> <p>All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</p>	2
PPE	<p>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <p>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p>	3	2	6	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	2
Vulnerable Employees	UK Government guidance being followed Manager has identified certain vulnerable employees	3	2	6		2

	Vulnerable employees may be required to work from home or shield themselves if it is their choice and they will need to sign a disclaimer if they choose to work and should shield. They will be paid ESP for 4 weeks and then SSP for the time they are shielding in line with the settings policy.					
Employees who have contracted COVID-19 outside of work	UK Guidance being followed IF NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal nursery policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines. Employees with COVID-19 will self-isolate as per government guidelines and will be required to get a test to confirm if positive or negative for COVID-19/if negative they can return to work when they feel better. The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines.	3	2	6		2
Symptomatic or exposed employees remaining in workplace	UK Government guidelines being followed Employees are advised to follow NHS guidance online Symptomatic employees will be instructed to go home Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance/Public Health England will be contacted for further guidance.	3	2	6		2
Self- Isolation and well-being	UK Guidance being followed NHS 111 online provides advice on when to self isolate and access to an online interactive and personal checklist (Stay at Home Advice)	3	2	6		2

PARENTS & VISITORS

Hazard: Potential for spread of COVID-19 between persons at nursery

Considerations	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating
		Severity	Likelihood	Total		
Parents and Visitors	<p>Communication Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</p>	3	2	6	<ul style="list-style-type: none"> • Policy and contract to be sent out to each family before return • All families to return a signed contract before return 	2
Visits	<p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).</p> <p>Where essential visits are required these should be made outside of the usual nursery hours where possible.</p> <p>All trustee involvement, should where possible, be conducted via virtual conferencing such as zoom.</p> <p>New family show rounds should initially be done virtually and then look to show parents around outside of nursery hours.</p>	3	2	6	<ul style="list-style-type: none"> • Produce virtual tour to go onto website. • Unannounced visitors not to be admitted • Visitors by appointment only • Staff to engage with virtual conferencing. 	2
Travel	<p>Wherever possible staff and parents should travel to the nursery using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.</p>	3	2	6		2



Coronavirus/COVID-19 –Visitor Declaration Form

Dear Visitor

Before you come into our nursery we want you to answer some questions and sign the declaration below. We have put these measures in place to help prevent the spread of Coronavirus (COVID-19) and protect the health of others.

If you answer 'YES' to any of the questions below we ask that you refrain from entering the premises and seek medical advice. Thank you for your understanding and cooperation

Question	Answer
Are you (or anyone in your household) suffering any flu like symptoms / symptoms of coronavirus COVID-19?	Yes or No
Are you (or anyone in your household) experiencing any difficulty breathing, shortness of breath?	Yes or No
Are you (or anyone in your household) experiencing any fever like / high temperature symptoms?	Yes or No
Did you / members of your household consult a Doctor or other medical practitioner?	Yes or No
How are you feeling overall from a health point of view?	Well or Unwell
Have you been in contact with anyone in the past 14 days who has had any of the above symptoms?	Yes or No

NOTE: When on site, please adhere to the government's guidance on social distancing, hand washing and sanitising and general coughing/sneezing etiquette.

I confirm that the answers provided above are true to the best of my knowledge.

Signed:	Print (name in full):
Date:	

Once you have completed this declaration if your circumstances change please let us know immediately.



Discover

Small World Nursery

Helping little people develop and grow

Covid -19 Record Form

Date			
Which individuals are involved? (Please circle)	Child	Member of staff	Parent
Name of child / staff member or parent			
Date of Birth (applicable for child/member of staff only)			
Key Person Group / Bubble			
Date symptoms of Covid-19 recognised			
Time of temperature record			
Temperature record			
Record actions taken on identification and any follow up actions required			
Staff Signature			
Manager Signature			
Parents Comments			
Parents Name (Please print)			
Parents Signature			